African Court on Human and Peoples' Rights

Request for Quotations

OFFICE CHAIRS
(RE-ADVERTISEMENT)

August 2019

Procurement Number: AFCHPR/PTS/2019/199

To: **ALL SUPPLIERS**

Date: **09/08/2019**

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 QUOTATIONS:

1) Description of the Goods: Office Chairs
2) Currency of Quotation: Tanzanian shilling (The United Nations operational exchange rate for the month of September 2019 will be used to convert the quotations 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 Fifteen (15) days from date of order.
5) Quotations must be valid for Sixty (60) days.
6) The warranty/guarantee offered shall be a minimum of 12 months after final acceptance of the Goods.
7) 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.
8) Quotations must be received, in sealed envelopes, no later than: **17:00hrs on 09th September 2019 (Arusha, Tanzania local time).**
9) Quotations must be returned to:

   Email: 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.

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

10) The attached Schedule of Requirements at Section C and Technical Data at Section D detail the items to be purchased. You are requested to quote your delivered price for these items by completing and returning Sections B, C and D 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.

Dr. Robert W. Eno
Registrar of the Court

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

SECTION B: QUOTATION DETAILS

1) Currency of Quotation: Tanzanian shilling (The United Nations operational exchange rate for the month of September 2019 will be used to convert the quotations received in foreign currency).
2) Delivery period offered: fifteen (15) days from date of Purchase Order.
3) The validity period of this Quotation is Sixty (60) days.
4) Warranty period: 12 months after final acceptance of the Goods.
5) 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.
6) 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.
7) 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: _____

Authorised for and on behalf of:

Company: _____

Phone number: _____ Email: _____

Registered Address:

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

SECTION C: SCHEDULE OF REQUIREMENTS (TO BE PRICED BY BIDDER)

Item No	Description of Goods (In accordance with Section D)	Unit of Measure	Quantity	Unit Price	Total Price
1	Ergonomic Office Chair	Each	28		
2	Visitor Chair	Each	20		
			Total		

Authorised By:

Signature: _____ Name: _____

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

Authorised for and on behalf of:

Company: _____

SECTION D: TECHNICAL DATA

1. Purpose

The African Court on Human and Peoples' Rights (the Court) would like to procure **Twenty Eight (28) Ergonomic office Chairs** and **Twenty (20) Visitor Chairs** for its offices located in Arusha, Tanzania.

2. Features

a. Ergonomic Office Chairs:

- The chair base must be a five-point unit with casters large enough to require a minimum effort to move the chair.
- The seat pan must be adjustable for forward and backward tilt angle independent of lumbar support adjustment.
- The entire upper chair assembly must be capable of 360-degree rotation.
- The backrest must be contoured to provide lumbar support and be adjustable for height and for angles ranging.
- Arm supports must be adjustable for height. The armrest should be easily adjustable without the use of tools.
- All adjustment mechanisms must be readily operable within easy reach of the chair user and without the use of tools.

b. Visitor Chairs:

- Visitor chairs shall be with mesh back and with armrests.

3. Deliverables

- Providing pictures will be required;
- The Bidder may submit one or more quotations for different models;
- The chairs shall be unpacked and installed by the supplier immediately upon delivery to the African Court;
- The packing materials shall be removed by the supplier immediately thereafter.

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

Authorised By:

Signature: _____ Name: _____

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

Authorised for and on behalf of:

Company: _____