

TITLE OF TENDER:**QUOTATION REQUEST FOR IT EQUIPMENT TO RWANDA****TENDER NO:****RFQ/AIMS/SEC/TTP/20/015**

The African Institute for Mathematical Sciences – The Next Einstein Initiative (AIMS-NEI), Global Secretariat seeks to hire a reputable company for procurement of IT Equipment to Rwanda.

Details, terms and conditions of the tender document are available at the following link: <https://nexteinstein.org/work-at-aims/>

For enquiries, please contact procurement-enquiries@nexteinstein.org. No bid should be sent to this email address.

Kindly submit your bids in one full set (a single PDF file with all documents) based on the requirements listed in the Request for Quotation available at the above shared link.

Please note that all documents must be received no later than 18:00 hours CAT on 2020-10-09 at ttp-it-procurement@nexteinstein.org. Only bids sent to this email address will be considered. Late bids will be rejected.



Lydie Hakizimana / CEO

Done in Kigali on 24 September, 2020



REQUEST FOR QUOTATION (RFQ)

() URGENT / (X) NORMAL

To: *Whom It May Concern*
Attention: Email:
From: *AIMS-NEI Global Secretariat*
cc: Our file ref.: RFQ/AIMS/SEC/TTP/20/015
Date: *2020-09-24* N° of pages including this page: 16
Re: **Quotation Request for IT Equipment to Rwanda**

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

REQUEST FOR QUOTATION

The African Institute for Mathematical Sciences (AIMS) Global Secretariat in *Rwanda* kindly requests your best firm offer *Delivered at Place (DAP)* to *No. 1 KG 590 ST, Kacyiru, Gasabo District, Kigali, Rwanda* for the following:

Type and Quantity:

Lot 1:

Item: Dell PowerEdge R540 Server
Quantity: Four (4)

Item: Dell Wired Keyboard – KB216
Quantity: One (1)

Item: Dell Wired Optical Mouse – MS116
Quantity: One (1)

Item: Dell 23-inch Monitor – E2318H
Quantity: One (1)

Item: TrippLite SmartRack 42-Units Premium Enclosure
Quantity: One (1)

Item: 6-Way Universal Socket Rack Power Distribution Unit
Quantity: Four (4)

Lot 2:

Item: APC Smart-UPS SRT 6000VA 230V - SRT6KXLI
Quantity: One (1)

Lot 3:

Item: Canon imageRUNNER C3125i Multi-function Printer
Quantity: Two (2)

Lot 4:

Item: Ubiquiti Networks Unifi 24-port Managed PoE Switch
Quantity: One (1)

Item: Ubiquiti Networks Unifi 24-port Managed Switch
Quantity: One (1)



Item: Ubiquiti Networks Unifi 48-port Managed Switch
Quantity: Three (3)

Item: Ubiquiti Networks Unifi Security Gateway Pro
Quantity: One (1)

Item: Ubiquiti Networks Unifi AC Pro Access Point
Quantity: Two (2)

Lot 5:

Item: SMART Board 7075 display with iQ and SMART Learning Suite
Quantity: Two (2)

Lot 6:

Item: 16 GB USB 3.0 Pen Drive
Quantity: One Thousand (1000)

Item: Nikon D7500 DX-Format Digital SLR Body
Quantity: Two (2)

Item: Nikon AF-S FX NIKKOR 16-35mm f/4G ED Vibration Reduction Zoom Lens with Auto Focus for Nikon DSLR Cameras
Quantity: Two (2)

Item: Tamron 17-35mm f/2.8-4 DI OSD Lens for Nikon F
Quantity: Two (2)

Item: Manfrotto Befree Advanced Travel Aluminum Tripod with 494 Ball Head (Lever Locks, Black)
Quantity: Two (2)

Item: Case Logic Kilowatt Camera & Laptop Sling Backpack (Large)
Quantity: Two (2)

Item: Logitech Stereo Headset H111
Quantity: One Hundred and Two (102)

Incoterm:

Goods to be delivered to the University of Rwanda College of Education Campus at Rukara in the Kayonza District of the Eastern Province, Rwanda.

