



AIMS

African Institute for
Mathematical Sciences
NEXT EINSTEIN INITIATIVE

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

**TENDER FOR THE PROVISION OF LEARNING
MANAGEMENT SYSTEM (LMS) TO SUPPORT AIMS-NEI
NETWORK AND SECRETARIAT:**

**AFRICAN INSTITUTE FOR MATHEMATICAL SCIENCES – THE NEXT
EINSTEIN INITIATIVE**

TENDER No: RFP/AIMS/SEC/TTP/21/025

Closing Date: Extended to 2021-05-09



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The Secretariat
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2021-04-01

Dear Bidder,

The African Institute for Mathematical Sciences, Next Einstein Initiative (AIMS-NEI), is seeking proposals from ICT Consultant firms to design, customise and deploy a Moodle-based Learning Management System (LMS) to support AIMS-NEI entities in their academic activities.

Emphasis must be put on implementing a centralized system allowing secure operation on premise and remotely for students, faculty, partners and administrative staff.

Please submit your proposal via email by 17:00 Central African Time (CAT) on 2021-05-09 to:

The AIMS-NEI Procurement Team
African Institute for Mathematical Sciences - Next Einstein Initiative (AIMS-EI),
Email ID: ims-procurement@nexteinstein.org

For any questions regarding how to submit your proposal, or any other clarifications kindly send an email to the Project Manager: procurement-enquiries@nexteinstein.org.

Kindly note that costs incurred by you in preparing and submitting the proposal will not be reimbursed.

We look forward to your response.

Yours sincerely,

Kode Niane,

Director, Grants and Programme Finance
AIMS Global Network



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PART A: Terms of Reference

Summary of service requested	
AIMS-NEI Project number	RFP/AIMS/SEC/TTP/21/025
Project title	Learning Management System Project
Expected start date	2021-05-31
Expected end date	2021-06-30

Purpose

AIMS-NEI seeks to customise and deploy a central Learning Management System (LMS) based on Moodle for its Centres of Excellence and Special Initiatives. The preferred solution will allow scalable, self-hosted and self-managed multi-tenancy.

Contract period

The term of any contract resulting from this tender shall be for twelve (12) months, from the date the contract is signed.

1. Background & Context

The African Institute for Mathematical Sciences - Next Einstein Initiative (AIMS-NEI) is a Pan-African network of Centres of Excellence for postgraduate training, research and outreach in mathematical sciences. Its mission is to enable Africa's brightest students to flourish as independent thinkers, problem solvers and innovators, capable of propelling Africa's future scientific, educational and economic self-sufficiency.

The AIMS-NEI Global Secretariat, provides leadership and oversight to five (5) Centres of Excellence across Africa (South Africa, Senegal, Ghana, Cameroon and Rwanda), the Teacher Training Project, and the Skills for Employability, the Next Einstein Forum (NEF), and the Quantum Leap Africa (QLA) special initiatives.

The first AIMS-NEI Centre opened in Cape Town, South Africa in 2003. Since 2011, AIMS-NEI has opened additional Centres in Senegal, Ghana, Cameroon and Rwanda. The goal of the AIMS-NEI is to build a Pan-African network of 15 Centres of excellence across the continent by 2023.

Each AIMS-NEI Centre provides an intensive and broad education to over 50 African students each year and prepares them for leadership careers in academia, governance and industry. The AIMS-NEI educational program relies on top international lecturers who teach in a 24-hour learning environment.

To foster the enriching learning environment that our students have come to expect, AIMS-NEI requests proposals for creating a world-class LMS with emphasis on facilitating:

- enriching student engagement
- blended learning
- innovative thinking,
- academic excellence and,
- operational efficiency



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2. Scope of work

The successful Bidder will provide services for the deployment of a customised multi-tenant Moodle-based LMS, training for platform administrators, training of trainers for end users, and support in implementation and maintenance. The platform will be self-hosted and self-managed by AIMS-NEI.

