



Ref: AfCHPR/IPC/2016/62

Date: 10th November 2016

TO: ALL INTERESTED SERVICE PROVIDERS.

REQUEST FOR QUOTATIONS (RFQ)
PROVISION OF CATERING SERVICES

BACKGROUND:

The African Court on Human and Peoples' Rights (AfCHPR) whose headquarters is located in Arusha, Tanzania is an Organ of the African Union. In its effort to carry out its mandate, the Court would like to engage qualified and interested bidders to provide catering services during its Extra Ordinary Court Sessions. (See table overleaf for specifications), and hereby invites interested and qualified bidders to submit their priced quotations in Tanzanian Shillings.

TERMS AND CONDITIONS:

Interested Providers should submit their Request For Quotation by providing a priced offer for supply of the required service, and submit either by hand or email not later than 17:00hrs on 17th November 2016

The emails should bear the subject "**PROVISION OF CATERING SERVICES**" and should be addressed to the email address: procurement@african-court.org or alex.mollel@african-court.org

Hand delivered envelopes should have the subject “**PROVISION OF CATERING SERVICES**” and should be addressed to:

**Procurement Office
African Court on Human and Peoples' Rights
P.O. BOX 6274
Arusha, Tanzania**

The sealed envelopes should be deposited in the Tender Box at the Reception of the African Court offices situated at TANAPA, Mwalimu Julius Nyerere Conservancy Centre, Phase II, Dodoma Road.

You are hereby requested to make an offer only if you can provide the services within the terms and conditions stipulated.

The African Court on Human and Peoples' Rights will not in any way be obliged to accept the lowest priced quotation, or any low prices as quality of the services to be rendered shall be one of the major considerations.

The African Court on Human and Peoples' Rights reserves the right to reject any offer without offering any reason thereto, to waive any defect or informality therein, and to award any Provider whose offer is deemed most advantageous to the Court without incurring any liability whatsoever to the losing Provider who may be adversely affected by such award or rejection.

The African Court assumes no obligation for whatever expenses or losses that may be incurred by any Provider in the preparation of the request for quotation, nor does it guarantee that an award shall be made.

DETAILS OF THE REQUIRED SERVICE/MENU

The service required is for 100 pax with the following proposed Menu:

LUNCH: 3 course meal plus water and/or soft drink per person

1. Starters: various soups

2. Main menu

Choice of two starches:

- Steamed rice
- Pilau
- Ugali
- Chapatti
- French fries
- Roasted potatoes
- Cassava
- Bananas

Choice of two/three meat dishes:

- Chicken stew
- Grilled chicken
- Beef stew
- Grilled beef
- Grilled goat
- Grilled fish fillet
- Beans

3. Desert:

- Ice cream
- Fruit platter
- Mixed fruit salad
- Pan cakes




SPECIAL CONDITIONS:

Warranty/Guarantee of Goods	A guarantee for the services mentioned in the quote will be provided.
Language	The quotations shall be in English
Currency of quotations/offer	Offer must be submitted in Tanzania shillings
Award criteria for award of contract	The Contractor who offers the most competitive and technically compliant quote as per specifications and features stipulated above and that which meets the evaluation criteria will be offered the contract
Payments Terms	Payment will be made by Bank Transfer within 30 days upon receipt of invoices and certification of satisfactory completion of services by the African Court.
Request for clarification	Bidders requesting clarification of the items, technical requirements or conditions stipulated in this RFQ shall communicate in writing with the Court through the Procurement Officer of the Court Email: alex.mollel@african-court.org
Submission of Quotes	If by Hand delivered: to the Headquarters of African Court on Human and Peoples' Rights Offices situated at the Julius Nyerere Conservation Centre, Phase II, TANAPA building.

CONTRACT DURATION:

The total term of Contract Agreement will be only during Extra Ordinary Court Session. This period may be extended subject to the need of service and delivery of satisfactory services in accordance with African Union Procurement regulations.

Sincerely,


Dr. Robert W. Eno
Registrar of the Court