Quality specifications:

LOT 1:

Item: Dell EMC PowerEdge R540 Server

Manufacturer: Dell EMC

Model: PowerEdge R540 Server

Trusted Platform Module (TPM): Trusted Platform Module 2.0

Chassis: 3.5" Chassis with up to 12 Hot Plug Hard Drives

Regulatory: PowerEdge R540 CE, CCC, BIS Marking

Processor: Intel® Xeon® Gold 5218 2.3G, 16C/32T, 10.4GT/s, 22M Cache, Turbo, HT (125W) DDR4-2666

Additional Processor: Intel® Xeon® Gold 5218 2.3G, 16C/32T, 10.4GT/s, 22M Cache, Turbo, HT (125W) DDR4-2666

Processor Thermal Configuration: Heat Sink already included

Memory DIMM Type and Speed: 2666MT/s RDIMMs

Memory Configuration Type: Performance Optimized



Memory: 192GB (12x16GB) RDIMM, 2666MT/s, Dual Rank
RAID: C5, RAID 10 for HDDs or SSDs in pairs (Matching Type/Speed/Capacity)
RAID/Internal Storage Controllers: PERC H730P RAID Controller, 2GB NV Cache, Adapter, Low Profile
Hard Drive: 14.4TB (12x1.2TB 10K RPM SAS 12Gbps 512n 2.5in Hot-plug Hard Drive)
Boot Optimized Storage Cards: BOSS controller card + with 2 M.2 Sticks 240G (RAID 1),LP
Operating System: No Operating System
OS Media Kits: No Media Required
Embedded Systems Management: iDRAC9,Enterprise
Additional Network Cards: On-Board Broadcom 5720 Dual Port 1Gb LOM
Additional Network Cards: Broadcom 57412 Dual Port 10GbE SFP+ Adapter, PCIe Low Profile
Optics & Cables for Network Cards: SFP28 SR Optic, 25GbE, 85C, for all SFP28 ports
iSDM and VFlash Card Reader: None
Additional Software: None
Internal SD Module: None
Internal Optical Drive: No Internal Optical Drive for 12 HD Chassis
Fans: None
Power Supply: Dual, Hot-plug, Redundant Power Supply (1+1), 1100W
Power Cords: C13 to C14, PDU Style, 12 AMP, 6.5 Feet (2m) Power Cord, North America
Bezel: PowerEdge 2U LCD Bezel
Quick Sync 2 (Wireless At-the-box mgmt): No Quick Sync
Power Management BIOS Settings: Performance BIOS Setting
Advanced System Configurations: UEFI BIOS Boot Mode with GPT Partition
Rack Rails: ReadyRails™ Sliding Rails With Cable Management Arm
Server Accessories: 8X DVD-ROM, USB, External, Keyboard and Optical Mouse, USB, Black, English

SERVICES & SUPPORT:

Warranty: Basic Next Business Day 36 Months, 36 Month(s)
Extended Services: None
Deployment Services: No Installation
Dell Services: On-site Diagnosis Service: None
Configuration Services Asset Report: None

Item: Dell Wired Keyboard – KB216

Manufacturer: Dell
Model: KB216
Language: QWERTY UK English
Interface: Wired USB
Colour: Black
Warranty: 1 Year

Item: Dell Wired Optical Mouse – MS116

Manufacturer: Dell
Model: MS116
Movement Detection Technology: Optical
Interface: Wired USB
Cable Length: 6 Feet
Colour: Black
Warranty: 1 Year

Item: Dell 23-inch Monitor – E2318H

Manufacturer: Dell
Model:
Screen Size (Diagonal): 23 Inches
Panel Type: IPS
Native Resolution: Full HD (1920 x 1080 pixels) at 60 Hz Refresh Rate
Interfaces: 1xVGA and 1xDisplayPort



Item: TrippLite SmartRack 42-Units Premium Enclosure

Manufacturer: Tripp Lite

Reseller: Dell EMC

Model: SR42UB

Color: Black

Height (Rack Units): 42U

Size: 19 inches

Dimensions: 23.6 inches (Width) x 43 inches (Depth) x 78.5 inches (Height)

Weight Limit: 3007 lbs

Assembly: Delivered pre-assembled

Mounting Hardware: Included

Features: Wheels, lockable front door, lockable rear door, adjustable depth, lockable removal side panels, levelling feet, casters

Warranty: 5 years

Item: 6-Way Universal Socket Rack Power Distribution Unit

Grounding: Yes

Outlets: 6

Outlet type: Universal socket

Plug Type: 3-Pin UK/Irish

Rated Voltage: 220 - 250

Rated Current: 16A

Maximum Power Output: 3500W

Extension Cable Length: 2M

Surge Protection: Yes

Overload Protection: Yes

LOT 2:

Item: APC Smart-UPS SRT 6000VA 230V - SRT6KXLI

Model: SRT6KXLI

Output power capacity: 6.0kWatts / 6.0kVA

Output Connections:

(6) IEC 60320 C13 (Battery Backup)

(6) IEC 320 C13 (Battery Backup)

(1) Hard Wire 3-wire (H N + G) (Battery Backup)

(2) IEC Jumpers (Battery Backup)

