

African Court on Human and Peoples' Rights

Request for Quotations

PROVISION OF MAINTENANCE 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/2021/027
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To: All Suppliers

Date: **08/02/2021**

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: Provision of Maintenance Services at the African Court on Human and Peoples' Rights in Arusha, Tanzania.
2. Currency of Quotation: Tanzanian shilling (The United Nations operational exchange rate for the month of March 2021 will be used to convert the quotation received in foreign currency).
3. Services are to commence on 01 July 2021.
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 07 March 2021 (Arusha, Tanzania local time).**
7. 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.**

8. Request for clarification;

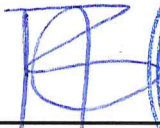

Bidders requesting clarification of the items, technical requirements or conditions stipulated in this RFQ shall communicate in writing with African Court office through the email address: procurement@african-court.org

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9. The attached Schedule of Rates and Prices at Section C and Technical Data at Section D detail the services to be performed.
10. 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.
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 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 March 2021 will be used to convert the quotation received in foreign currency).
2. Services will commence on 01 July 2021.
3. Validity period of this Quotation is Sixty (60) days.
4. We enclose the following documents as required by the Purchaser:
 - a. Company Profile detailing the company and its services;
 - b. Valid registration documents;
 - c. 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	Provision of Security Services	Month	01		
		VAT (18%)			
		TOTAL inclusive of VAT			

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: _____

SECTION D: TECHNICAL DATA

1. Scope of Work

The African Court on Human and Peoples' Rights [*the Court*] the foremost human rights Court on the African continent located in Arusha, Tanzania believes in conducting its operational activities in a secure and safe environment that meets the requirements of its employees and guests. In line with that objective, the Court wishes to engage the services of a duly registered and credible company on contract basis to provide high standard of security and safety services. The contents of this document are intended to assist the prospective service provider to develop a comprehensive proposal package that shall meet the needs and objectives of the Court.

2. Services to be provided

The Court intends to engage the services of a reliable service provider to deliver quotations for consideration for under listed maintenance support services:

a. Perimeter Electric Fences:

1. Quarterly servicing of installed electric security fences at two residential facilities.
2. Replacement of any damaged components of the electric fences as and when necessary.
3. Be called upon on emergency to check and restore the electric fences when there's a breakdown or are not in good working order.
4. Provide documented reports on all maintenance works.

b. CCTV Cameras and Systems:

1. Quarterly servicing of installed CCTV Cameras and supporting systems at two residential facilities and the Court premises.
2. Replacement of any damaged components of the CCTV Cameras and supporting systems as and when necessary.
3. Be called upon on emergency to check and restore the CCTV Cameras and supporting systems when there's a breakdown or are not in good working order.
4. Provide documented reports on all maintenance works.

c. Access Cards Registration Platforms:

1. Quarterly servicing of installed 5 Access Cards registration platforms at the Court premises.
2. Replacement of any damaged components of the Access Cards registration platforms as and when necessary.
3. Be called upon on emergency to check and restore the Access Cards registration platforms when there's a breakdown or are not in good working order.

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4. Provide documented reports on all maintenance works.

d. Security Baggage Scanner:

1. Quarterly servicing of installed baggage scanner at the Court premises.
2. Replacement of any damaged components of the baggage scanner as and when necessary.
3. Be called upon on emergency to check and restore the security baggage scanner when there's a breakdown or are not in good working order.
4. Provide documented reports on all maintenance works.

e. Walk Thru Scanner:

1. Quarterly servicing of installed Walk Thru Scanner at the Court premises.
2. Replacement of any damaged components of the Walk Thru Scanner as and when necessary.
3. Be called upon on emergency to check and restore the Walk Thru Scanner when there's breakdown or are not in good working order.
4. Provide documented reports on all maintenance works.

3. Service provider requirements

- a. Legal Authority/Basis.** The Court, being an international legal entity, finds it most appropriate to ensure it operates within the full ambit of the Tanzanian national laws and accordingly demands that the service provider shows proof of being a properly constituted and certified company with minimum of 5 years operational experiences.
- b. Materiel and Logistics Support.** The service provider is expected to possess its own administrative and operational equipment and logistics support that ensures smooth and continuous services delivery around the clock without interruptions. This shall include among others operational vehicles, administrative offices, training facilities, basic safety equipment [*e.g. overall coats, hard helmets, hand gloves, safety glasses, etc.*], and uniforms [*shirt, trousers, boots, headgear, etc.*], etc.
- c. Contract Duration and Working Hours.** The duration of this contract shall be for a period of three (3) years and may be renewed based on good performances of the service provider.

4. Terms & Conditions

- d. All Weather Equipment.** The service provider shall ensure that personnel deployed to service any of the afore-mentioned equipment at the Court are duly equipped and kitted to be able to undertake all-weather maintenance operations.
- e. Insurance and Medical Cover.** The Service provider shall provide the required insurance cover regarding the delivery of maintenance services in Tanzania to cover any unintentional damage to Court assets being serviced. The Court shall be indemnified of any claims regarding an incident that affects personnel and equipment

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of the service provider which occurs in the course of delivery of maintenance services at the Court premises.

- f. Employment of Personnel.** The Court and the Service provider mutually agree not directly employ each other's personnel until after 6 months of disengagement from either entity.

5. Intellectual property

The policies, procedures and plans of the Court exchanged with the service provider in the course of their official duties remains the Intellectual Property of the Court. No unauthorised copies are to be made without prior written permission from the Registrar.

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: _____