

African Court on Human and Peoples' Rights

Request for Quotations

JANITORIAL, CLEANING AND HYGIENE SERVICES

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/2019/343
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To: All Suppliers

Date: **21/11/2019**

The African Court on Human and Peoples' Rights invites you to submit your quotation for carrying out the services as described herein. 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 Services and Location: Janitorial, Cleaning and Hygiene Services to the African Court in Arusha, Tanzania.
- 2) Currency of Quotation: Tanzanian shilling (The United Nations operational exchange rate for the month of December 2019 will be used to convert the quotation received in foreign currency).
- 3) Services are to commence on 02 January 2020.
- 4) Quotations must be valid for Sixty (60) days.
- 5) Quotations and supporting documents as specified in Section B must be marked with the Procurement Number given above and indicate your acceptance of the terms and conditions.
- 6) Quotations must be received, in sealed envelopes, no later than: **17:00hrs on 18 December 2019 (Arusha, Tanzania local time).**
- 7) 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;

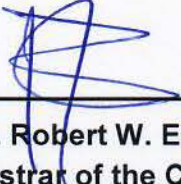
Bidders requesting clarification of the items, technical requirements or conditions stipulated in this RFQ shall communicate in writing with African Court office through the email address: procurement@african-court.org

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- 8) The attached Schedule of Rates and Prices at Section C and Technical Data at Section D detail the services to be performed.
- 9) You are requested to quote by completing Sections B, C and D. Quotations shall cover all costs of labour, materials, equipment, overheads, profits and all associated costs for performing the services. The whole cost of performing the services shall be included in the items stated and the cost of any incidental services or materials shall be deemed to be included in the prices quoted.
- 10) 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.
- 11) Payments will be made in accordance with any resulting order within thirty (30) days of receipt of an invoice supported by a certificate of satisfactory completion.


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 and certification as stated within this RFQ.

SECTION B: QUOTATION DETAILS

- 1) Currency of Quotation: Tanzanian shilling (The United Nations operational exchange rate for the month of December 2019 will be used to convert the quotation received in foreign currency).
- 2) Services will commence on 02 January 2020.
- 3) Validity period of this Quotation is Sixty (60) days.
- 4) We enclose the following documents 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.

Authorised By:

Signature: _____ Name: _____

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

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 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	Janitorial, Cleaning and Hygiene Services	Month	01		
TOTAL					

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

Authorised By:

Signature: _____ Name: _____

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

Authorised for and on behalf of:

Company: _____

Phone number: _____ Email: _____

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SECTION D: TECHNICAL DATA

Scope of Work

The African Court on Human and Peoples' Rights (Court) whose headquarters is located in Arusha, Tanzania is an Organ of the African Union. In the effort to carry out its mandate, the Court plans to procure Janitorial, Cleaning and Hygiene Services and to sign a framework agreement for a period of two (02) years with the successful bidder to provide such services.

Services

The Service Provider shall provide janitorial services, comprised of cleaning, maintenance and gardening services, to the Court.

Site

The Service Provider shall provide the services at the following sites:

- ii The premises of the African Court offices;
- iii The premises of the official residence of the President of the Court;
- iiii The premises of the official residence of the Registrar of the Court.

Payment

The Court will pay the price to the Service Provider at the end of every month;

The Service Provider shall invoice the Court for the services that it has provided at the last day of every month;

The Court shall settle invoices within 30 days of their receipt from the Service Provider;

The method of payment of the price by the Court to the Service Provider shall be by bank transfer.

Staff, Working conditions, Cleaning Materials and responsibilities

The Service Provider shall provide:

- 7 staff at the Court's offices or such number of personnel as shall be necessary for the due performance of the Contracted services at the Court premises;
- 1 staff (one gardener) at the residence of the President of the Court;
- 1 staff (cleaner/gardener) at the residence of the Registrar of the Court;
- Supervisor staff.

All Personnel supplies to the Court are and shall remain employees of the Service Provider.

The Service Provider shall supply uniforms to its personnel and all required cleaning and gardening materials for the required service.

The Service Provider shall make sure that all office fittings and fixtures herein including roofs, windows, tables air cleaners floors, shelves, verandas, washrooms and all open areas are cleaned daily and maintained in a clean state always. The Service Provider shall further ensure that all waste matter is properly managed owing to their state or nature.

Working hours at the Offices: All employees of the Service Provider shall report for duty during weekdays from 07:00 to 16:00 to clean all premises.

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Working hours at the residences: The employees designated to serve the Residences of the President and the Registrar should report for duty:

- During week days from 08:00 to 17:00 (normal hours) and beyond these hours on request of the Court;
- During weekends and public holidays on request of the Court.

The Personnel posted to function at the residences, including those on relief duty, must be duly trained for domestic cleaning and gardening services and respectively.

The Service Provider shall pay a reasonable wage to the employees designated for the Residences taking account of the work load and working hours in their duty station in order to provide the required delivery services.

The service Provider shall supply its personnel with the appropriate protective gear and safe cleaning materials/agents for each specific task, such as gloves for cleaning washrooms, etc.

The Court shall not be liable for any damage or compensation in respect of, or resulting from any accident or injury to any personnel in the employment of the Service Provider.

The service Provider shall take full responsibility for the care and safe keeping of all cleaning materials required to carry out the services.

The service Provider shall make own arrangement for the engagement of all labour, their transportation and payment thereof.

The service Provider shall ensure the strict discipline and quarterly rotation of its personnel supplied to the Court.

The service Provider shall be responsible for any items damaged or stolen by its employees, if any.

Supervision and Monitoring

The Service Provider shall provide all necessary supervision during cleaning services of the offices and the residences. The service Provider shall have a competent representative on Site daily.

Supervision shall include daily inspection of all areas. These areas include, but are not limited to shampooing of carpets, cleaning of handrails, cleaning of verandas and corridors, disinfecting the toilets, disposing-off waste, daily vacuum-cleaning of carpeted floor, daily cleaning of glass partitions, fixtures, furniture and office equipment, and any other general cleaning service that may be required.

On the request of the Court, the Service Provider will be called from time to time for monitoring meeting in order to ensure the implementation of the said contract.

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: _____

Phone number: _____ Email: _____