

African Court on Human and Peoples' Rights

Request for Quotations

BRANDED PROMOTIONAL MATERIALS

August 2020



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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/2020/229

To: ALL SUPPLIERS

Date: 21/08/2020

The African Union Advisory Board on Corruption through 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: Branded Promotional Materials
- 2) Currency of Quotation: Tanzanian shilling (The United Nations operational exchange rate for the month of September 2020 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 18th September 2019 (Arusha, Tanzania local time).
- 9) 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, Mwalimu Julius Nyerere Conservancy Centre, Phase II, Dodoma
Road.**



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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



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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.



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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	AUABC Shirt Pins	Pcs	1,000		
2	AUABC Executive folder	Pcs	1,000		
3	Wrist USB key	Pcs	1,000		
4	Executive note book	Pcs	3,000		
			Total		

All items should be branded with AUABC Logo

Authorised By:

Signature: _____ Name: _____

Position: _____ Date: _____

(DD/MM/YY)

Authorised for and on behalf of:

Company: _____



AFRICAN COURT ON HUMAN AND PEOPLES' RIGHTS

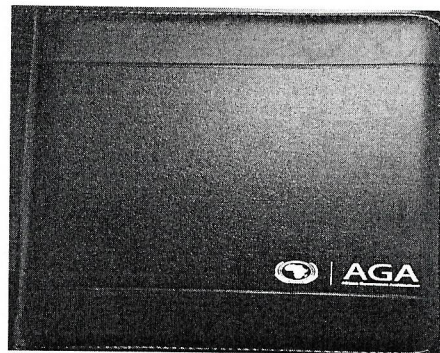
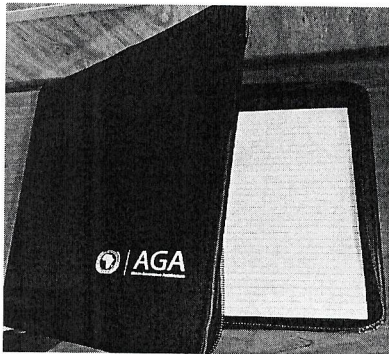
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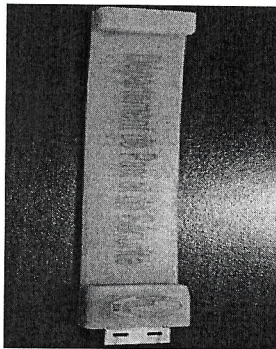
SECTION D: TECHNICAL DATA

	ITEM	Description	Sample
1	Shirt Pins		The bidders to provide several samples
2	AUABC Executive folder	Executive finish. Leather, finish pockets inside With A4 writing pad and a calculator inside	See attached
3	Wrist USB key	AUABC branded 8GB	See attached
4	Executive note book	A5 Ruled inside without writings Leather cover Sealing band	See attached

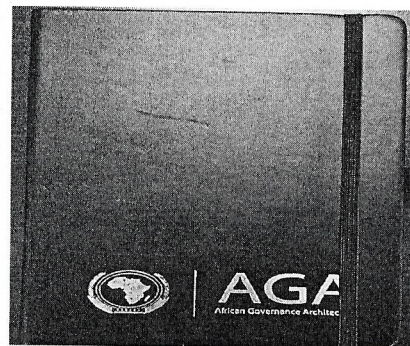
AUABC Executive folder



Wrist USB key



Executive note book



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

Authorised By:

Signature: _____

Name: _____

Position: _____

Date: _____

Authorised for and on behalf of:

(DD/MM/YY)

Company: _____

