

**Staff Association of the
African Court on Human and Peoples' Rights**

Request for Quotations

STATUTORY FINANCIAL AUDIT

To: All Suppliers

Date: 02/05/2025

The Staff Association of African Court on Human and Peoples' Rights invites you to submit your quotation for carrying out the services as described herein.

SECTION A: REQUEST FOR QUOTATION:

- 1) Description of Services and Location: Audit of Staff Association of African Court in Arusha, Tanzania.
- 2) Currency of Quotation: Tanzanian shilling..(The United Nations operational exchange rate for the month of May 2025, will be used to convert the quotation received in foreign currency).
- 3) Services are to commence on 01 June 2025.
- 4) Quotations must be valid for Sixty (60) days.
- 5) Quotations and supporting documents as specified in Section B must be marked with the Staff Association Number given above and indicate your acceptance of the terms and conditions.
- 6) Quotations must be received, in sealed envelopes, no later than: **17:00hrs on 16 May 2025 (Arusha,Tanzania local time).**
- 7) Quotations must be returned to:

Email: staffassociation@african-court.org

(The maximum size of attachments is 25 MB. If the size of your attachment exceeds 25 MB, please send it over several emails.)

Or,

Postal address:

**The President of Staff Association of African Court,
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.

Request for clarification;

Bidders requesting clarification of the items, technical requirements or conditions stipulated in this RFQ shall communicate in writing with Staff Association of African Court office through the email address: staffassociation@african-court.org

- 8) The attached Schedule of Rates and Prices at Section C and Technical Data at Section D detail the services to be performed.
- 9) You are requested to quote by completing Sections B, and D. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the services. The whole cost of performing the services shall be included in the items stated and the cost of any incidental services or materials shall be deemed to be included in the prices quoted.
- 10) Quotations that are responsive, qualified and technically compliant will be ranked according to price. Award of Contract will be made to the lowest priced quotation by the issue of a Purchase Order.
- 11) Payments will be made in accordance with any resulting order within thirty (30) days of receipt of an invoice supported by a certificate of satisfactory completion.

Mr. Emmanuel Niyonkuru

President of Staff Association of African Court



Your quotation is to be returned on this Form by completing and returning Sections B, C and D including any other information and certification as stated within this RFQ.

SECTION B: QUOTATION DETAILS

- 1) Currency of Quotation: Tanzanian shilling..(The United Nations operational exchange rate for the month of May 2025, will be used to convert the quotation received in foreign currency).
- 2) Services are to commence on 01 June 2025.
- 3) Quotations must be valid for Sixty (60) days.
- 4) We enclose the following documents as required by the Purchaser:
 - Company Profile detailing the company and its services;
 - Valid registration documents;
 - Latest Tax Clearance Certificate.
- 5) We confirm that our quotation is subject to the African Union General Conditions of Contract for Purchase Orders, and is based on the terms and conditions stated in your Request for Quotations referenced above.
- 6) We confirm that the prices quoted are fixed for the duration of the validity period and will not be subject to revision or variation.

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____

Phone number: _____ Email: _____

Registered Address:

If any additional documentation is attached B, C and D is still required as confirmation. It will prevail over any attachments. If the Quotation the quotation may be rejected.

Section C: Schedule of Rates and Prices (TO BE PRICED BY BIDDER)

Item No.	Description of Services (In accordance with Section D)	Price in Specified currency	
1.	Sanitary Services	Total Before VAT	
		VAT (18%)	
		Total After VAT	

Authorised for and on behalf of:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

SECTION D: TECHNICAL DATA

Scope of Work

The Saff Association of African Court on Human and Peoples' Rights (Staff Association) whose headquarters is located in Arusha, Tanzania is an Organ of the African Union. In the effort to carry out its mandate, the Saff Association plans to the successful bidder will be required to perform the annual statutory financial audit and for the period January 2021 to March 2025 in respect to relevant predetermined objectives before end of June 2025.

Deliverables

The Saff Association would like to engage a company to provide the following services and to sign a framework agreement for a period of two (02) weeks to provide such services.

Payment

The Saff Association of African Court shall settle invoices within 30 days of their receipt from the Service Provider;

The method of payment of the price by the Saff Association of African Court to the Service Provider shall be by check.

We confirm that we comply with the technical requirements as detailed above.

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)