



AIMS

African Institute for
Mathematical Sciences
NEXT EINSTEIN INITIATIVE

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

REQUEST FOR QUOTATION

To: **Whom it may concern**

From: **Operations Department, Global Secretariat**

cc: Finance Department, Global Secretariat

- Our file ref: **AIMS-SC-RW-OP-RFQ2021-03-03/001-Request for Quotation-Cleaning and waste management services**

Date: **11/03/2021**

N° of pages including this page: 13

Re:

Request for Quotation:

- **Cleaning and Waste management services**

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

MESSAGE:

Dear Sirs/Madam,

This is the African Institute for Mathematical Sciences, Next Einstein Initiative (AIMS-NEI) in Kigali. It is imperative that AIMS maintains a very high standard of cleanliness and organization to ensure an enabling working environment to its staff. It is in this regard that AIMS-NEI seeks to hire a reputable company to provide quality, efficient cleaning, and waste management at the Secretariat. The services will be required for a period of one year, described in an annual contract that will be renewable subject to satisfactory performance based on evaluation of services rendered. We would like to request your best and final offer (BAFO) in RWF for the following services:

1. Type:

- **Cleaning and waste management services**

2. Scope of work:

AIMS intends to hire a suitable supplier for the provision of professional cleaning, grounds maintenance and waste management services for the AIMS Secretariat.

The present request for quotation is comprised of two service categories:

a. **Category # 1:** Cleaning services and grounds maintenance of the AIMS Global Secretariat premises. This includes:

- Daily cleaning of all offices, shared spaces and the kitchen. It is expected from the service provider to ensure that the kitchen is clean (all day) and well maintained;
- Daily cleaning of all common/shared spaces (corridors, classes, etc.)
- On-going cleaning of the dishes in the Kitchen every morning and right after using them;
- On-going cleaning of the washrooms including a scheduled check roster in each wash room;
- Daily emptying of the trash cans, mop all solid floors,
- Daily wiping of accessible surfaces and furniture, dusting off windows and window sills, removing all finger prints, emptying sanitary facilities and scrubbing all items in the Washrooms;
- Availing a limited personnel conducting a cleaning check at scheduled times during the day.

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b. **Category # 2:** Waste management (disposal bins, transportation) for the AIMS Global Secretariat.

This category includes:

- the provision of large plastic bags that ease the collection of rubbish at the premises.
- Daily collection of the rubbish, AIMS NEI does not have excess storage space;
- Separate garbage during collection, separating recyclable waste from non-recyclable waste and food waste in accordance with AIMS foundational principles of environment protection and sustainability.

3. Specific requirements

AIMS expects each bidder to submit two types of proposals (Technical and Financial) with specific requirements:

#. The technical proposal shall be presented in the following general format;

- Expertise/Experience of the company including successful execution of similar assignments with references, years of experience, demonstration of in house capacity (equipment) and personnel to manage assignments of this magnitude.
- Proposed methodology – The bidder in this section shall provide a comprehensive practical plan of how he/she intends to effectively provide services defined in the Scope of Work. Special attention should be given to the fact that AIMS Secretariat will have continuous movement of personnel, students, guests thus efficient organization of work flow is essential.
- Management structure and Ethics – The efficiency of this assignment is dependent supervision and management of personnel. Given the sensitivity and open premises where services are to be provided, integrity and honesty are essential for successful execution of the contract. Personnel must have sufficient integrity to frequently work in a space that has several valuables and a multi-cultural community that includes and celebrates diversity of people from all cultures, backgrounds

#. Financial proposal with as much detail as possible as exemplified in the tables in Annex A.

4. Required documents and certificates: All documents must be signed and stamped

- Financial offer –detailed quotation as per ANNEX A
- Business registration or certificate of incorporation
- Tax clearance certificate
- Company profile
- RSSB Certificate
- Certificate from RURA
- At least three (3) Letter of recommendation from Government authorities and other Not for Profit Institutions, having worked with an INGO will be an added value.
- Provides detailed list (use a table) of contracts under which similar services were provided over the past 3 years with details of: Contracting Institutions and type of institutions Duration of contract Type of contract, Size of premises and number of personnel used to execute the contract.
- CVs of the key personnel (2 personnel in Management)
- Acknowledgement of the site visit.



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5. Site and premises,

- Premises of AIMS Global Secretariat, located in Kigali City, Gasabo District, Kacyiru Sector, Kamatamu Cell, Rue KG590 ST and the site visit is not allowed because of COVID 19 The house is approximately 1640 square meter comprising with one main building with Ground floor, first floor and second floor, the whole building has 25 washrooms and a small building with two conference rooms, a small garden and inside parking for 10 cars and outside parking for 6 cars.

6. Your offer should clearly state the following:

- Location and contact details of your company
- Discount applied if any
- Bank information (Bank name, bank account and account name)
- Kindly use your company's letterhead for your quotation

7. Language:

- All documents, should appear in **English**

8. Currency:

- All firm costs to be given in Local Currency (RWF) only

9. Validity:

- Your offer must remain valid until 30 days after issue of this RFP, before which a Purchase Order, if placed, should be accepted by you.

