

**AIMS**African Institute for  
Mathematical Sciences  
RWANDA

## REQUEST FOR PROPOSAL HIGH

To: Whom It May Concern  
Attention: Email: aimsrwandaservices@aims.ac.rw  
From: AIMS RWANDA  
cc: Centre Committee on Contract Our file ref.: CE-RW-PL-RFP-Catering Service  
2019-2020  
Date: July 31, 2019 N° of pages including this page: 7  
Re: **CATERING SERVICES TO AIMS RWANDA**

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

### MESSAGE:

Dear Sir/Madam,

The African Institute for Mathematical Sciences (AIMS) is a pan-African network of centres of excellence for world class post-graduate training, research and outreach in Mathematical sciences that enables Africa's talented students to become problem solvers and innovators capable of propelling Africa's scientific, educational and economic self-sufficiency.

With Headquarters in Kigali Rwanda, AIMS-NEI provides leadership and oversight to 6 Centres of Excellence across Africa including AIMS Rwanda, South Africa, Ghana, Tanzania, Cameroon and Senegal.

AIMS Rwanda Centre was inaugurated in August, 2016 and is located on Road KG3 ST, Kicukiro District, Niboye Sector, Nyakabanda Cell, Plot # 559-560-561, P.O.BOX 7150 Kigali Rwanda Tel: +250-788-312-469. The main objective of AIMS Rwanda is to provide up to 50 students from across the continent with scientific training in Mathematical Sciences on an annual basis.

AIMS offers to its community (Students, Lecturers, Tutors and staff) a unique and conducive learning and teaching experience within the Centre with key services including catering services. As such, AIMS Rwanda intends to engage a legally registered company to provide professional annual on-site catering services to students, Tutors, Lecturers, visitors and staff for the period of one year (FY2019/2020).

#### 1. Type:

Provision of daily catering services for about 120 people from all over Africa and other parts of the world comprising, staff, visiting lecturers, students and workshop participants. This number is subject to review downwards or upwards.

The service shall comprise the provision of continental daily meals of:

- Breakfast
- Lunch
- Dinner and
- Coffee breaks

AIMS Rwanda community comes from a variety of African countries and/or regions and beyond and diverse religious background (Muslim, Catholic, Animist, Evangelic, etc.). As such, they have different meal preferences and requirements. The best supplier will need to suitably demonstrate its ability to offer flexible meal options

From time to time, the Centre may host guest lecturers, industry experts and/or other partners to AIMS Rwanda who may need to be catered for. In these instances, we will provide advanced notification for increased services.

## 2. General Requirements:

The specific requirements of this tender are summarized in the table below:

**Table 1: List of documents and information to be submitted**

Category	Requirements	Documents/Information to be submitted by the Bidder
<b>Financial capacity 20%</b>	Capacity to pre-finance – Evidence of financial capability to operate uninterruptedly for at least 3 months	<ul style="list-style-type: none"> <li>Pre-financing Statement / Bank Statement;</li> </ul>
<b>Technical and professional capacity (30%)</b>	Previous experience: Provide a detailed list of at least five contracts under which relevant catering services were provided over the past two years with: <ol style="list-style-type: none"> <li>Details of their monthly/annual financial values;</li> <li>Periods during which they were provided;</li> <li>Locations at which they were provided;</li> <li>Details of Public/Private Recipients for each service;</li> </ol>	<ul style="list-style-type: none"> <li>Copies of contract with all specific details;</li> </ul>
	Quality Control mechanism –health and safety mechanisms	<ul style="list-style-type: none"> <li>A detailed health and safety guidelines implemented by your company to ensure a control mechanism is in place;</li> </ul>
	Adherence to Food handling and Preparation; Valid certification from reputable government bodies or recognized authorities.	Rwanda Standards Board certificate; <ul style="list-style-type: none"> <li>Hazard Analysis and Critical control Point;</li> <li>Food Safety Management Certification;</li> <li>ISO Certificate;</li> </ul>
	Quality of Personnel: <ul style="list-style-type: none"> <li>On-Site Contract Manager must with at least five years' experience as a Manager of a similar sized catering service;</li> <li>The Chef should be fully qualified and have five years' experience of managing a similar size;</li> <li>Other personnel (waiters, Servers, etc) should have completed at least three years of experience of delivering similar catering service to Universities, schools, etc;</li> <li>Personnel files should include TB check + chest x-ray to ensure clearance of communicable airborne diseases;</li> </ul>	<ul style="list-style-type: none"> <li>CV of all staff to deploy;</li> <li>TB checks, plus check x-ray from recognized Doctor or hospital;</li> </ul> OR <ul style="list-style-type: none"> <li>Health Certificate for personnel</li> </ul>
	Moral righteousness of staff deployed;	For each staff, kindly attach a <ul style="list-style-type: none"> <li>Police Clearance;</li> <li>To whom it may concern and other valid documents;</li> </ul>
	Maintenance of Equipment	<ul style="list-style-type: none"> <li>Description of mechanism to ensure proper care of refrigeration and other kitchen equipment if necessary</li> </ul>



