

AFRICAN UNION

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

REQUEST FOR BIDS

Provision of Internet and Web Hosting Services

Procurement Number: AFCHPR/PTS/2020/091

Date of issue: 12 March 2020

Submission deadline: 08 April 2020

at 1700 hours Arusha, Tanzania local time

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Section I. Request for Bids

12 March 2020

Dear Sirs,

Ref: Request for Bid for Provision of Internet and Web Hosting to the African Court on Human and Peoples' Rights

1. The Employer indicated above invites your bid for the subject Services. This procurement process will be conducted in accordance with the Procurement of Services under Restricted Bidding procedures in accordance with the Financial Regulations and Procurement Procedures of the African Union, and the procedures described in Section II: Bidding Procedures.
2. The Services required are described in detail in Section III - Statement of Requirements. Any resulting contract shall be subject to the terms and conditions detailed in Section IV: Contract. The deadline for submission of bids is 08 April 2020 at 1700hrs Arusha local time. Late submissions will be rejected.
3. Bidders may request for clarifications no less than 7 days from the deadline for submission, from **The Chairperson, Internal Procurement Committee, African Court, Telephone number (+255) 27 2970 430/431/433/434, Ext 1921, Email procurement@african-court.org**
4. Bids in sealed envelopes must be submitted to: **The Chairperson, Internal Procurement Committee, The African Court on Human and Peoples' Rights, P.O. Box 6274, Arusha, Tanzania, Email: tender@african-court.org**
5. Please prepare and submit your bid in accordance with the instruction in Section II: Bidding Procedures.

Yours sincerely,



Dr. Robert W. Eno
Registrar of the Court

Section II: Bidding Procedures

Preparation of Bids: You are advised to carefully read the complete Bidding Document, including the Contract Data in Section IV. Contract, before preparing your bid.

Documents Comprising the Bid: You are requested to Bid for the Services by completing, signing and returning:

1. the Bid Submission Sheet in this Section II;
2. the Bill of Quantity **or** the Activity Schedule provided in Section III;
3. the documents evidencing your eligibility, as listed below;

Eligibility Criteria: Bidders are required to meet the following criteria to be eligible to participate in the procurement:

1. have the legal capacity to enter into a contract;
2. not be insolvent, in receivership, bankrupt or being wound up or subject to legal proceedings for any of these circumstances;
3. not have had business activities suspended by any national authority;
4. have fulfilled any obligations to pay taxes and social security contributions within the Country specified for to provide the Services;
5. not to have any conflict of interest in relation to this procurement requirement; and
6. not subject to suspension by the African Union.

Documents Evidencing Eligibility: You are requested to submit copies of the following documents as evidence of your eligibility:

1. valid trading licence or equivalent;
2. valid certificate of registration or equivalent;
3. current tax clearance certificate.

Technical Requirements: The Services are defined in Section III, Statement of Requirements.

Bid Prices: In completing the Bid Form, the Bidder shall note in particular the provisions of Clause 22 of the Conditions of Contract in respect of Taxes and Duties. Prices should be quoted excluding sales or value added tax and any other duties or taxes on major equipment, materials, fittings and fixtures that are subject to the African Union exemption on payment of duties and taxes. The whole cost of providing the services shall be included in the items stated and the cost of any incidental works shall deemed to be included in the prices quoted.

Currency: Bids must be priced in Tanzanian Shilling, and all payments shall be made in the currency of the Bid.

Validity of Bids: The bid validity required is 90 days after the deadline for bids.

Sealing and marking of Bids: Bids should be sealed in a single envelope, clearly marked with the Procurement Number above. Envelopes should be sealed in such a manner that opening and resealing cannot be achieved undetected.

Submission of Bids: Bids should be submitted to the address below, no later than the date and time of the deadline below. Bids received after the deadline will be rejected.

Date of deadline: 04 April 2020.

Time of deadline: 1700 hours (Arusha Time) hours local time.

Address: **The African Court on Human and Peoples' Rights, P.O. Box 6274, Arusha, Tanzania.**

Opening of Bids: Bids will be opened by the Employer after the deadline. Bidders' representatives may obtain a copy of the Record of Bid Opening on application.

Evaluation of Bids: The evaluation of bids will use the following methodology:

1. Preliminary examination to determine eligibility (as defined below) and administrative compliance to this Request for Bids on a pass/fail basis;
2. Detailed evaluation to determine commercial and technical responsiveness;
3. Financial comparison to determine the evaluated price of bids and to determine the lowest evaluated cost bid. Any arithmetic errors in a bid will be corrected by the Employer as follows:
 - (a) where there is a discrepancy between the amounts in figures and in words, the amount in words will govern;
 - (b) where there is a discrepancy between the unit rate and the line item total resulting from multiplying the unit rate by the quantity, the unit rate as quoted will govern, unless in the opinion of the Employer there is an obviously gross misplacement of the decimal point in the unit rate, in which case the line item total as quoted will govern, and the unit rate will be corrected.
 - (c) The amount stated in the Bid will be adjusted by the Employer in accordance with the above procedure for the correction of errors and shall be considered as binding upon the Bidder. If the Bidder does not accept the corrected amount, the Bid will be rejected.