(4) IEC 320 C19 (Battery Backup)

(4) IEC 60320 C19 (Battery Backup)

Nominal Output Voltage: 230V

Other Output Voltages: 220, 240

Nominal Input Voltage: 230V

Other Input Voltages: 220, 240

Input Connections: Hard wire 3-wire (1P + N + E)

Bypass: Internal bypass (automatic and manual)

Battery type: Lead-acid battery

Typical recharge time: 1.5hour(s)

Nominal Battery Voltage: 192 V

Additional (External) Battery Pack Included: APC SRT192BP Smart-UPS Battery Pack

Standard warranty: 3 years repair or replace (excluding battery) and 2 years for battery

LOT 3:

Item: Canon imageRUNNER C3125i Multi-function Printer

MAIN UNIT SPECIFICATIONS

Manufacturer: Canon

Model: imageRunner C3125i

Machine Type: A3 Colour Laser Multifunctional

Core functions: Print, Copy, Scan and Optional Fax

Control Panel: 12.7 cm (5 inch) TFT LCD WVGA Colour Touch Panel



Memory: 2.0GB RAM

Network Connectivity: 1000Base-TX/10Base-T, Wireless LAN(IEEE802.11B/G/N)

Other Connectivity: USB 2.0 (Host) × 2, USB 2.0(Device) × 1

Supported media sizes: A3, A4, A5R, A6R, B4, B5, B5R, Envelope [COM10 No. 10, Monarch, ISO- C5, DL]

Power Supply: From the Main Unit

PRINT SPECIFICATIONS

Print Speed (BW/CL): Up to 25/25 ppm (A4, A5, A5R, A6R), Up to 15/15 ppm (A3), Up to 20/20 ppm (A4R)

Print Resolution (dpi): 600 × 600, 1,200 × 1,200

Print Features: Secure Print, Header/Footer, Page Layout, Two-sided Printing, Mixed Paper Sizes/ Orientations, Toner Reduction, Poster Printing, Print Date

COPY SPECIFICATIONS

Copy speed (BW/CL): Up to 25/25 ppm (A4, A5, A5R, A6R), Up to 15/15 ppm (A3), Up to 20/20 ppm (A4R)

First-Copy-Out Time (A4) (BW/CL): Approx. 5.9 / 8.2 seconds or less

Copy resolution (dpi): 600 × 600

Multiple Copies: Up to 999 copies

SCAN SPECIFICATIONS

Standard: Duplexing Automatic Document Feeder [2-sided to 2-sided (Automatic With DADF)]

Document Feeder Paper Capacity (80 gsm): 100 Sheets

Supported media sizes:

Document Feeder media size: A3, A4, A4R, A5, A5R, B4, B5, B5R, B6

Custom size: 128.0 × 139.7 mm to 297.0 × 431.8 mm

Scan Resolution (dpi): Scan for Copy: up to 600 × 600

Scan Method: Push Scan, Pull Scan, Scan to Network, Scan to memory media (USB Memory Key)

SEND SPECIFICATIONS

Destination: Standard: E-mail/Internet FAX (SMTP), SMB, FTP

Address book: LDAP (50)/Local (300)/Speed dial (281)

Send resolution (dpi): Push: 300 × 300 (Email/SMB/FTP), 192 × 204 (IFAX)

Pull: 50 × 50, 75 × 75, 150 × 150, 200 × 200, 300 × 300, 400 × 400, 600 × 600

Communication protocol: FTP (TCP/IP), SMB (TCP/IP), SMTP

File Format: Standard: TIFF, JPEG*, PDF (Compact, Searchable, Encrypted, Digital Signature)

PAPER SUPPLY SPECIFICATIONS

Paper Capacity: 550 sheets × 2 (80 gsm)

Paper Size: A3, A4, A4R, A5, A5R, A6R, B4, B5, B5R

OUTPUT SPECIFICATIONS

Inner Finisher-K1 Included: Collate, Group, Offset, Staple, Eco Staple, Staple On Demand

CONSUMABLES:

Additional two complete sets of C-EXV 54 TONER BK/C/M/Y (per copier) to be included upon delivery.

