CALL FOR SUPPLIERS AND SERVICE PROVIDERS

The African Commission on Human and Peoples’ Rights (ACHPR) is an organ of the African Union established by the African Charter on Human and Peoples’ Rights. The ACHPR’s Secretariat is located in Banjul. The ACHPR is mandated to promote and protect human and peoples’ rights in Africa, interpret the African Charter on Human and Peoples’ Rights (the African Charter) and to perform any other tasks which may be entrusted to it by the Assembly of Head of State of Government. In seeking to effectively deliver on its mandate the ACHPR invites all current and all current and prospective suppliers and service providers to register on the supplier database.

The purpose of the Suppliers database is for the ACHPR to keep a list of accredited prospective provider’s of goods and services to be used for its procurements requirements through written quotations and written price list. It is compulsory for all suppliers and service providers to be registered on the Supplier/service providers database. Preference will be given to those who are compliant with Supply Chain Management policy. Once on the Roster, the ACHPR may offer contracts or framework agreements, as need arises for the following:

A.  
1. Reception Services  
2. General Clerical Services (Photocopying, Printing and Scanning)  
3. Bilingual Secretarial Services  
4. Library Services (Archiving and Retrieval)  
5. IT Services (Helpdesk, Audio visual recording etc)  
6. Finance Clerical Services  
7. Asset Verification Services  
8. Documentation and Registry Services (Registering, Filing and Transmission)  
9. Legal Assistants to support Ordinary Sessions of the Commission

B.  
1. Courier Services  
2. Catering Services  
3. Hospitality Services  
4. Printing Services  
5. Stationery Suppliers  
6. Vehicle Rental Services  
7. Air Conditioner Repairs Services  
8. Plumbing/Water Pump Services
9. Cleaning Services
10 Electrician's/Electricals Services

1. Prospective companies – suppliers and service providers are to submit the following:
   a. Company Registration documents
   b. Vat Certificates
   c. List of staff

II. Individual Service Providers are to send their CVs and Professional Profile

Registration forms can be downloaded from the ACHPR website, www.achp.org

The Registration forms and other documents must be received not later 07 October 2021 and should be addressed to:

Chairperson
Internal Procurement Committee
Secretariat of ACHPR
31 Bijilo Annex Layout,
Kombo North District Western Region
Tel: 4410505 /4410506
E-mail: au-banjul@africa-union.org