Bids failing any stage will be eliminated and not considered in subsequent stages.

Lowest Evaluated Cost Bid: The lowest evaluated cost bid shall be the lowest priced bid, which is eligible and substantially responsive to the commercial and technical requirements of the Employer and shall be recommended for award of contract.

Award of contract: Award of contract shall be by placement of a contract in accordance with Section IV: Contract, Section VI: General Conditions of Contract and Section VII: Special Conditions of Contract.

Right to Reject: The Employer reserves the right to accept or reject any bid or to cancel the bidding process and reject all bids at any time prior to contract award.

Advance Payments: Any advance payment required by a Supplier and agreed by the Employer, will not be made until an Advance Payment Security in the format attached is received by the Employer

Bid Submission Sheet

{Complete this form with all the requested details and submit it as the first page of your bid. Ensure that your bid is authorised in the signature block below. If any documentation is attached, a signature and authorisation on this form will confirm that the terms and conditions of this bidding document prevail over any attachments. If your bid is not authorised, it may be rejected.}

Bid Addressed to (Employer):	The African Court on Human and Peoples' Rights, P.O. Box 6274, Arusha, Tanzania
Date of Bid:	
Procurement Number:	
Subject of Procurement:	

We offer to provide the Services detailed in the Statement of Requirements, in accordance with the terms and conditions stated in your Request for Bids referenced above.

We confirm that we are eligible to participate in procurement and meet the eligibility criteria specified in Section II: Bid Procedures of your Request for Bids.

The validity period of our bid is: _____ days/weeks/months from the time and date of the submission deadline.

We confirm that the rates quoted in the Bills of Quantities [**or** prices in the Activity Schedule] are fixed and firm for the duration of the validity period and will not be subject to revision or variation.

We understand that you are not bound to accept the lowest or any bid you may receive.

Dated this _____ day of _____ 20_____.

[signature]

[in the capacity of]

Duly authorised to sign Bid for and on behalf of _____

Phone number: _____ Email: _____

Section III: Statement of Requirements

Scope of Services

1. The Court requires Internet services as follows;

- i. **SITE I:** African Court Headquarters
Location: Julius Nyerere Conservation Phase II, Dodoma Road, Arusha, Tanzania.
Requirements: Forty (50) Megabyte per Second dedicated bandwidth.
Connection: Fibre optic laid to the server room
- ii. **SITE II:** African Court President's Residence
Location: PPF Oloirien Premises Arusha, Tanzania
Requirements: Two (2) Megabyte per second dedicated bandwidth.
Connection: Microwave broadband
- iii. **SITE III:** AfCHPR Registrar's Residence
Location: PPF Oloirien Premises Arusha, Tanzania
Requirements: Two (2) Megabyte per second dedicated bandwidth.
Connection: Microwave broadband

2. The Web Hosting Service should be able to provide for the following:

- i. Ability to host files such as data, text, sound, photographs, graphics, video, messages or other materials ("Content")
- ii. Provide Website Administrative Controls
- iii. Provide user ability to Manage/Change Passwords
- iv. Have Password Protected Update Access
- v. Have flexible Upload/Update features
- vi. Technical Support included as part of the hosting service cost
- vii. Have a high degree of uptime

3. MINIMUM REQUIREMENTS

- i. The provider should ensure 24 x 7 hours connectivity to all sites with a minimum assurance of 98% of stipulated bandwidth and availability to all sites.
- ii. Online traffic monitoring tools should be made available by the Provider with access rights to the Court's IT Specialist and the provider shall provide a traffic report every week to the African Court IT Department.
- iii. 24 x 7 technical help desk support should be available to the Court's Sites by phone or on-site support, depending on the severity of the problem with

two dedicated engineers to be allocated by the Provider stipulating their contact details.

- iv. Any Scheduled maintenance done by the Provider should be performed during off peak hours (5pm – 6am). Notice of any planned maintenance should be given to the Court at least 48 hours prior to planned downtime. Ideal notice is at least 1 to 2 weeks.
- v. The design of the network should be in such a fashion that each site is independent from each other; should one site fail, it should not affect any other location.

The African Court runs its mail server onsite and the websites are being hosted outside the premises of the Court, in this case, the service provider will be required to help in a smooth transition from the current ISP to his end by moving the databases and adding the Host (A) record and Mail exchanger (MX), Pointer (PTR) etc.

Bill of Quantities for Unit Price Contracts

Procurement Number: _____

{Complete the unit and total prices for each item listed below. Authorise the prices quoted in the signature block below.}

Item No	Item Description	Unit of Measure	Quantity	Unit Price & Currency	Total Price & Currency
				Total Price	

Authorised By:

Signature: _____ Name: _____

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

Authorised for and on behalf of:

Company: _____

Phone number: _____ Email: _____