LOT 4:

Item: Ubiquiti Networks Unifi 24-port Managed PoE Switch

Model: US-24-250W

Maximum PoE Power: 250W



Auto-Sensing IEEE 802.3af/at PoE+

Interfaces:

(24) Gigabit RJ45 ports;

(2) 1G SFP ports

Rack Mount Kit Included: Yes (Brackets, Bracket Screws, Mounting Screws, Cage Nuts)

Managed by Unifi Controller

Item: Ubiquiti Networks Unifi 24-port Managed Switch

Model: US-24

Interfaces:

(24) Gigabit RJ45 ports;

(2) 1G SFP ports

Rack Mount Kit Included: Yes (Brackets, Bracket Screws, Mounting Screws, Cage Nuts)

Managed by Unifi Controller

Item: Ubiquiti Networks Unifi 48-port Managed Switch

Model: US-48

Interfaces:

(48) Gigabit RJ45 ports;

(2) 10G SFP+ ports;

(2) 1G SFP ports

Rack Mount Kit Included: Yes (Brackets, Bracket Screws, Mounting Screws, Cage Nuts)

Managed by Unifi Controller

Item: Ubiquiti Networks Unifi Dream Machine Pro

Model: UDM-Pro

Interfaces:

(48) Gigabit RJ45 LAN ports;

(1) 1G RJ45 WAN Port

(1) 10G SFP+ LAN port;

(1) 10G SFP+ WAN port;

Rack Mount Kit Included: Yes (Brackets, Bracket Screws, Mounting Screws, Cage Nuts)

Managed by Unifi Controller

Item: Ubiquiti Networks Unifi AC Pro Access Point

Model: UAP-AC-PRO-US

Accessories: PoE Injector Included

LOT 5:

Item: SMART Board 7075 display with iQ and SMART Learning Suite

Manufacturer: SmartTech.com

Model: SBID-7275-V2 (SMART Board® 7075)

Display Size: 75 inches LCD with LED back light

Display Aspect Ratio: 116:9

Native Display Resolution: 4K UHD (3840 x 2160) at 60Hz

Display Response Time: 8 ms (typical)

Interactivity: Multi-touch with up to 16 simultaneous interaction points

Network: 100 Base-T ethernet, Wi-Fi 6 (a/n/g/n/ac) with 2x2 MIMO, Bluetooth 4.2

Other Connectivity: HDMI, USB, S/PDIF out, Stereo 3.5mm out, RS-232 in and out

Audio: 2x10W integrated speakers

Power Cable: 3-pin UK/Irish

Included accessories: USB cable, 4x Pens, Eraser, Mounting Brackets

Warranty: 3 years



LOT 6:

Item: 16 GB USB 3.0 Pen Drive

Manufacturer: SanDisk

Model: SDCZ73-016G-G46

Color: Black

Capacity: 16 GB

Transfer Speed: Up to 130MB/s

Item: Nikon D7500 DX-Format Digital SLR Body

Effective Pixels: 20.9 Megapixels

Sensor Size: 23.5 mm x 15.6 mm

Top Continuous Shooting Speed at Full Resolution: 8 frames per second

ISO Sensitivity: ISO 100 – 51,200

Image Sensor Format: DX

Battery / Batteries: EN-EL15a Rechargeable Li-ion Battery

Colour: Black

Detailed product specifications URL: <https://amzn.to/2BcOJW2>

Item: Nikon AF-S FX NIKKOR 16-35mm f/4G ED Vibration Reduction Zoom Lens with Auto Focus for Nikon DSLR Cameras

Capable of wide-angle and "normal" shots

Maximum aperture: f/4 ; Offers two focus modes, M/A (autofocus with manual override) and M (manual)

Maximum Focal Length: 35 millimeters

Min Focal Length: 16 millimeters

Lens construction: 17 elements in 12 groups

Lens Type: Wide Angle

Image stabilization, vibration reduction (VR II) up to 4 stops

Nikon F mount for FX and DX DSLRs

AF-S Nikkor 16-35mm f/4G ED VR lens

24-52.5mm effective focal length with APS-C sensor cameras

Colour: Black

Detailed product specifications URL: <https://amzn.to/2BgMpNH>

Item: Tamron 17-35mm f/2.8-4 DI OSD Lens for Nikon F

F-Mount Lens/FX Format

Aperture Range: f/2.8 to 22

Fluorine and BBAR Coatings

Optimized Silent Drive AF Motor

Detailed product specifications URL: <https://bhpho.to/32eW2Z7>

Item: Manfrotto Befree Advanced Travel Aluminum Tripod with 494 Ball Head (Lever Locks, Black)

Configuration: Aluminium Legs, 494 Ball Head

Color: Black

Lock Type: Lever leg locks

Detailed product specifications URL: <https://bhpho.to/2VFfj3H>

Item: Case Logic Kilowatt Camera & Laptop Sling Backpack (Large)

Holds DSLR with 70-200, 2 Lenses, Flash

Accommodates 15.6" Laptop; Converts Between Sling & Backpack

Left, Right & Front Access to Gear

Detailed product specifications URL: <https://bhpho.to/2Mfzy51>



Item: Logitech Stereo Headset H111

Manufacturer: Logitech
Model: H111
Form Factor: Over Ear
Connectivity: 3.5mm Jack
Color: Black

Alternatives:

Alternative specifications must be confirmed by AIMS-NEI in writing before the submission deadline. Alternative specifications not confirmed as such will not be considered.

