

# **African Court on Human and Peoples' Rights**

## **Request for Quotations**

### **SUPPLY AND DELIVERY OF STATIONARY ITEMS**

## African Court on Human and Peoples' Rights

P.O Box 6274 Arusha, Tanzania Web site: [www.african-court.org](http://www.african-court.org); Email [registrar@african-court.org](mailto:registrar@african-court.org)

<b>Procurement Number: AFCHPR/PTS/2023/201</b>
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To: **ALL SUPPLIERS**

Date: **10/07/2023**

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: Office Stationeries
- 2) Currency of Quotation: Tanzanian shilling (The United Nations operational exchange rate for the month of August 2023 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 Seven (7) days from date of order.
- 5) Quotations must be valid for three (03) years from the date of entry into force of the Framework Agreement.
- 6) 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.
- 7) Quotations must be received, in sealed envelopes, no later than: **18:00hrs on 07<sup>th</sup> August 2023 (Arusha, Tanzania local time).**
- 8) Quotations must be returned to:  
Email: [tender@african-court.org](mailto: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:

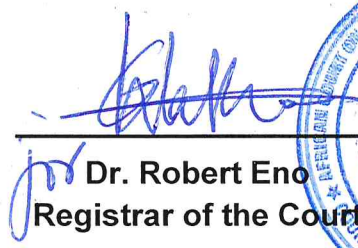
**The Headquarters of the African Court on Human and Peoples' Rights, situated at TANAPA, Mwalimu Julius Nyerere Conservancy Centre, Phase II, Dodoma Road.**

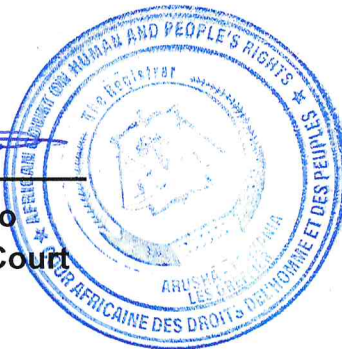
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- 9) Request for clarification: Bidders requesting clarification of the items, technical requirements or conditions stipulated in this RFQ shall communicate in writing with African Court office through the email address: [procurement@african-court.org](mailto:procurement@african-court.org)
- 10) The attached Schedule of Requirements at Section C detail the items to be purchased. You are requested to quote your delivered price for these items by completing and returning Sections B and C 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, and a Framework Agreement will be signed by the two parties for a period of three (03) years, and each order will be done through a Purchase Order issued by the purchaser.
- 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 Eno  
Registrar of the Court



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*Your quotation is to be returned on this Form by completing and returning Sections B and C 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 August 2023 will be used to convert the quotation received in foreign currency).
- 2) Delivery period offered: 7 days from date of Purchase Order.
- 3) The validity period of this Quotation is three (03) years from the date of entry into force of the Framework Agreement.
- 4) 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;
- 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: \_\_\_\_\_

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 and C 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 and C the quotation may be rejected.**

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## SECTION C: SCHEDULE OF REQUIREMENTS (TO BE PRICED BY BIDDER)

### CATEGORY I

Item No	Description of Goods	Unit of Measure	Quantity	Unit Price in TZS
1	Air freshener - Limon	Bottle	1	
2	Avon Spring file - Deluxe	pc	1	
3	Battery AA	pc	1	
4	Binder clips big size	Packet	1	
5	Binder clips medium size	Packet	1	
6	Binder clips - size 25 mm	Box	1	
7	Box File- Black	pc	1	
8	Box file Green	pc	1	
9	Box File - Blue	pc	1	
10	Business Card holder	pc	1	
11	Car log book	pc	1	
12	Certificate Hard Cover	Ream	1	
13	Clip Typing Paper Holder - Adjustable	pc	1	
14	Clip/Pin Board	pc	1	
15	Cloth duster	pc	1	
16	Copy holder/paper holder	pc	1	
17	Correction fluid/white out - edge	pc	1	
18	Counter book (small)	pc	1	
19	Counter book - big A4	pc	1	
20	Desk/table organizer-complete set	Set	1	
21	Dispatch Book	pc	1	
22	Disposable cups	pc	1	
23	Dividers Alphabetical	Set	1	
24	Dividers colored not numbered	Set	1	
25	Dividers numbered (1-12)	Set	1	
26	Dividers numbered (1-31)	Set	1	
27	Dust bin	pc	1	
28	Envelopes (small khaki)	pc	1	
29	Envelopes 10*7 (medium size)	pc	1	
30	Envelopes 12 3/4 *9 (A4)	pc	1	
31	Envelopes 16*12 (A3)	pc	1	
32	Envelopes 8.7*4.3 (small whites)	pc	1	
33	Expanding file with handle	pc	1	
34	Extension cable office	pc	1	
35	Film carbon (carbon paper) -pelican	Packet	1	
36	Flip chart (Presentation paper)	Ream	1	
37	Gloss paper	pc	1	

