*African Union*

Request for

Quotations

**For the Provision of Courier Services to the**

**African Commission on Human and Peoples’ Rights (ACHPR)**

**Banjul – The Gambia**

**Procurement No.05/ACHPR/20**

***December 2022***

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| AFRICAN UNION | logo | UNION AFRICAINE |
| African Commission on Human & Peoples’ Rights | UNIÃO AFRICANA  *Commission Africaine des Droits de l’Homme & des Peuples* |
| *31 Bijilo Annex Layout, Kombo North District, Western Region, P. O. Box 673, Banjul, The Gambia*  *Tel: (220) 4410505 / 4410506; Fax: (220) 4410504*  *E-mail:* [*au-banjul@africa-union.org*](mailto:au-banjul@africa-union.org)*; Web* [*www.achpr.org*](http://www.achpr.org) | | |

**The African Commission on Human and Peoples’ Rights (ACHPR)** is the premier regional institution responsible for the promotion and protection of human and peoples’ rights in Africa. It was established in 1987 by the Organisation of African Unity (‘the OAU’), now the African Union (“AU”), under Article 30 of the African Charter on Human and Peoples’ Rights (“the African Charter”) as an autonomous treaty body. Its Headquarters is located in Banjul, The Gambia.

In executing its duties, ACHPR has large volumes/kilograms of parcels to dispatch across the globe on regular basis and the office requires the services of a reputable courier service company to dispatch these parcels on a framework contract basis. The contract will run for an initial period of two (2) years with a possibility of renewal.

Based on the above, **the African Commission on Human and People’s Rights (ACHPR)** invites you to submit quotation to carry out the services as described herein (attached). Any resulting order shall be subject to the General Conditions of Contract for Purchase Orders except where modified by the this Request for Quotations (RFQ).

**SECTION A: REQUEST FOR QUOTATION**

1. **Description of Services and Location**

***Provision of Courier Services to the African Commission on Human and Peoples’ Rights (ACHPR), Banjul, The Gambia***

1. **Currency of Quotation is US Dollar or Local Gambian Currency**
2. Services are to commence by: immediately from date of order.
3. Services are to be completed within two (2) years from date of order.
4. Quotations must be valid for **30 days from** the Return Date given below.
5. Quotations must be received, in sealed envelopes no later than: 3.00 pm on Tuesday, 31 January 2023
6. Quotations must be returned to:

**The Chairperson,**

**Internal Procurement Committee**

**African Commission on Human and Peoples’ Rights**

**31 Bijilo Annex Layout**

**Kombo North District**

**Western Region**

**P.O. Box 673, Banjul, The Gambia**

**(+220) 441 0505/06 / 7477 514 or email:** [**procurement@africa-union.org**](mailto:procurement@africa-union.org)

1. The attached Schedule of Rates and Prices at Section C and Technical Data at Section D detail the services to be performed.
2. 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.
3. Quotations that are responsive, qualified and technically compliant will be ranked according to price offer. Award of Contract will be made to the best priced quotation by signing a two year framework contract
4. 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 signed by

**Ag. Executive Secretary or any designated representative.**

1. Similar request has been sent to two other courier service companies to allow fair competition.

Thank you.

**Ag. Executive Secretary**

**African Commission on Human and Peoples’ Rights**

For and on behalf of the Purchaser

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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: Quotations Details

1. Currency of Quotation ………………………
2. Services will commence within ………. days/weeks from date of Purchase Order.
3. Services to be completed by …….. days/weeks/months/years from date of Purchase Order.
4. Validity period of this quotation is ……… days from the Return by Date.
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 Quotation referenced above.
6. We confirm that the prices quoted are fixed and firm 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Registered Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**If any additional documentation is attached, a signature and authorization 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 authorized 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)

**The bidders are required to attach their tariff for different zones and the proposed discount they wish to offer the Commission.**

**Authorised By:**

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

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

Authorised for and on behalf of”

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

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**SECTION D: TECHNICAL DATA**

**TERMS OF REFERENCE**

The services include but not limited to the following:

1. Dispatch of mails, documents and other parcels of different sizes and volumes to different destinations round the globe.
2. Collecting for dispatch the required consignment at the premises of ACHPR.