

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

## **Request for Quotations**

### **LIBRARY BOOKS**

## 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:</b> AFCHPR/PTS/2022/084
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To: ALL SUPPLIERS

Date: 23/03/2022

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

### SECTION A: REQUEST FOR QUOTATION:

- 1) Description of the Goods: Library Books
- 2) Currency of Quotation: United States Dollars (The United Nations operational exchange rate for the month of April 2022 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 Thirty (30) days from date of order.
- 5) Quotations must be valid for Sixty (60) days.
- 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: 17:00hrs on 23<sup>rd</sup> April 2022 (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.**
- 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).

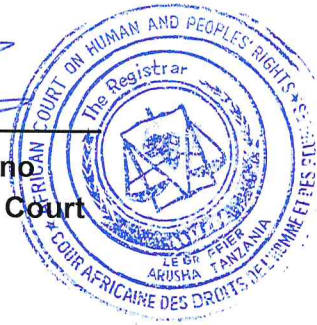
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- 10) The attached Schedule of Requirements at Section C details the items to be purchased. You are requested to quote your delivered price for these items by completing and returning Sections B and C in a sealed envelope marked with your name and 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 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 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: United States Dollars (The United Nations operational exchange rate for the month of April 2022 will be used to convert the quotation received in foreign currency).
- 2) Delivery period offered: Thirty (30) days from date of Purchase Order.
- 3) The validity period of this Quotation is Sixty (60) days.
- 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)**

**PLEASE REFER TO THE ATTACHED ANNEXES I AND II.**

**Authorised By:**

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

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

(DD/MM/YY)

Authorised for and on behalf of:

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

Phone number: \_\_\_\_\_ Email: \_\_\_\_\_