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38	Glue stick - Bostic 12*36 gm	pc	1	
39	Heavy duty punch machine	pc	1	
40	Heavy duty stapler machine	pc	1	
41	High lighters - Flamingo	pc	1	
42	Ink Stamp - numbering	pc	1	
43	Insect killer - Doom big	Bottle	1	
44	Laminating film	Ream	1	
45	Letter opener	pc	1	
46	Liquid Glue	Bottle	1	
47	Liquid soap 5L	Bottle	1	
48	Magazine file/Magazine holder	pc	1	
49	Manila card (hard cover)	Ream	1	
50	Marker pen - white board	pc	1	
51	Marker pen - permanent	pc	1	
52	Napkins - Rexa	Packet	1	
53	Notebook Spiral	pc	1	
54	Paper clips (28 mm) - small	Box	1	
55	Paper clips (50 mm) - Medium	Box	1	
56	Paper clips (78 mm) - big	Box	1	
57	Paper tray/file layer	pc	1	
58	Pen Stand	pc	1	
59	Pencils	pc	1	
60	Pens - Fine griper Nataraji	pc	1	
61	Pens - Roller Tip	pc	1	
62	Pens - Uni Ball Gell	pc	1	
63	Plastic file (PP folder)	Set	1	
64	Plastic ring spiral 51 mm	Box	1	
65	Plastic ring Spiral size 14	Box	1	
66	Plastic ring Spiral -size 18	Box	1	
67	Plastic ring Spiral -size 45	Box	1	
68	Plastic ring Spiral -size 6 mm	Box	1	
69	Pocket Files (E&Gle)-Executive file	pc	1	
70	Printing paper A3	Ream	1	
71	Printing paper A4 colored	Ream	1	
72	Printing paper A4 Rotatrim	Ream	1	
73	Punch machine-DP 700	pc	1	
74	Ring binders - Blue	pc	1	
75	Ring Binders - black	pc	1	
76	Ring binders - green	pc	1	
77	Rubber band	Packet	1	
78	Rubber/Eraser	pc	1	
79	Ruler Long 50cm	pc	1	
80	Ruler standard	pc	1	

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81	Scissors	pc	1	
82	Shape Blade (Knife)	pc	1	
83	Sharpener	pc	1	
84	Short hand note (note book small)	pc	1	
85	Signature book	pc	1	
86	Solo tape Dura tape	pc	1	
87	Solo tape paper	pc	1	
88	Solo tape parking tape	Roller	1	
89	Spiral binder 12 mm	Box	1	
90	Spiral binder 16 mm	Box	1	
91	Spiral Binding 20 mm	Box	1	
92	Spiral Binding 25 mm	Box	1	
93	Spiral Binding 30mm	Box	1	
94	Staple Cartridge 9002	pc	1	
95	Staple machine [HD 45 HD]	pc	1	
96	Staple pins - [23/10 - H] (Box of 10 Pac.)	Box	1	
97	Staple pins - [23/13 - H] (Box of 10 Pac.)	Box	1	
98	Staple pins - [23/17 - H] (Box of 10 Pac.)	Box	1	
99	Staple pins - [23/24 - H] (Box of 10 Pac.)	Box	1	
100	Staple pins - [24/6 - Comix] (Box of 10 Pac.)	Box	1	
101	Staple pins - [26/6 - Standard] (Box of 10 Pac.)	Box	1	
102	Staple remover	pc	1	
103	Stick notes/ post it-different colors	pc	1	
104	Suspension Files (Alpha)	pc	1	
105	Sweets	Packet	1	
106	Tape binding/binding tape	Roller	1	
107	Toilet paper Royal classic/Sanyu	pc	1	
108	Transparent binding sheet (A4)	Ream	1	
109	Visitors book	pc	1	
110	White Board Duster	pc	1	
111	Window cleaner Shinex	Bottle	1	
112	Writing pad -classic (A4)	pc	1	
113	Arrow Stick note	Packet	1	
114	Branded White Envelope (size 9*4)	pc	1	
115	Branded White Envelope (A5)	pc	1	
116	Branded White Envelope (A4)	pc	1	
117	Branded White Envelope (A3)	pc	1	
118	Branded Writing Pad A4	pc	1	
119	Branded Writing Pad A5	pc	1	
120	Branded Pen Bic	pc	1	

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## CATEGORY II

Item No	Description of Good	Unit of Measure	Quantity	Unit Price in TSH
1	Toner 05A black	pc	1	
2	Toner 26A black	pc	1	
3	Toner 42A/ 4250 black	pc	1	
4	Toner 53A black	pc	1	
5	Toner 83A black	pc	1	
6	Toner 85A Black	pc	1	
7	Toner 107A black	pc	1	
8	Toner Dsm 615/618d/ MP 1600	pc	1	
9	Toner for MPC-2051- Black	pc	1	
10	Toner for MPC-2051- Cyan	pc	1	
11	Toner for MPC-2051- Magenta	pc	1	
12	Toner for MPC-2051- Yellow	pc	1	
13	Toner MP 9002 black	pc	1	
14	Toner MP 2501 Black	pc	1	
15	Toner for Kyocera TK-6115K Black	pc	1	
16	Toner for Kyocera TK-6725K Black	pc	1	
17	Toner for Kyocera TK-8345K Black	pc	1	
18	Toner for Kyocera TK-8345K Cyan	pc	1	
19	Toner for Kyocera TK-8345K Magenta	pc	1	
20	Toner for Kyocera TK-8345K Yellow	pc	1	

### Authorised By:

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

(DD/MM/YY)

Authorised for and on behalf of:

Company: \_\_\_\_\_