

AFRICAN UNION

الاتحاد الأفريقي



**UNION AFRICAINE
UNIÃO AFRICANA**

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

P.O Box 6274 Arusha, Tanzania Telephone: +255 732 979506/9;
Fax: 255 732 979503

**REQUEST FOR PROPOSAL
FOR THE PROVISION OF INSURANCE
SERVICES**

Procurement Number: AFCHPR/Proc/Tr/16/170

**BACKGROUND:**

The African Court on Human and Peoples' Rights (AfCHPR) whose headquarters is located in Arusha, Tanzania is an Organ of the African Union. In its effort to carry out its mandate, the Court is seeking applications from qualified companies for the provision of insurance for General Insurance, including Property, Fire, Travel Insurance and others on a long term agreement. The court hereby invites interested and qualified Service Providers to submit their proposals.

TERMS AND CONDITIONS:

Interested suppliers should submit their proposals by providing a detailed description of their services and products with quotations for provision of the Travel Insurance Services.

These should be submitted either by hand or email not later than 17:00hrs on 23 May 2016. The emails should bear the subject "PROPOSALS FOR INSURANCE SERVICES" and should be addressed and sent to the email address below;

Procurement@african-court.org ; Tenders@african-court.org and copied to registrar@african-court.org

Courier delivered bids should have the subject "PROPOSALS FOR INSURANCE SERVICES" and should be addressed to:

**Dr Robert Eno,
Chairperson Internal Procurement Committee,
African Court on Human and Peoples' Rights,
P.O. BOX 6274
Arusha, Tanzania**



You are hereby invited to submit your proposal only if you are capable of providing the above services.

The African Court on Human and Peoples' Rights will not in any way be obliged to accept the lowest priced quotation.

The African Court on Human and Peoples' Rights reserves the right to reject any offer without offering any reason thereto, to waive any defect or informality therein, and to award any Service Provider whose Proposal is deemed most advantageous to the Court without incurring any liability whatsoever to the losing Service Provider who may be adversely affected by such award or rejection.

The African Court assumes no obligation for whatever expenses or losses that may be incurred by any Provider in the preparation of the request for quotation, nor does it guarantee that an award shall be made.

In order to be considered as a potential Service Provider, interested Service Providers should submit their Proposal including the following information;

- a) Brief presentation of the company including number of staff, turnover and years in business.
- b) Proof of registration and tax compliance and any other related document for this purpose within the laws of the country.
- c) Documented experience of providing Corporate Insurance to similar entities.
- d) Contact information, registered name and address, Country, Telephone, e-mail address, website and contact person.
- e) Submission of technical and financial proposal (Technical and financial offers must be in two separate sealed envelopes).

SPECIAL CONDITIONS:

Warranty/Guarantee of Goods	A guarantee for the services mentioned in the quote will be provided.
Language	The quotations shall be in English
Currency of quotations/offer	Offer must be submitted in Tanzania shillings
Award criteria for award of contract	The bidder who offers the most competitive and technically compliant quote as per specifications and features stipulated above and that which meets the evaluation criteria will be offered the contract
Payments Terms	Payment will be made by Bank Transfer within 30 days upon receipt of invoices and certification of satisfactory completion of services by African Court.
Request for clarification	Bidders requesting clarification of the items, technical requirements or conditions stipulated in this RFP shall communicate with the Court in writing through the Procurement, Travel & Stores Officer of the Court. Email: alex.mollel@african-court.org
Submission of Quotes	If by Hand delivered: to the Headquarters of African Court on Human and Peoples' Rights Offices situated at the Julius Nyerere Conservation Centre, Phase II, TANAPA building.

SCOPE OF SERVICES:

The Insurance Services should cover, but not necessarily be limited to, the following related risks for African Court;

1. Travel Insurance
2. Health Insurance
3. Property Insurance
4. Motor Vehicle Insurance
5. Life Assurance
6. Any other product offered

Sincerely,

Dr Robert W. Eno

Chairperson, Internal Procurement Committee.

