

African Court on Human and Peoples' Rights

Request for Quotations

Diaries & Calendars

African Court on Human and Peoples' Rights

P.O Box 6274 Arusha, Tanzania Web site: www.african-court.org; Email registrar@african-court.org

Procurement Number: AFCHPR/PTS/2026/105
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To: **ALL SUPPLIERS**

Date: **24.08.2026**

The African Court on Human and Peoples' Rights invites you to submit your quotation for the goods described herein. Partial Quotations may be rejected, and the Purchaser reserves the right to award a contract for selected items only. Any resulting order shall be subject to the General Conditions of Contract for Purchase Orders (attached) except where modified by this Request for Quotations (RFQ).

SECTION A: REQUEST FOR QUOTATION:

- 1) Description of the Goods: Diaries and Calendars (Wall & Desk Calendars)
- 2) Currency of Quotation: Tanzanian Shilling (The United Nations operational exchange rate will be used to convert the quotation received in foreign currency).
- 3) Quotations should be based on:
For companies supplying from within the United Republic of Tanzania; Ex Works – insured and delivered to African Court on Human and Peoples' Rights; or for companies supplying from outside of the Country specified for delivery; CIP to African Court on Human and Peoples' Rights.
- 4) The delivery period required is Thirty (30) days from date of order.
- 5) Quotations must be valid for Ninety (90) days.
- 6) Quotations and supporting documents as specified in Section B must be marked with the Procurement Number above and indicate your acceptance of the terms and conditions.
- 7) Quotations must be received, in sealed envelopes, no later than: **16:00hrs on 23rd September 2026 (Arusha, Tanzania local time).**
- 8) Quotations must be returned to:
Email: tender@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 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 Building, Mwalimu Julius Nyerere Conservancy Centre, Phase II, Dodoma Road, Arusha.
- 9) Request for clarification: Bidders requesting clarification of the items, technical requirements or conditions stipulated in this RFQ shall communicate in writing with African Court office through the email address: procurement@african-court.org.

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- 10) The attached Schedule of Requirements at Section C details the items to be purchased. You are requested to quote your delivered price for these items by completing and returning Sections B and C in a sealed envelope marked with your name and the Procurement Number.
- 11) 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.
- 12) Payments will be made in accordance with any resulting order within thirty (30) days of receipt of an invoice supported by a delivery receipt or dispatch documentation, and subject to issue of a satisfactory inspection report.

DocuSigned by:

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Dr. Robert Eno

Registrar of the Court

DocuSigned by:



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SPECIFICATIONS FOR 2027 BRANDED DIARIES AND CALENDARS – SPECIAL THEME 20TH ANNIVERSARY OF THE AFRICAN COURT

2027 Desk Calendars

- **Quantity: 1,000**
- Language: English and French back-to-back
- Size/format: A5
- Orientation: Landscape
- Pages: 12 months (1 page per month) + cover page + back page
- Colours: Full colours
- Inner pages: 170gsm – 250gsm matte or glossy art paper
- Cover page: 250gsm – 350gsm Art Board
- Finish: Coating - Matte or gloss lamination for cover
- Binding: Spiral
- Base/Stand: Thick cardboard, foldable
- Branding Guide: To feature all components of the Court's 20th anniversary celebration's identity i.e logos, slogan, corresponding messaging, imagery and visuals.

2027 Wall Calendars

- **Quantity: 500**
- Language: English and French (same page)
- Size/format: A2
- Pages: 7 (6 sheets for 12 months + 1 cover page)
- Colours: Full colours
- Inner-pages: 170–200gsm glossy or matte art paper
- Cover page: 250–300gsm Art Board, laminated (matte or gloss)
- Paper: Art Board, 300 gsm gloss or above
- Binding: Spiral
- Branding Guide: To feature all components of the Court's 20th anniversary celebration's identity i.e logos, slogan, corresponding messaging, imagery and visuals.

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2027 Branded Diaries:

- **Quantity: 500**
- Size/format: A5
- Pages: One page per day
- Colours: Two colour printing
- Cover: Embossed or foil-tamped with African Court logo (as per agreed specifications with Comms Team)

- **Branding Guide:**
 - To incorporate the 20th anniversary theme: “*20 Years of Protecting Human and Peoples’ Rights in Africa*”.
 - Intro pages (4 pages) to carry the various anniversary content and visuals. Inside pages to be designed with subtle footer mark or side banner of the 20th anniversary logo/slogan. AU/Court colours to be integrated into headers and borders.
 - Intro pages (4 designed pages) to be add inside the notebook.

Branded Notebook:

- **Quantity: 500**
- Size/format: A5

- **Softcover A5 notebooks**
- Pages: 200
- Intro pages (4 designed pages) to be add inside the Diaries.

Note: You **MUST** submit physical samples for each item quoted.

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

SECTION B: QUOTATION DETAILS

- 1) Currency of Quotation: United States Dollars (The United Nations operational exchange rate will be used to convert the quotation received in foreign currency).
- 2) Delivery period offered: Thirty (30) days from date of Purchase Order.
- 3) The validity period of this Quotation is Ninety (90) days.
- 4) We enclose the following document(s) 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.

Authorized By:

Signature: _____ Name: _____

Position: _____ Date: _____

Authorized for and on behalf of:

Company: _____

Phone number: _____ Email: _____

Registered Address:
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If any additional documentation is attached, a signature and authorization at Sections B and C is still required as confirmation that the terms and conditions of this RFQ prevail over any attachments. If the Quotation is not authorized in Sections B and C the quotation may be rejected.

AFRICAN COURT ON HUMAN AND PEOPLES' RIGHTSP.O Box 6274 Arusha, Tanzania Web site: www.african-court.org Email registrar@african-court.org**Procurement Number:** AFCHPR/PTS/2026/105**SECTION C: Schedule of Rates and Prices (to be priced by Bidder)**

Item No.	Description of Services (In accordance with Section D)	Unit of Measure	Quantity	Unit Price in Specified Currency	Total Price in Specified Currency
1	Branded Diaries	EA	500		
2	Branded Notebooks	EA	500		
3	Branded Desk Calendars	EA	1,000		
4	Branded Wall Calendars	EA	500		
		VAT (18%)			
		TOTAL inclusive of VAT			

Costs needs to be provided while mentioning the taxes and VAT if any.

Authorized By:

Signature: _____ Name: _____

Position: _____ Date: _____
(DD/MM/YY)

Authorized for and on behalf of:

Company: _____

Phone number: _____ Email: _____

August 2026