Valid certification from health and food authorities;	<ul style="list-style-type: none"> <li>• Recommendation Letters;</li> <li>• Certificate from reliable Health/Food authorities about the company;</li> </ul>
Recommendation letters or certification from religious respective bodies	<ul style="list-style-type: none"> <li>• Recommendation letter from religious Authorities</li> </ul>
Registration and Company Certificates	<ul style="list-style-type: none"> <li>• RDB certificate;</li> <li>• VAT certificate;</li> <li>• Valid Tax clearance certificate;</li> </ul>
Valid Power of Attorney	<ul style="list-style-type: none"> <li>• Power of Attorney in favor of person authorized to sign the documents;</li> </ul>
A 4-week intercontinental menu certified by a registered dietician of any government institution AIMS reserves the right to accept or decline or change the proposed menu.	<ul style="list-style-type: none"> <li>• Variety of meals served:</li> <li>• Menu should not be repeated during the week;</li> <li>• Drinks shall be calculated on consumptions basis;</li> </ul>
Special diet for sick/indisposed participants free of additional charge; Approved Menu with due regard to the seasonal requirements, needs and varying tastes of the participants;	<ul style="list-style-type: none"> <li>• Acceptance of the Proposed weekly menu for Vegetarian and Non Vegetarian</li> <li>• A clear indication of special diet included</li> <li>• A clear indication of flexibility to provide packed Meals</li> </ul>
Décor and List of Equipments: <ul style="list-style-type: none"> <li>• Plan to arrange decor on tables including table cloths and floral arrangements;</li> <li>• Food warmers and all appliances necessary for catering;</li> <li>• Waiter and waitresses to be dressed appropriately when serving.</li> </ul>	<ul style="list-style-type: none"> <li>• Cafeteria decoration plan especially on the service tables;</li> <li>• List of appliances to be used;</li> <li>• Staff identification plan like Uniforms, badges etc.</li> </ul>
Catering service for special events	<ul style="list-style-type: none"> <li>• A clear indication of availability to provide catering for special events</li> </ul>
Type of food: Vegetarian and Non vegetarian foods and cooking processes	<ul style="list-style-type: none"> <li>• Description of Cooking arrangements for Vegetarian and Non vegetarian dishes</li> </ul>
Utensils for cooking and Equipment/materials for serving/eating food in case of emergency need;	<ul style="list-style-type: none"> <li>• Detailed list of equipment and materials owned by the company;</li> </ul>



Hygienic Areas /Kitchenette

Detailed description of mechanism in place to ensure:

- Daily cleaning of environment- sinks and utensils: pots, plates, cups and cutleries
- Monthly general cleaning of refrigeration and storage facilities
- Daily mopping and wiping of kitchen floor
- proper storage of food items to avoid cross contamination
- Regular inventory of food items received for food preparation
- Provision of proper work gear: professional work gear, cap, footwear, glove where necessary
- Daily keeping of cooking environment clean and neat, and cover waste bins from flies

<b>Timing (20%)</b>	<b>Type of Meal</b>	<b>Meal Time</b>	<b>Indication of Menu</b>	<p>A detailed weekly menu is required and must be observed constantly throughout a week</p> <ul style="list-style-type: none"> <li>• Your proposal should indicate menu for Day 1 to Day 7 for all three meals;</li> <li>• Menu must not be repeated in a week;</li> </ul> <p>Clear indication of timing for meals</p>
	Breakfast	6:30 - 7:30	<ul style="list-style-type: none"> <li>• Fresh Juice</li> <li>• Jam, Butter and Honey</li> <li>• Hot Milk</li> <li>• Omelette or Soup Potage or Yoghourt or Chapatti or Boiled Eggs</li> <li>• Samosa or Cake or Salami/Samosa or Mini Pizza or</li> <li>• Hot Milk</li> </ul>	
	Morning Coffee Break	10:00 - 11:00	<ul style="list-style-type: none"> <li>• Cup of Coffee or Tea + Hot Milk</li> </ul>	
	Buffet Lunch without soft drink	12:30 - 13:30	<ul style="list-style-type: none"> <li>• Buffet salads with at least three components;</li> <li>• Main courses/hot buffet with at least eight components;</li> <li>• Desserts with at least two components;</li> </ul>	