10. Special Requirements:

- 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.
- **All enquiries regarding information on this RFP must be submitted in writing to procurement-enquiries@nexteinstein.org.**
- After this RFP has been released, contact between a Vendor and any staff of AIMS-NEI on this matter is prohibited except if the enquiry is sent to the above email. Violation of this clause may result in rejection of the bid.
- AIMS reserves the right to make appropriate adjustment for any other acceptable variations, deviations or omission; and to reflect discounts for the award or other price modifications offered

12. Conditions for submitting offers:

- Bids in one full set (single PDF file with all required documents and Table of Content) must be received latest by 17:00 hours on 2021-03-18 or earlier if possible to cleaning-procurement@nexteinstein.org
- Offers not addressed, and sent as such will be automatically disqualified from the tender process

Thank you and best regards

Kode Niane
Director, Grants and Program Finance



Enclosures:

- ANNEX A: Financial form
- AIMS-NEI terms and general conditions
- AIMS NEI Supplier form.

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ANNEX A: FINANCIAL FORM (MUST BE FILLED)

FINANCIAL FORM					
Estimated cost for Cleaning /Monthly basis					
No	Consumables	Unit	QTY	P.U	Total
1	Toilet paper	Pcs			
2	Harpic	Ltrs			
3	Airfreshner	Pcs			
4	Hand wash	Pcs			
5	Pledge	Pcs			
6	Liquid Soap	Ltrs			
7	Climax	Pcs			
8	Shinex	Pcs			
9	Omo	Crtn			
10	Vim	Dzn			
11	Insecticide	Dzn			
12	Dish wash	Ltrs			
Non consumables cost example (Mop, Cleaners Uniform, etc.) Provide the list and Indicate the cost.					
Waste Management cost (Provide details and Indicate the cost)					
Cleaning labor work fees (Provide details and indicate the cost as percentage of Lump sum fees)					
TOTAL Before VAT					
TOTAL After VAT 18%					
Salary for Cleaners			3		
Salary for Supervisor			1		
GRAND TOTAL					
SUMMARY FOR MONTHLY COST					
S/N	DESCRIPTION	PRICE/MONTH			
1	Cost for consumables				
2	Cost for non-consumables				
3	Cost for waste Management				
SUB TOTAL					
VAT 18%					
TOTAL AFTER VAT					
4	Cost for Salaries				
GRAND TOTAL					
Note that we only need four cleaners (3 Cleaners and 1 Supervisor)					

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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 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
- (i) 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.

- (j) 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 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

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.

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 AIMSNEI, 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 employer's liability insurance, comprehensive general liability insurance automobile liability insurance and professional liability insurance). The service provider shall further provide such



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health and medical insurance for its agents or employees as the service provider may consider advisable.

12. OFFICIALS NOT TO BENEFIT

- (c) 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. **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.

14. **GOVERNING LAW**

This contract shall be governed by Rwanda law.

15. **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.

16. **ANTI-CORRUPTION POLICY**

AIMS-NEI has a ZERO tolerance for any corrupt practice or behaviour by any of the AIMSNEI 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;

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-NEI at ceooffice@nexteinstein.org with a copy to AIMS-NEI Vice President Operations and Chief Financial Officer at rauditto@nexteinstein.org

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.

**ANNEX C**
SUPPLIER PROFILE / REGISTRATION FORM

No

Telephone: +250 788315246 • Email: info@nexteinstein.org • www.nexteinstein.org**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:				
	E-mail:				
	Web site:				
	Tax Identification Number (TIN):				
2	TYPE OF ORGANISATION:(Please check)				
	<input type="checkbox"/> Individual	<input type="checkbox"/> Private Limited Liability Company	<input type="checkbox"/> Non-Profit Organization		
	<input type="checkbox"/> Partnership	<input type="checkbox"/> Public Limited Liability Company	<input type="checkbox"/> Other*		
	* (Please explain)				
	Year Established:				
	Under the laws of:				
	Quoted on the Stock Exchange of:				
	Please attach copy of registration certificate				
3	TYPE OF BUSINESS: (Please check)				
	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Construction	<input type="checkbox"/> Trading		
	<input type="checkbox"/> Consultancy	<input type="checkbox"/> Service Provider	<input type="checkbox"/> Other*		
	* (Please explain)				
	Please describe your company's major business activity:				
	Please indicate 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:	YYYY/MM/DD	US\$:	
	(previous financial year)	Ended:	YYYY/MM/DD	US\$:	
	(previous financial year)	Ended:	YYYY/MM/DD	US\$:	
	No. of Employees:	No. of Branches:			
	No. of International Offices:				
	Location of Factories:				
	No. of Plants:				
	No. of Warehouses:				
	Countries to which you do not export:				
5	AFFILIATED/HOLDING/SUBSIDIARY COMPANIES:				
	Name	Address	Nature of Affiliation		



1.	1.	1.
2.	2.	2.
3.	3.	3.
Please attach an organisation chart		
6 PERSONS AUTHORISED TO SIGN BIDS, OFFERS AND CONTRACTS:		
<i>Name</i>	<i>Position</i>	<i>Telephone</i>
Telephone: +250 788315246 • Email: info@nexteinstein.org • www.nexteinstein.org		
7 BANKING INFORMATION:		
Name:		
Address:		
Account Number:	SWIFT Code:	
IBAN:		
8 REFERENCES:		
<i>Date</i>	<i>Service or Product</i>	<i>Value (US\$)</i>
Please specify your quality assurance standards:		
9 NAMES OF OFFICERS, OWNERS OR PARTNERS:		
Owner(s):		
Chief Executive Officer:		
Chief Financial Officer:		
10 PAYMENT TERMS:		
<ul style="list-style-type: none"> ➤ 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:		



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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 AIMS-NEI's payment terms of 30 days credit:	
Name and Title:	
Date:	
Signature:	



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List of Supplies and Services Provided

PROVIDED	COMMODITY/SERVICE
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.