Request for Clarification:

Bidders are required to submit any request for clarification or any question in respect of this RFQ by e-mail to procurement-enquiries@nexteinstein.org. **No bid should be submitted to this address.** The deadline for receipt of questions is close of business on **2020-10-01**. Bidders are requested to keep all questions concise.

AIMS-NEI will compile the questions received. AIMS-NEI may, at its discretion, copy any reply to a question to all other invited bidders at once.

Packaging:

All goods must be packed suitable for *air/land/sea* transportation including rough handling to final destination.

Weights and Dimensions:

Please state type of packing, net and gross weights, size of cartons and cubic dimensions in your offer.

Marking:

All packaging should be clearly marked "For Academic Use Only"

Language:

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

Labelling:

All packaging should be clearly marked "Fragile Handling"

Packing list:

In/and outside each carton stating contents/quantity in English.

Required documents and certificates:

IMPORTANT: Failure to sign and stamp your documents may lead to rejection of your bid.

- Signed and stamped letter of application
- Signed and stamped financial offer form (Annex B)
- Signed and stamped pro-forma invoice
- Signed and stamped technical offer including a detailed list of specifications. **Note that a generic product data sheet is not sufficient.** You must provide detailed specifications of the particular product configuration requested in this RFQ and offered in response to this RFQ.
- Letter from the Dell EMC Sales Channel Country Manager for Rwanda confirming your status as a Dell EMC Authorised Reseller.
- Listing on the Schneider Electric (APC) Reseller/Partner Locator at <https://www.apc.com/rw/en/locate/> or a letter from the Schneider Electric (APC) Sales Channel Country Manager for Rwanda confirming your status as an authorised Schneider Electric (APC) Reseller/Partner.
- Listing on the Canon Reseller/Partner Locator at <https://en.canon-cna.com/where-to-buy-business/> or a letter from the Canon Sales Channel Country Manager for Rwanda confirming your status as an authorised Canon Reseller/Partner.



- Listing on the Smart Tech Reseller/Partner Locator at <https://bit.ly/3iTLpTT> or a letter from the SMART Tech Sales Channel Country Manager for Rwanda confirming your status as an authorised SMART Tech Reseller.
- **Note that AIMS will independently verify your status as an authorised Partner or Reseller via the official channels of each vendor.**
- Completed, signed and stamped AIMS-NEI supplier registration form (Annex C).
- Business registration certificate from Rwanda Development Board (RDB)
- Valid tax clearance certificate from Rwanda Revenue Authority (RRA)
- Valid Rwanda Social Security Board (RSSB) compliance certificate (Local company).
- At least five (5) signed and stamped Letters of Recommendation or Certificates of Completion from clients the tenderer has worked with within the past five years.
- Signed and stamped list of at least five (5) clients, with their contact information (phone number and email) to which the tenderer has offered similar volume of products and services to those requested in this RFQ within the last 3 years.
- Signed and stamped company profile, expertise and experience including profiles of Senior Management Personnel.

Distribution of documents and certificates

- **Offers must be submitted in one full set (a single PDF file with all pages arranged according to the listed order of documents above).**
- **Offers not submitted per the instructions may be summarily rejected.**

Warranty

- All equipment and materials must be covered by the manufacturer's warranty. Specific warranty terms are stated in the detailed technical specifications above.

Cost breakdown:

IMPORTANT: Your financial offer must include the following information:

- For every lot:
 - Unit price before tax per item
 - Discount where applicable
 - Total price (net after deduction of any discounts)
 - All applicable taxes
 - All applicable charges
 - Total price of lot
- Total price (sum of all lots)

Currency:

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

Delivery Date:

- All goods to be installed/delivered no later than five (5) weeks after a purchase contract is signed or upon receipt of a purchase order.
- Please state if goods are available ex-stock or state production/delivery lead time
- AIMS must be notified in writing if the shipment of the desired items will be delayed for any reason.

Samples

AIMS-NEI reserves the right to request samples of the requested items from bidders at any point during the procurement process.

Inspection

A quality and quantity inspection shall be carried out upon delivery/installation. Any items which do not conform to the specifications and/or damaged goods will be rejected at the vendor's expense.



In the event that an item is deemed unacceptable, the vendor shall make return arrangements within five (5) days of being notified, or permit AIMS to arrange for the return of the item(s). The vendor assumes the delivery expenses in this case.

