



AFRICAN COURT ON HUMAN AND PEOPLES' RIGHTS
COUR AFRICAINE DES DROITS DE L'HOMME ET DES PEUPLES
P.O Box 6274 Arusha, Tanzania, Tel: +255 732 979506/9; Fax: +255 732 979503

REQUEST FOR PROPOSALS (RFP)

**FOR THE PROVISION OF COURIER SERVICES AT AFRICAN COURT ON HUMAN
AND PEOPLES' RIGHTS**

RFP No : AFCHPR/PROC/2016/84

Project Title:	Provision of Courier Services at the Court
Duration:	One Year
Location:	Arusha, Tanzania
Starting date of advertisement Of requests for Proposals:	10 th February 2016
Deadline for submission Of proposals:	10 th March 2016 at 5.00 PM
Requirements:	Please submit a financial proposal and a technical proposal in completely separate envelopes by Courier/Hand Delivery or electronic submission in PDF files to:

The Secretary
The Tender Board
African Court on Human and Peoples' Rights
P.O. Box 6274

Arusha, Tanzania
Phase II -Mwalimu Julius Nyerere
Conservation Centre, Dodoma Road
Arusha, Tanzania
E-MAIL: tenders@african-court.org
Tel: +255786 386931/+255732979505-9

Section 1 –General Information

1. Background

The African Court on Human and Peoples' Rights was established on 9 June 1998 by the Protocol to the African Charter on Human and Peoples' Rights on the Establishment of an African Court on Human and Peoples' Rights (the Protocol). The Protocol came into force on 25 January 2004 paving the way for the operationalization of the Court. It is the only continental judicial body charged with the responsibility of ensuring that the provisions of the African Charter on Human and People's Rights (the Charter), adopted on 27 June 1981, are respected and observed.

The objective of the Court is to further strengthen the system of human and peoples' rights protection on the continent. The Court complements the protective mandate of the African Commission on Human and Peoples' Rights (the Commission). The Court has its seat at Arusha, in the United Republic of Tanzania.

In its effort to carry out its mandate, the Court seeks to appoint experienced and reputable Service Provider to provide Courier services to run for a period of one year. (See details of the required services for more information), and here by invites interested and qualified Service providers to submit their proposal.

The Court therefore solicits proposals in response to this Request for Proposal (RFP). Proposers must strictly adhere to all the requirements of this RFP.

2. Clarification of Proposal

- i. Proposers may request clarifications at least 10 days before the deadline for submission of proposals. Any request for clarification must be sent in writing via courier or through electronic means to the address indicated below.

The Procurement Unit
The African Court on Human and Peoples' Rights
P.O. Box 6274, Arusha, Tanzania
Phase II Mwalimu Julius Nyerere Conservation Centre, Dodoma Road
Arusha, Tanzania
E-MAIL: alex.mollel@african-court.org
Tel : +25578638931/+255732979505-9

- ii. The Court will respond in writing and transmit its response by electronic means and will copy the response (including an explanation of the query but without identifying the source of inquiry) to all Proposers. No changes, substitutions or other alterations to the provisions stipulated in this RFP may be made or assumed unless they are instructed or approved in writing in the form of Supplemental Information to the RFP.

- iii. The Court shall endeavor to provide responses to clarifications sought in an expeditious manner, but any delay in such response shall not create an obligation on the part of the Court to extend the submission date of the proposals, unless the Court deems that such an extension is justified and necessary.

3. Amendment of Proposals

At any time prior to the deadline of Proposal submission, the Court may for any reason, such as in response to a clarification requested by a Proposer, modify the RFP in the form of a Supplemental Information to the RFP. All prospective Proposers will be notified in writing of all changes/amendments and additional instructions through Supplemental Information to the RFP and through the method specified in paragraph 3 above.

In order to afford prospective Proposers reasonable time to consider the amendments in preparing their proposals, the Court may, at its discretion, extend the deadline for submission of proposals, if the nature of the amendment to the RFP justifies such an extension.

4. Cost

The Proposer shall bear any and all costs related to the preparation and/or submission of the proposal, regardless of whether its proposal was selected or not. The Court shall in no case be responsible or liable for those costs, regardless of the conduct or outcome of the procurement process.

5. Language

The proposal, as well as any and all related correspondence exchanged by the Proposer and the Court, shall be written in English which is among working languages of the Court. Any printed literature furnished by the Proposer written in a language other than English must be accompanied by a translation in English. For purposes of consideration of the proposal, and in the event of discrepancy or inconsistency in meaning, the version translated into English, as applicable, shall govern. Upon conclusion of a contract, the language of the contract shall govern the relationship between the Service provider and the Court.



6. Currencies

All prices shall be quoted in Tanzanian shillings (TZS).

Section 2 - Terms of Reference (TORs) for the Service Provider.

This section sets out the objectives, scope of services, activities, tasks to be performed, respective responsibilities of the Proposer, expected results and deliverables and other data pertinent to the performance of the range of duties and services expected of the successful Service Provider.

7. Scope of Service

Outlined below is scope of service for this proposal that must be adhered to when responding to this RFP.

1. To provide same day, overnight public and weekend courier service delivery as and when required.
2. Appointed Service Provider will be expected to assist with the delivery / distribution of parcel /letters on daily, weekly or monthly basis to different stakeholders.
3. Collect and deliver all documents/parcel from or for the Court. The authorized representative of the Courier Service will be required to furnish receipt for parcel and documents.
4. The prospective Service Provider will ensure that all parcels/documents are delivered to the intended recipient.
5. Upon prompt and correct delivery, the Service Provider will ensure that the intended receipt clearly indicates his/her full names, signature, and telephone number on the waybill.
6. The Service Provider will furnish proof of delivery of parcels/documents with the required level of detail on monthly basis.
7. With respect to judicial correspondences, the Service Provider will furnish proof of delivery, including, the name and position of the person delivered to, within forty eight (48) hours of delivery.
8. The Courier Service will return the undelivered parcels/letters within a week.

SPECIAL CONDITIONS:

Warranty/Guarantee of Goods	A guarantee of services mentioned in the quote will be provided.
Language	The quotations shall be in English



Currency of quotations/offer	Offer must be submitted in Tanzania shillings
Award criteria for award of contract	The contractor that offer the competitive and most technically compliant quote as per specifications and features stipulated above and that meets the evaluation criteria will be offered the contract
Payments Terms	Payment will be made by Bank Transfer within 30 days upon receipt of invoices and certification of satisfactory completion of services by African Court.
Request for clarification	Bidders requesting clarification of the items, technical requirements or conditions stipulated in this RFP shall communicate in writing with African Court office to Alex N. Mollel, Procurement Officer of the Court. Email: alex.mollel@african-court.org
Submission of Quotes	If by Hand to the Headquarters of African Court on Human and Peoples' Rights Offices situated at the Julius Nyerere Conservation Centre, Phase II, TANAPA building.

LOCATION OF DELIVERY:

The Headquarters of the African Court on Human and Peoples' Rights, situated at TANAPA, Mwalimu Julius Nyerere Conservancy Centre, Phase II, Dodoma Road.

FINANCIAL INFORMATION:

Service Provider should provide a separate quotation for the transportation or delivery charges for the items to the Court, if any. Service Provider should also indicate actual time of delivery of the items and mode of payment.

Sincerely,

Dr Robert W. Eno
Registrar of the Court

