

**AIMS**African Institute for  
Mathematical Sciences  
NEXT EINSTEIN INITIATIVE

## REQUEST FOR QUOTATION (RFQ)

( X ) URGENT / ( ) NORMAL

To: **Whom it may concern**  
Attention: Email:  
From: *African Institute for Mathematical Sciences  
Global Secretariat*  
cc: *Prince K. Osei, Rana Auditto* Our file ref.: **RFQ/AIMS-SEC-  
RWANDA/19/003**  
Date: *24/04/2019* N° of pages including this page: 7  
Re: **Rental of 50 beds accommodation facility for AIMS-Next Einstein Initiative  
(AIMS-NEI)**

**If you do not receive all pages, please contact us immediately. Thank you.**

## REQUEST FOR QUOTATION

The African Institute for Mathematical Sciences in Kigali, Rwanda kindly request your best firm offer for the following:

### Type and Quantity:

Fully furnished 50x beds accommodation facility for a period of 12 months' renewable.

### Specifications:

All offers to be to AIMS-NEI standard specifications, please see attached in Annexes 1-4.

### Alternatives:

Alternative specifications may be accepted as *complementary (free of charge) and additional to offer as specified in Annexes 1-4.*

### Language:

All documents, markings and labelling should appear in *English*.

### Required documents and certificates:

- *Lease Agreement*
- *Site plan with location of amenities*
- *Detailed floor plans (with dimensions)*
- *Detailed evacuation plan (fire, etc)*
- *Any document as proof of facility ownership*
- *Copy of Business registration certificate with RDB*
- *Copy of Tax Clearance*
- *Copy of VAT registration*
- *Copy of Building Insurance*
- *Copy of security service policy*
- *Copy of facility rules & policy (if available)*
- *Detailed list of amenities included in the rental price.*

### Cost breakdown:

e.g \* unit prices per accommodation unit including bed dimensions and bed count  
\* taxes shown separately

- \* total gross price
- \* price should be net after deduction of any discount
- \* details of all services and amenities included to the price

**Currency:**

All firm costs to be given in *Rwandan Francs (RWF)* only.

**Availability Date:**

Quoted quantity of accommodation units to be available no later than *01<sup>st</sup> August 2019*.

**Samples**

*Not required but to provide clear colour pictures of each room and shared spaces for quoted units.*

**Inspection**

*A mandatory site visit to be scheduled following the closing of the bid.*

**Payment**

Rental payment will be done quarterly.

**Insurance**

*Copy of building insurance to be provided with your bid.*

**All or None Clause:**

Offers will be awarded based on their responsiveness to the requirements. Award will be made to the supplier that meets requirements stated in this RFQ.

We reserve the right to:

- Make corrections to this RFQ
- Make appropriate adjustment for any other acceptable variations, deviations or omission; and to reflect discounts for the award or other price modifications offered.
- Accept the whole or part of your offer and the lowest evaluated bid need not be accepted

**Special Requirements:**

All documents should clearly state "Apartment facility name here" and the date submitted.

**Annex**

Supplier is required to review and fill out the documents attached.

Annex 1: Minimum accommodation requirements

Annex 2: Quotation submission form

Annex 3: Compliance to requirements

**Note**

**AIMS-NEI has a ZERO tolerance for any corrupt practice or behaviour by any of the AIMS employees and its vendors and contractors. AIMS completely prohibits offering, giving or agreeing to give to any employee of AIMS-NEI any gift or commission or consideration of any kind as an inducement or reward for:**

- doing or not doing (or for having done or not having done) any act in relation to the obtaining of any contract with AIMS-NEI; or
- showing or not showing favor or disfavor to any person in relation to any contract it enters into with any vendor or contractor;

**IF any of AIMS employees contact the vendor or the contractor for any gift or commission or consideration of any kind (financial and non-financial), then the vendor must report that matter immediately to the President and CEO of AIMS at [pceooffice@nexteinstein.org](mailto:pceooffice@nexteinstein.org) with a copy to AIMS Vice President Operations and CFO at [rauditto@nexteinstein.org](mailto:rauditto@nexteinstein.org).**

**Conditions for submitting offers:**

**Deadline for Quotation:**

Sealed Bids must be received latest by 15:00 hrs on 13<sup>th</sup> May 2019 (Kigali time) or earlier if possible to the following location:

**Location**

African Institute for Mathematical Sciences

Physical address: No 1 Rue 590 KG St,

Kigali, Rwanda

Attn: Moulaye Camara,

Managing Director, Operation

Ref. **RFQ/AIMS-SEC-RWANDA/19/003** - *Rental of 50 beds accommodation facility for AIMS-Next Einstein Initiative (AIMS-NEI)*

Offers not sent as such will be automatically disqualified from the tender process.