Liquidation Damage Clause

IMPORTANT: Please be advised that delivery/installation after the agreed schedule shall be subject to a deduction from the invoice of 0.2% per day for each day after the agreed delivery date up to 7% of the total cost CPT value of the contract.

Payment

Within 30 days of date of handover of all goods and installations, and all supporting documents in good order to an authorized AIMS-NEI representative. The vendor shall accept payment in accordance with the payment procedures of Rwanda.

Validity:

Your offer must remain valid until 45 days after issue of this RFQ, before which a Purchase Order, if placed, shall be accepted by you.

Insurance

Vendor is responsible for all goods and materials until delivered and formally accepted by an authorized AIMS representative.

All or None Clause:

Vendors are strongly encouraged to bid for all lots in this RFQ. AIMS-NEI reserves the right to accept the whole or part of your offer and the lowest price need not be accepted. AIMS reserves the right to reject any or all bid proposals, or to cancel the bidding process entirely.

Bid Acceptance

AIMS-NEI may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective suppliers in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by AIMS-NEI at its own initiative or in response to a clarification requested by a prospective supplier.

Please note that AIMS-NEI is not bound to select any of the firms submitting bids and does not bind itself in any way to select the firm offering the lowest price. Furthermore, the contract will be awarded to the bid considered most responsive to the needs, as well as conforming to AIMS-NEI's general principles, including economy and efficiency and best value for money.

Special Requirements:

- All documents should clearly state "For Academic Use Only"
- Quotations submitted after the submission deadline shall not be accepted.
- AIMS reserves the right to reject any or all bid proposals, or to cancel the bidding process. AIMS does not guarantee any contract as a result of this invitation.
- **IMPORTANT: All enquiries regarding information on this RFQ must be submitted in writing to procurement-enquiries@nexteinstein.org. No bid should be submitted to procurement-enquiries@nexteinstein.org.**
- After this RFQ has been released, contact between a Vendor and AIMS-NEI is prohibited, except for the afore-mentioned purposes. Violation of this clause may result in rejection of your bid.
- **This is not a purchase order and this document should not be construed in any way as an offer to contract with your firm.**

Conditions for submitting offers:

Bids in one full set (a single PDF file with all pages arranged according to the listed order in "Required documents and certificates" section above) must be sent no later than 18:00 CAT (UTC+2) on 2020-10-09 to ttp-it-procurement@nexteinstein.org. Only bids submitted to this email address will be considered.



AIMS

African Institute for
Mathematical Sciences
NEXT EINSTEIN INITIATIVE

The Secretariat
District Gasabo, Secteur Kacyiru
Cellule Kamatamu Rue KG590 ST
Kigali, Rwanda

Offers not addressed, packaged and sent as such will be disqualified from the tender process.

Faxed bids will not be accepted.

Confirmation:

Please send acknowledgement of receipt of this document, and your intention to bid to procurement-enquiries@nexteinstein.org.

Additional Terms and Conditions:

Please state in your offer, your acceptance of attached AIMS-NEI Terms and General Conditions in Annex A below. Failure to do so may result in disqualification of your offer from further evaluation.

N.B. Kindly submit your best firm offers as negotiation will not be entered into.

Thank you and best regards,

Lydie Hakizimana
Interim Chief Executive Officer,
AIMS-NEI Global Network



ANNEX A

AIMS-NEI GENERAL TERMS AND CONDITIONS FOR ALL SERVICE CONTRACTS

1. LEGAL STATUS

The service provider shall be considered as having the legal status of an independent service provider. Agents or employees of the service provider shall not be considered in any respect as being employed or in any manner officials or staff members of the AIMS-NEI.

2. ASSIGNMENT OF PERSONNEL

The service provider shall not assign any persons other than those accepted by the AIMS-NEI for work performed under this contract.

3. OBLIGATIONS

The service provider and all individuals assigned by it to perform services under this contract:

