

African Court on Human and Peoples' Rights

Request for Quotations

PROVISION OF CAR WASH 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/2022/034
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To: All Suppliers

Date: 15/02/2022

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 were modified by this Request for Quotations (RFQ).

SECTION A: REQUEST FOR QUOTATION:

1. Description of Services and Location: Provision of Car Wash Services for 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 2022 will be used to convert the quotation received in foreign currency).
3. Services are to commence on 01 May 2022.
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 14 March 2022 (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 2022 will be used to convert the quotation received in foreign currency).
2. Services will commence on 01 May 2022.
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.

AFRICAN COURT ON HUMAN AND PEOPLES' RIGHTSP.O Box 6274 Arusha, Tanzania Web site: www.african-court.org Email registrar@african-court.org**Procurement Number:** AFCHPR/PTS/2022/034**SECTION C: SCHEDULE OF RATES AND PRICES (TO BE PRICED BY BIDDER)**

Description of Services (In accordance with Section D)					
Item No.	Type of Car Wash	Mercedes Saloon Vehicle	Toyota Landcruiser V8 / Toyota Prado Vehicle	Toyota Hiace Micro Bus High Roof Vehicle	Nissan Qashqai / Nissan X Trail Vehicles
1	Car Wash - Normal				
2	Car Wash and Vacuum Cleaning				
3	Car Wash and Detailed Interior Cleaning				
4	Detailed Car Wash with Floor Carpet removal				

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

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 wishes to engage the services of a duly registered and credible company on contract basis to provide official vehicle cleaning 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 Cleaning of the official Court vehicles as per the details in the table below;

	Type of Car Wash	Description of the Cleaning
1	Car Wash - Normal	Regular Car body wash - Includes Body wash, cleaning mats, wipe seats, doors and dashboard.
2	Car Wash with Vacuum Cleaning	Car Body wash and Vacuum Cleaning - Includes Body wash, cleaning mats, wipe seats, doors, and dashboard, vacuum cleaning of the vehicle interior and luggage areas.
3	Car Wash with Detailed Interior Cleaning	Car Body Wash, Car Body wash, polishing by hand, Vacuum Cleaning, Detailed cleaning of the Interior with shampoo or foam cleaner - Includes Body wash, cleaning mats, wipe seats and dashboard, Interior Roof, Seat Belts Cleaning.
4	Car Wash with Floor Carpet removal	Car Wash and Interior Floor Carpet Cleaning - Includes Car Body wash, removing and cleaning of all seats, clean roof panel, clean door panels with shampoo or foam cleaner, remove and clean floor carpet. Fit back floor carpet and all seats.

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3. Additional Information and requirements

- a. **Location;** The African Court physical location is off Dodoma Road at TANAPA Building, opposite AIM Mall.

The bidders should clearly indicate their physical location. Bidders with premises located within a distance of approximately 4km from the Court will be highly considered.

- b. **Verification of Service Provider by Field Visit;** A field visit will be conducted to verify the physical location and distance to the court, washing equipment in use, staffing capacity and adherence to laws including licencing and overall cleanliness.
- c. **Contract Duration.** 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.

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: _____