REQUEST FOR QUOTATION (RFQ)

(X) URGENT

To: All interested Masters’ of Ceremony (Individuals & Companies)
From: AIMS-NEI through the Next Einstein Forum
Our file ref.: AIMS-SEC-
NEF10/02/2020/006
Date: 10/02/2020
N° of pages including this page: 3
Re: Quotation Request for Masters’ of Ceremony (Individuals & Companies)

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

REQUEST FOR QUOTATION

Background and rationale
The African Institute for Mathematical Sciences-The Next Einstein Initiatives in Rwanda with incorporation number 105323881 kindly request your best firm offer.

The Next Einstein Forum (NEF) is a platform that brings together leading thinkers in science, policy, industry and civil society in Africa to leverage science to solve global challenges. NEF Global Gatherings are exciting biennial global events where the world of science and technology meet on Africa soil to unveil breakthroughs in science, respond to existing challenges and look to the future. In this way, the NEF is unique. The inaugural NEF Global Gathering 2016 had 1,258 participants from 79 countries. Over 60% were under 42 years of age and close to 40% were women. The third edition, following the second held in Kigali, Rwanda in 2018 (watch a summary of the 2018 Edition here) of the NEF Global Gathering would be held in Nairobi, Kenya on the 10-13 March 2020 under the patronage of H.E Uhuru Kenyatta.

In witness of 2000+ leaders including Heads of State, Nobel Laureates, business and policy leaders and the NEF Community of Scientists, the Next Einstein Forum is looking for a Master of Ceremony (MC) to manage the four-day NEF Global Gathering 2020 scheduled to be held in Nairobi, Kenya 10-13 March.

Scope of work:
The NEF seeks the services of a Master of Ceremony to undertake the following:

1. **The NEF Global Gatherings: March 10 to 13, 2020 (4 full days)**
   - Provide overall MC services for the four days of the NEF Global Gathering
   - Manage opening and closing ceremonies
   - Introduce moderators and keynotes where appropriate
   - Provide critical information to participants as required
   - Any other tasks required
2. **Kifra Prize**: March 10 (from 7:30 PM to 10:00 PM)
   - Provide MC services for the Kifra Prize Ceremony on 10th March 2020 at the Radisson Blu from 7:30pm to 10:00pm. You can learn more about the Kifra Prize here [https://kifraprize.org/](https://kifraprize.org/).

**Qualification & Eligibility requirement:**

The interested individual or Company must be Kenyan:
- With at least five (5) years experiences offering similar services and/or
- Who has completed five (5) similar projects of similar or bigger scale (Please provide this on CV or portfolio plus links of similar events executed if any)

The interested individual or Companies must be proficient in English and Swahili. French is an added advantage.

**Proposals Requirement**

Interested applicants are requested to send TWO separate proposals (technical and Financial) to [procurementpanel@nef.org](mailto:procurementpanel@nef.org) for each event with the subject line of the event:

- **Event 1**: "Master of Ceremony for NEF Global Gathering 2020"
- **Event 2**: "Master of Ceremony for the Kifra Prize".

Each technical Proposal must contain:
- A detailed CV of the applicant showing type, level and number of years’ experience
- Certificate of completion (for previous completed events) or letter of recommendations from previous clients
- Links to previous similar events executed

Each Financial Proposal (in USD) must detail:
- Cost per day
- Cost for Accommodation (if applicable)
- Cost for transportation (if applicable)
- Amount of taxes
- Total cost
- Payment conditions

**Timelines:**

Your proposals are expected to be submitted by the 20th of February 2020 at 12:00 pm CAT.

**NB:** You can choose to submit for one or both.

**Submission and modalities**

Kindly submit your quotation via email to [procurementpanel@nef.org](mailto:procurementpanel@nef.org) by February 20th 2020 at 12:00PM CAT. Any late submission will be rejected.

**Conditions of submitting offers:**
- No quotation will be received later than February 20th 2020 at 12:00pm
- Every quotation should be submitted on the above mentioned email
- Please mention your quotations terms and conditions including the payment conditions
- Your quotation should be valid for less than 2months
All or None Clause:
AIMS-NEI and NEF reserve the right to accept or reject your offer or assign one or all events to an applicant

SPECIAL NOTES
NB: We kindly request you to submit your best offer as we may not enter into the negotiations process

ANTI CORRUPTION

AIMS 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 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; or
- Showing or not showing favour or disfavour to any person in relation to any contract it enters into with any vendor or contractor;

The Vendor agrees that if they found guilty of offering any gift or commission or consideration of any kind (financial and non-financial) to any AIMS employee, directly or indirectly, then this contract will be terminated with immediate effect and necessary legal action will be taken as per the anti-corruption and other applicable laws. The Vendor further agrees to report to the President and CEO (at pceooffice@nexteinstein.org) of AIMS if any AIMS employee asks for any gift or commission or consideration of any kind (financial and non-financial) directly or indirectly. AIMS will ensure all necessary legal actions as per the anti-corruption and other applicable laws.

RELATED PARTY DECLARATION

The Vendor must make a declaration in writing if they or any of their employees have any direct or indirect relation with any of the AIMS employees. Failing to do so may result in rejections of the bids or cancellation of the contract, as the case may be.

Thank You,

Boris Fidele DEGAN
Acting Managing Director of Operations