**For further information:**

Email: [procurementpanel@nexteinstein.org](mailto:procurementpanel@nexteinstein.org)

**Confirmation:**

Please acknowledge receipt of this document and indicate your intention to bid.

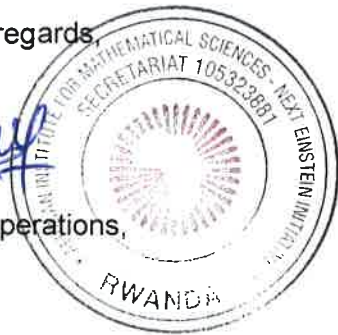
**Terms and Conditions:**

Please state in your offer your acceptance of attached AIMS-NEI Terms and General Conditions.

Thank you and best regards,



Moulaye Camara,  
Managing Director Operations,



**AIMS**Africa Institute for  
Mathematical Sciences  
NEXT EINSTEIN INITIATIVE**Annex 2: Quotation submission form**

(This form must be filled out and submitted using  
the Service provider's official letterhead)

*Offer to provide residences/apartments compliant with AIMS Specifications and Requirements listed in Annex*

**Service Provider:****Location:**

Item #	Description/ Specification of service	Quantity	Unit price (RWF)	Total price (RWF)
1	Room			
2	One bedroom apartment			
3	Two bedroom apartment			
4	Three bedroom apartment			
<b>Grand total price (RWF)</b>				

All other information that we have not provided automatically implies our full compliance with the requirements, terms, and conditions of RFQ.

Name and signature of Service Provider's Authorized person: \_\_\_\_\_

Designation/ Title: \_\_\_\_\_

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

Stamp of the company:

**Annex 3: Compliance with other conditions and related Requirements**

(This form must be filled out and submitted using the Service provider's official letterhead)

**Service Provider:**

**Location:**

**Contact details of service provider:**

**Name and contact details of site supervisor:**

RFQ Information	Your response		
	Yes, we will comply	No, we cannot comply	If no, please indicate counter proposal
Site supervisor support and availability for AIMS tenants <i>24h/7days</i>			
Please indicate the address of your residential facility			
Validity of quotation (120 days after submission)			
Delivery time (30 days after issuance of purchase order)			
Compliance with all requirements in Annex 1			
All other provisions			

All other information that we have not provided automatically implies our full compliance with the requirements, terms, and conditions of RFQ.

Name and signature of Supplier's Authorized person: \_\_\_\_\_

Designation/ Title: \_\_\_\_\_

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

Stamp of the company:

**AIMS**African Institute for  
Mathematical Sciences  
NEXT EINSTEIN INITIATIVE**Annex 1: Minimum Accommodation Requirements**

(This form must be filled out and submitted using the Service provider's official letterhead)

Service Provider:  
Location:

Category	Single room	One bedroom(1B) apartment	Two bedroom(2B) apartment	Three bedroom(3B) apartment
Type:	Single room with 2 beds	One bedroom with 2 beds	Two bedrooms with 4 beds	Three bedrooms with 6 beds
Quantity:				
Availability details (ie: 3x1B + 4x2B etc):				
Location/ Neighborhood:				
Fully furnished/ Unfurnished:				
Room service:				
Laundry service:				
Catering service:				
Air conditioning:				
Cable/ Dstv availability:				
Cable/ Dstv package details:				
Wireless High Speed Internet availability:				
Wireless High Speed Internet speed in each apartment unit:				
Ample hot/cold water availability 24h/7days:				
Electricity availability 24h/7days:				
Generator capacity at site:				
Commune kitchen space available:				
Kitchenette available in each apartment unit (including cooktop):				
Outside catering allowed:				
Commune lounge space available:				
Gated access:				
Security point at facility entrance:				
Security guards service throughout facility 24hr/7days:				
Maintenance service 24h/7days:				
Gym:				
Swimming pool:				
Playground (basketball, volleyball, etc):				
Airport shuttle service (clean and comfortable vehicle. To provide details on shuttle vehicle):				
Parking:				
Other amenities:				

By signing below you confirm that the above listed accommodation services are included in your quoted rental price.  
All other information that we have not provided automatically implies our full compliance with the requirements, terms, and conditions of RFQ.

Name and signature of Service provider's  
Authorized person: \_\_\_\_\_

Designation/ Title: \_\_\_\_\_

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

Stamp of the company:



**AIMS**

African Institute for  
Mathematical Sciences  
NEXT EINSTEIN INITIATIVE

**SUPPLIER PROFILE / REGISTRATION FORM**

No .....