- (a) Shall neither seek nor accept instructions from any authority external to the AIMS-NEI in connection with the performance of its/their services under this contract.
- (b) Shall refrain from any action which may adversely affect the AIMS-NEI and shall fulfil its/their commitments with the fullest regard for the interests of the AIMS-NEI.
- (c) Shall assure compliance with all applicable laws of the country where the service provider is registered as well as those in which the activities are performed.
- (d) Assure that all duties are conducted with integrity, free from any taint of dishonesty or corruption and that all persons are respected equally without any distinction or discrimination based on nationality, race, gender, religious beliefs, class or political opinions.
- (e) Shall not advertise or otherwise utilize to its/their advantage the fact that it is or has been a service provider with the AIMS-NEI.
- (f) Shall not, in any manner whatsoever use the name, emblem or official seal of the AIMS-NEI or any abbreviation of the name of the AIMS-NEI in connection with its business or otherwise, except as required for the fulfilment of its contractual duties hereunder and then only with the express prior written approval of the AIMS-NEI President & CEO or his/her designate.
- (g) Shall not communicate at any time to any other person (legal or natural), Government or authority external to the AIMS-NEI any information known to it/them by reason of its/their association with the AIMS-NEI which has not been made public, except in the course of their duties or by authorisation of the AIMS-NEI President & CEO or his/her designate; nor shall service providers or assigned individuals at any time use such information to its/their private advantage.
- (h) When performing the services on AIMS-NEI premises or at any location when representing the AIMS-NEI, shall act in a manner consistent with the values of the African Institute for Mathematical Sciences | Global Secretariat - The Next Einstein Initiative (AIMS-NEI) and shall abide by the rules of conduct set out in the AIMS-NEI's Code of Conduct (a copy of which has been provided by the AIMS-NEI). The service provider acknowledges and accepts that any violation of these rules of conduct by it or any individual assigned by it to perform services on its behalf shall be considered breach of an essential term of this contract.
- (i) The obligations set out in sub-clauses (e), (f) and (g) above shall continue upon expiration or termination of this contract with the AIMS-NEI.



4. REPRESENTATIONS AND WARRANTIES

The service provider represents and warrants:

- (a) It is not engaged in the sale or manufacture, either directly or indirectly, of anti-personnel mines or any components produced primarily for the operation thereof.
- (b) To ensure the respect of internationally agreed core labour standards, e.g. the ILO core labour standards, conventions on freedom of association and collective bargaining, elimination of forced and compulsory labour, elimination of discrimination in respect of employment and occupation, and the abolition of child labour.
- (c) It is not engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including the requirement that children be protected from performing any work that is likely to be hazardous, to interfere with their education, or to be harmful to their health and development.
- (d) It respects the basic social rights and working conditions of its employees, servants, agents and sub-service providers.
- (e) There are no material claims or allegations outstanding against the service provider that might adversely affect the AIMS-NEI or its reputation.

5. TITLE RIGHTS

- (a) During the term of this contract, the service provider shall disclose to the AIMS-NEI all ideas, inventions, business plans or any other materials developed by it during the term of this contract because of the services provided to the AIMS-NEI by the service provider.
- (b) The AIMS-NEI shall be entitled to all property rights including but not limited to patents, copyrights and trademarks, regarding material which bears a direct relation to, or is made in consequence of, the services provided to the AIMS-NEI by the service provider. At the request of the AIMS-NEI, the service provider shall assist in securing such property rights and transferring them to the AIMS-NEI in compliance with the requirements of applicable law. At the request of the AIMS-NEI, the service provider shall take all necessary steps, execute all necessary documents and generally assist in securing such property rights and transferring them to the AIMS-NEI in compliance with the requirements of applicable law.
- (c) All materials prepared as well as, all data collected and processed in the course of the service provider's work for the AIMS-NEI is the property of the AIMS-NEI. Such information cannot be used by the service provider for any purpose, other than that agreed under the terms of this contract, without the prior written approval of the AIMS-NEI President & CEO or his/her designate.
- (d) Title to any equipment and supplies which may be furnished by the AIMS-NEI shall rest with the AIMS-NEI and any such equipment shall be returned to the AIMS-NEI as soon as possible, when no longer needed by the Service provider. In any event, all equipment and supplies must be returned to the AIMS-NEI upon the termination or expiration of this contract. Such equipment, when returned to the AIMS-NEI, shall be in the same condition as when delivered to the service provider, subject to normal wear and tear. The service provider bears all responsibility for lost or damaged equipment and supplies.

6. TAX EXEMPTION

The service provider's fee shall reflect any tax exemption to which the AIMS-NEI is entitled by reason of any immunities which it enjoys. If it is subsequently determined that any taxes which have been included invoiced are not required to be paid, the AIMS-NEI



shall deduct the amount from the service fee or, if it has paid any such taxes, it shall be refunded by the service provider.

7. DELAY

Without prejudice to clause 8 below, if the services have not been completed during the agreed time period, any additional costs or damages incurred by the AIMS-NEI due to such delay may be withheld from any amounts owed to the service provider.

