



**AFRICAN COURT ON HUMAN AND PEOPLES' RIGHTS**  
**COUR AFRICAINE DES DROITS DE L'HOMME ET DES PEUPLES**

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## **Registration on the African Court on Human and Peoples' Rights Vendors Database**

### **A. Background**

The African Court on Human and Peoples' Rights (The Court) was established on 9 June 1998 by the Protocol to the African Charter on Human and Peoples' Rights on the Establishment of the African Court on Human and Peoples' Rights (Protocol). The Protocol came into force on 25 January 2004 paving the way for the operationalization of the Court. It is the first continental judicial body charged with the protection of Human and People's Rights. The Court was launched on 2 July 2006 with the objective of further strengthening 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 (Commission). The Court has its seat in Arusha, in the United Republic of Tanzania.

### **B. Scope**

The African Court would like to develop a data base of Vendors in different fields which include:

1. Office Furniture
2. Stationery, Photocopy Paper and Office Supplies
3. Computer and Accessories
4. Printing Equipment, Consumables and spare parts
5. Conference Equipment and Services
6. Communication and Audio Visual equipment
7. Promotional Materials
8. Advertising Services
9. Decorations Services
10. Courier Services, Packing, Forwarding and Clearing
11. Networking Services
12. Electrical Materials
13. Office Equipment
14. Home Furniture
15. Household Materials
16. Generators and air conditioning
17. Fire Extinguishers
18. Construction, Renovation, Maintenance & Gardening
19. Building materials
20. Security Equipment and Services
21. Motor Vehicles and Vehicle Spare Parts and Tires
22. Maintenance of Vehicle Services
23. Fuel and Lubricants
24. Car Rental Services
25. Hotels and Catering Services
26. Drinking Water and Refreshments
27. Medical Supplies
28. Medical equipment and Laboratory Materials
29. Plumbing Materials and Services
30. Cleaning Materials and Services
31. Pest Control Services
32. Carpentry services
33. Architectural Design
34. Library Books
35. Uniforms

The African Court will only process vendor registrations for businesses that have been selected to provide goods or services as a result of either a competitive process or sole source contract award.

Applications will be reviewed and evaluated to determine eligibility.

### **C. Eligibility**

As part of the registration application, all Vendors are required to declare (both for parent and/or subsidiary entities, as applicable) that:

- i. [company name] is not currently removed or suspended by the African Union, the United Nations, World Bank, Government or international agency;
- ii. [company name] is not under formal investigation, nor has been sanctioned within the preceding three (3) years by any national authority of an African Union or United Nations Member State for engaging or having engaged in proscribed practices, including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice.
- iii. [company name] has not declared bankruptcy, are not involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against them that could impair their operations in the foreseeable future;
- iv. [company name] undertakes not to engage in proscribed practices (including but not limited to: corruption, fraud, coercion, collusion, obstruction, or any other unethical practice), with the African Union or any other party, and to conduct business in a manner that averts any financial, operational, reputational or other undue risk to the African Union.

In the case that a Vendor's situation changes with regard to any of the statements listed above, after having been included in the Vendor Register, the Vendor shall immediately inform the African Court thereof. Non-compliance with this requirement will automatically render the Vendor ineligible.

### **D. Requirements**

Vendors must comply with the following requirements:

- Experience in the relevant field (be able to demonstrate that it has been and is offering goods and/or services under the business name for a period of not less than three (3) years.);
- Two (2) references.

Vendors must provide the following documents:

- Company Profile detailing the company and its services;
- Valid registration documents;
- Latest Tax Clearance Certificate;
- All potential Suppliers are required to complete the Vendors Registration Form (attached).

Documents must be submitted on or before **1700 hours Arusha local time on 23 July 2019** to:

Email: [tender@african-court.org](mailto:tender@african-court.org)

**(The maximum size of attachments is 10 MB. If the size of your attachment exceeds 10 MB, please send it over several emails.)**

Or,

Postal address:

**The Registrar,  
African Court on Human and Peoples' Rights  
P.O. BOX 6274  
Arusha, Tanzania**

Or,

Physical address:

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

The Subject must bear the title of this solicitation.

Vendors requesting clarification shall communicate in writing with African Court office through the email address: [procurement@african-court.org](mailto:procurement@african-court.org).

  
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**Dr. Robert W. Eno**  
**Registrar of the Court**