Please fill in this questionnaire in order to register. Information given in this questionnaire will be handled confidentially. Please attach all other documents requested in the questionnaire.

1. **NAME OF COMPANY:** \_\_\_\_\_  
**MAILING ADDRESS:** \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
**COUNTRY:** \_\_\_\_\_  
**CONTACT PERSON(S):** \_\_\_\_\_  
**TELEPHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_  
**INTERNET (E-mail):** \_\_\_\_\_  
**WEBSITE:** \_\_\_\_\_

2. **TYPE OF ORGANISATION: (Please check)**

Individual ( ) Partnership ( ) Non-Profit Organisation ( )  
 Private Limited Liability Company ( ) Public Limited Liability Company ( )  
 Other ( ) Please explain: \_\_\_\_\_ Year  
 Established: \_\_\_\_\_ Under the laws of \_\_\_\_\_ Quoted on the \_\_\_\_\_  
 \_\_\_\_\_ Stock Exchange Please attach copy of registration  
 certificate

3. **TYPE OF BUSINESS: (Please check)**

Manufacturing ( ) Construction ( ) Trading ( ) Consultancy ( )  
 Service Provider (e.g. transport, housing, quality control, etc.) ( )  
 Other ( ) Please explain: \_\_\_\_\_

Please describe your company's major business activity:

\_\_\_\_\_  
\_\_\_\_\_

Please indicate on page 3 the main commodities/services your company offers.

4. **SIZE OF BUSINESS:** Please provide a copy of your latest audited financial statements.

**Turnover** (last financial year) Ended: \_\_\_/\_\_\_/\_\_\_ RWF \_\_\_\_\_  
 (previous financial year) Ended: \_\_\_/\_\_\_/\_\_\_ RWF \_\_\_\_\_  
 (previous financial year) Ended: \_\_\_/\_\_\_/\_\_\_ RWF \_\_\_\_\_  
 Annual Reports from last three years.

**No. of Employees:** \_\_\_\_\_ **No. of Branches:** \_\_\_\_\_

**No. of International Locations:** \_\_\_\_\_  
**Location of business branches:** \_\_\_\_\_  
\_\_\_\_\_

**5. AFFILIATED/HOLDING/SUBSIDIARY COMPANIES:**

<u>Name</u>	<u>Address</u>	<u>Nature of Affiliation</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please attach an organization chart

**6. PERSONS AUTHORISED TO SIGN BIDS, OFFERS AND CONTRACTS:**

<u>Name</u>	<u>Position</u>	<u>Telephone/Fax</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**7. BANKING INFORMATION:**      **Name:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Account Number:** \_\_\_\_\_ **SWIFT Code:** \_\_\_\_\_



IBAN: \_\_\_\_\_

**8. REFERENCES:**

- a. **Dunn and Bradstreet (Dunn's) number, if available:** \_\_\_\_\_
- b. **Recent business transactions: (Not required if this is a renewal and you have supplied the Federation with goods or services within the past 24 months.)**

<u>Date</u>	<u>Service or Product</u>	<u>Value (RWF)</u>	<u>Buyer/contact and Telephone</u>
___/___/___	_____	_____	_____
___/___/___	_____	_____	_____
___/___/___	_____	_____	_____

- c. **Please specify your quality assurance standards:**

\_\_\_\_\_

\_\_\_\_\_

**9. NAMES OF OFFICERS, OWNERS OR PARTNERS:**

**Owner(s):**

**Chief Executive Officer:**

**Chief Financial Officer:**

**10. PAYMENT TERMS:** The AIMS-NEI shall make payments within 30 days following receipt of goods in good order and all requested documentation. Payments, shall be made only against supplier's invoice and shall be subject to conformity of goods to specifications.

For your information, the AIMS-NEI's documentation requirements frequently include an acknowledgement of delivery certificate signed by a local representative of the AIMS-NEI. Please note that any non-acceptance of these terms may preclude your company from being considered as a potential supplier.

**11. QUALITY ASSURANCE:** Please attach any certificates or documents which denote quality assurance.

**12. TERMS AND CONDITIONS:** Please carefully read the attached Terms and Conditions of the AIMS-NEI, which shall be applicable for purchases by the AIMS-NEI. Signing and returning this form, confirms your acceptance of the Terms and Conditions.

**13. CERTIFICATION:** The undersigned, an authorised signer for the company, hereby certifies that the information provided herein, including that on any attached pages, is true and correct to the best of his/her knowledge. The same acknowledges having read and agreed to the Federation's payment terms of 30 days credit:

**Name and Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### List of Supplies and Services Provided

Provided    Commodity/Service

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**Goods:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Services:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please note that the above list is not exhaustive. Rather, it represents those goods and services which we are most likely to require.