8. TERMINATION OF CONTRACT

- (a) This contract may be terminated at any time by either party before the expiry date of the contract by giving written notice to the other party. The period of notice shall be five days in the case of contracts for a total period of less than two months and fourteen days in the case of contracts for a longer period.
- (b) This contract may be terminated by the AIMS-NEI with immediate effect at any time if the service provider has breached any of his contractual obligations with the AIMS-NEI or if in the reasonable opinion of the AIMS-NEI the service provider has brought or is reasonably likely to bring the AIMS-NEI's reputation into disrepute.
- (c) In the event of the contract being terminated prior to its due expiry date in this way, the service provider shall be compensated on a pro rata basis for no more than the actual amount of work performed to the satisfaction of the AIMS-NEI. Additional costs or damages incurred by the AIMS-NEI resulting from the termination of the contract by the service provider or by the AIMS-NEI in accordance with para (b) above, may be withheld from any amount otherwise due to the service provider by the AIMS-NEI.

9. BANKRUPTCY

Should the service provider file any petition for bankruptcy, or should the service provider make a general assignment for the benefit of its creditors, or should a receiver be appointed on account of the service provider's insolvency, the AIMS-NEI may under the terms of this contract, terminate the same forthwith by giving the service provider written notice of such termination

10. FORCE MAJEURE

Force majeure, as used herein, shall mean acts of God, laws or regulations, industrial disturbances, acts of the public enemy, civil disturbances, explosions and any other similar cause of equivalent force not caused by, nor within the control of either party, and which neither party is able to overcome. As soon as possible after the occurrence of the force majeure and within not more than 15 days, the service provider shall give notice and full in writing to the AIMS-NEI of such force majeure if the Service provider is thereby rendered unable, wholly or in part, to perform his obligations and meet his responsibilities under this Contract. The AIMS-NEI shall then have the right to terminate the Contract by giving in writing seven days' notice of termination to the Service provider, and the Service provider shall return any deposit paid by the AIMS-NEI.

11. INDEMNIFICATION AND INSURANCE

- (a) The service provider shall indemnify, hold harmless and defend at its own expense the AIMS-NEI, its officers, agents and employees from and against all suits, claims, demands and liability of any nature or kind, including costs and expenses, arising out of acts or omissions of the service provider or its employees in the performance of this contract.



- (b) The service provider shall provide and thereafter maintain for the duration of this contract and any extension thereof all appropriate workmen's compensation insurance and furnish proof to the satisfaction of the AIMS-NEI of adequate liability insurance (including as relevant employers liability insurance, comprehensive general liability insurance, automobile liability insurance and professional liability insurance). The service provider shall further provide such health and medical insurance for its agents or employees as the service provider may consider advisable.

12. **OFFICIALS NOT TO BENEFIT**

The service provider represents and warrants that no official of the AIMS-NEI has been, or shall be, admitted by the service provider to any direct or indirect benefit arising from this contract or the award thereof. The service provider agrees that breach of this provision is a breach of an essential term of this contract.

13. **AMENDMENTS AND ASSIGNMENTS**

No change in or modification of this contract shall be made except by prior written agreement between the service provider and the AIMS-NEI's authorised representative. The service provider shall not assign, transfer, pledge, sub-contract or make other disposition of this contract or any part thereof, or of any the service provider's rights, claims or obligations under this contract except with the prior written consent of the AIMS-NEI.

14. **ARBITRATION**

Any dispute, controversy or claim arising out of or relating to this contract, or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the United Nations Commission on International Trade Law (UNCITRAL) Arbitration Rules as at present in force. The place of arbitration shall Kigali, Rwanda, and the language to be used in the arbitral proceedings shall be English. The arbitral tribunal shall have no authority to award punitive damages. The parties agree to be bound by any arbitration award rendered in accordance with this paragraph as final adjudication of any such dispute, controversy, or claim.

15. **GOVERNING LAW**

This contract shall be governed by Rwanda law.

16. **AIMS-NEI PRIVILEGES AND IMMUNITIES**

Nothing in or relating to this contract shall constitute or be deemed a waiver, express or implied, of any of the privileges and immunities of the AIMS-NEI.

17. **ANTI-CORRUPTION POLICY**

AIMS-NEI has a ZERO tolerance for any corrupt practice or behaviour by any of the AIMS-NEI employees and its vendors and contractors. AIMS-NEI 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 favour or disfavour to any person in relation to any contract it enters into with any vendor or contractor;



AIMS

African Institute for
Mathematical Sciences

NEXT EINSTEIN INITIATIVE

The Secretariat
District Gasabo, Secteur Kacyiru
Cellule Kamatamu Rue KG590 ST
Kigali, Rwanda

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 Chief Executive Officer of AIMS-NEI at pceooffice@nexteinstein.org with a copy to AIMS-NEI Chief Financial Officer at rauditto@nexteinstein.org.

18. RELATED PARTY DECLARATION

The bidder must make a declaration in writing if they or any of their employees have any direct or in-direct 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.