

African Court on Human and Peoples' Rights

Request for Quotations

LIBRARY SECURITY SYSTEM

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/2019/151

To: **ALL SUPPLIERS**

Date: **16/05/2019**

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 except where modified by this Request for Quotations (RFQ).

SECTION A: REQUEST FOR QUOTATION:

- 1) Description of the Goods: Library Security System
- 2) Currency of Quotation: Tanzanian shilling. (The United Nations operational exchange rate for the month of June 2019 will be used to convert the quotation 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 24 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 12th June 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.

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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 June 2019 will be used to convert the quotation 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: 24 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: _____

Registered Address:
.....
.....

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 D: TECHNICAL DATA

1.0 About the Court and the Library

The African Union Court on Human and Peoples' Rights is a regional court that rules on African Union states' compliance with the African Charter on Human and Peoples' Rights. It complements the protective mandate of the African Commission on Human and Peoples' Rights and has the competence to take final and binding decisions on human rights violations on the continent.

As a component of the Court, the library started in 2009. It was formed with a general purpose of supporting the judicial activities and legal endeavors of the members and staff of the Court but it also serves external clients.

The Library, with its specialty being the African human rights system, falls under the category of judiciary libraries (International Federation of Library Associations -IFLA, 2007). In supporting and serving a court that represents 55 African Union Member States, the Library is classified at the international level. Therefore by definition, the Library is an international judiciary library.

The Library has a floor space of 155 square meters and a seating capacity of 50 people and book stack areas for 10,000 volumes. It has a Koha based library management system that allows for processing of library items from ordering, cataloging, classification, borrowing and return.

As at 14 March 2019, the number of book volumes stood at 5100 but is expected to rise steadily over the next few years

2.0 Purpose

The library's collection is a huge investment on the part of the Court. It is also a valued community resource that aims at assisting users to promote and protect human rights in Africa and beyond. Its security is therefore of utmost importance to the Court and the African Union in general. To that effect, the library is seeking to install a modern and ultra-reliable system to help protect this resource and investment from inadvertent or unauthorized removal and theft.

3.0 Features

The desired features of the system are as follows:

1. They system should allow for safe removal and return of library items that have been procedurally borrowed by clients and authorized to leave the library.
2. An alarm system principally located at the main library entrance to detect attempted thefts and items that are being taken out of the library procedurally;
3. This alarm should have audible and visible features.
4. A security gate/feature (e.g an arm) that temporarily shuts the entrance upon triggering of the alarm.

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5. Security devices that can be concealed in library items (books, magazines, DVDs, CDs etc) when they are received in the library. There should be an acceptable degree of security against their detection and removal.
6. The concealed security devices in (5) above should have a strong and consistent signal strength and should offer the best level of detection.
7. The system should be fool proof against false alarms.
8. A detection device to be located at the library exit. The detection device must be safe for library clients, staff, print/electronic and printed items.
9. A feature that activates / de-activates books issued and /or returned from loan ((sensitizer/de-sensitizer or equivalent).
10. Supplier should supply a protector for the sensitizer/de-sensitizer or equivalent against electricity surge or any other source of damage.
11. The system should process library materials quickly and efficiently.
12. If possible, it should integrate seamlessly into the current Koha Library management system.

4.0 Statistics

The entrance gate should collect and store statistics such as number of visitors coming into the library, with reliable back-up features.

5.0 Other desirable features

1. **Capacity:** The system should secure tens of thousands of library items
2. **Tamper-proof:** It should be covert and not easy to tamper with.
3. **Reliability:** It should be reliable, providing state state-of-the art security to protect library items.
4. **Protection for multiple formats:** It should safely protect library items of all formats (for example, books, Journals, DVDs, CD-ROMS etc).
5. **After sales support:** Reliable and continuous free support by the supplier after installation for at least 2 years.

6.0 Bid to include total cost of;

1. Installing and handing over of a ready system to the Court.
2. Cost of retroactive insertion of concealed security devices in approx. 10,000 items.
3. Supply of 30,000 extra concealed security devices for future use.

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: _____