	Afternoon Coffee break	1:30 - 13:30	<ul style="list-style-type: none"> <li>• Cup of Coffee or Tea + Hot Milk</li> </ul>
	Buffet Dinner without soft drink	18:30 - 19:30	<ul style="list-style-type: none"> <li>• Buffet salads with at least three components;</li> <li>• Main course/hot buffet with at least eight components;</li> <li>• Desserts at least two components</li> </ul>
	<b>Time for Meals:</b> <ul style="list-style-type: none"> <li>• Delivery of meals must be at least 20 minutes before food is served;</li> <li>• Food must be served between the proposed window above:</li> </ul>		
<b>Cost and Payments (30%)</b>	Reasonable cost per person per day: <ul style="list-style-type: none"> <li>• Contract Currency: Strictly Rwandan Francs (RWF);</li> <li>• Head count payment modality;</li> <li>• Payment upon presentation of invoice;</li> <li>• Payment will be effected after 60 calendar days;</li> <li>• Your invoices must clearly indicate; <ul style="list-style-type: none"> <li>- Unit Cost per person per day;</li> <li>- Total before Tax</li> <li>- 18% VAT;</li> <li>- Total Cost (with 18% VAT inclusive per person per day);</li> </ul> </li> </ul>		Detailed Financial Proposal

**3. Locations:**

The work shall be executed at Road KG3 ST, Kicukiro District, Niboye Sector, Nyakabanda Cell, Plot # 559-560-561, P.O.BOX 7150 Kigali Rwanda Tel: +250-788-312-469

**4. Delivery schedule:**

Service is to be delivered daily on sites for 11 months, from August to the end of June.

**5. Delivery:**

Services to be delivered as per above schedule and this includes workshops and any program that may necessitate the services of the caterer

**6. Delivery delay:**

- The final delivery schedule will be finalised at the time of signing the service contract and the service provider may be requested to act immediately.
- Furthermore, please advise daily service providing capacity and lead-time required for fulfilling the above mentioned requirement.

**7. Liquidated Damages:**

Services after agreed delivery schedule will be subject to a deduction from the invoice of 0.1% per day up to maximum of 5% of the total value of the contract.

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Payment will be processed within 60 days from the date of receipt of service and all supporting documents in order by the Service Provider, i.e. Invoice, copy of the contract, countersigned daily service checklist, countersigned weekly service checklist and VAT Invoice by Service Provider.

**9. Pertinent information:**

- Service provider must have a proof of three months financial capacity to operate autonomously and uninterruptedly
- Service provider employees must observe a good behaviour at the AIMS Rwanda Centre
- AIMS-Rwanda Purchasing Terms and General Conditions attached hereto are applicable.

**10. All or None Clause:**

AIMS Rwanda reserves the right to accept the whole or part of your offer and the lowest bid need not necessarily be accepted. Should your offer be accepted, you will be required to sign, stamp and return our formal Service Contract confirming your acceptance of the agreed terms and conditions as per attached Annex 1.

**11. Required documents and certificates:** (All documents in English to clearly state "Academic")

All required documents, certificates and information as per table 1 above are compulsory for all bidders.

**12. Validity:**

Your offer must remain valid until August 31<sup>st</sup>, 2019 before which a Service Contract, if placed, should be accepted by you.

**13. Confirmation:**

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

**16. Offer:**

**Must be received latest by 14.00 hours, Rwanda time on August 10<sup>th</sup>, 2019 at AIMS Rwanda Centre (former Alpha Palace Hotel) or preferably earlier, and should be submitted in SEALED ENVELOPE addressed to :**

**Attention; PROCUREMENT AT AIMS RWANDA**

**and clearly mention : CATERING SERVICES AT AIMS RWANDA CENTRE OF EXCELLENCE**

**17. YOUR OFFER SHOULD ALSO BE ACCOMPANIED WITH COMPLETED AND SIGNED SUPPLIERS REGISTRATION FORM (form attached). PLEASE DO NOT SUBMIT OFFERS BY FAX.**

Offers not addressed and sent as required will NOT be considered.



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

Thank you and best regards

**Boris F. Degan**

**Senior Chief Operations Officer**

Telephone numbers for further information:

**0788312469**

**Enclosures:**

- i. AIMS-NEI terms and general conditions**
- ii. Suppliers Registration Form**