The minimum requirements for the LMS are:

- An open source license.
- Self-hosted and self-managed installation.
- **Preference will be given to solutions that do not involve any Software-as-a-Service (SaaS) components e.g. IOMAD.**
- Centralised multi-tenant deployment with tenants (sites) for:
 - Teacher Training Programme in Rwanda: 4000 users
 - Teacher Training Programme in Cameroon: 5000 users
 - Skills for Employability Programme in Senegal: 1000 users
 - AIMS Centre in Cameroon: 300 users
 - AIMS Centre in Ghana: 300 users
 - AIMS Centre in Senegal: 300 users
 - AIMS Centre in South Africa: 300 users
 - AIMS Centre in Rwanda: 300 users
- Bi-lingual (English and French) content in Cameroon and Senegal sites.
- Custom domains and branding for each tenant.
- **Sharing of courses across tenants.**
- Customised modern and responsive theme that adheres to AIMS-NEI's branding guidelines.
- Integration with Google Workspace (formerly G Suite) for Single Sign On (SSO).
- Integration with Google Workspace for Calendar syncing.
- Integration with Google Meet, Microsoft Teams and Zoom to allow meeting/webinar creation, synchronisation, recording management, et cetera.
- Multi-lecturer support for courses i.e. the ability for more than one lecturer to simultaneously teach the same course in the same tenant.
- Support for TeX notation.
- Native support for course analytics and reporting such as progress reports.
- Native support for interactive discussion forums.
- Native support for announcements and notice boards: allow course instructors to send messages to participants.
- Support for interactive video lectures with captions and downloadable subtitles.
- Support for embedded videos from streaming sites such as YouTube.
- Native support for reusable course content and content library including question banks.
- Ability to offer public content requiring no registration.
- Course certificate management system: certificate template, issue and revoke certificates, et cetera.
- Support for online quizzes and examinations
 - Support for student assessment options e.g. multiple choice questions including automatic scoring, long form essay questions, checkboxes, et cetera.
 - Support for proctoring with webcam access during quizzes and examinations.
- Web-based frontend requiring only a web browser.
- Native mobile applications for Android and IOS.
- Responsive interface allowing access via multiple device form factors.
- Support for self-enrolment.
- Scalable to tens of thousands of users participating in MOOC-style courses and programmes.

The value-added support we require are (at the minimum):

- Initial deployment, configuration and customisation.
- Upload of fifteen (15) courses on the LMS. Content will be provided by AIMS.
- Training for platform administrators.
- Training of trainers for end users.
- Ongoing support/maintenance for initial 12-month period covering at least:
 - Core Moodle upgrades
 - Plugin Management
 - Proactive support for performance and usage

3. Deliverables and Expected Outcomes

- Complete LMS portal hosted on AIMS-NEI's hybrid cloud.
- Learning Management Systems (LMS) Implementation Work Plan.
- LMS Portal Design and Sitemap in English and French.
- Upload of content for fifteen (15) courses hosted on the LMS.
- Training Manual for end users.
- Training manual for administrators.
- As-built documentation of LMS including but not limited to all custom configuration deployed.
- Training of trainers (administrators and end users) of the platform.
- Support plan for initial 12 months.

PART B: Preparing a bid: required documents

1. Timetable

The timetable for this tender procedure and signature of the resulting contract(s) is as follows:

	Date	Comments
Tender launch date	2021-04-01	
Deadline for request of clarifications	2021-04-23	Requests for clarifications should only be sent to procurement-enquiries@nexteinstein.org
Last date on which clarifications are issued	2021-04-23	
Deadline for submission of offers	2021-04-25	Extended to 2021-05-09
Evaluation of offers	2021-05-10	
Notification of award	2021-05-26	Estimated
Contract signature	2021-05-31	Estimated
Commencement date of activities	2021-05-31	Estimated



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2. Supporting documentation

Tenderers must provide a full set of documents for each of the following areas, which the evaluation committee will assess before proceeding with evaluation of offers.

2.1. Declaration on exclusion criteria

Tenderers are required to provide the completed and signed 'Declaration of honour on exclusion criteria and absence of conflict of interest'.

This standard declaration form is available at Annex C.

Tenderers will be excluded in case they are in any of the situations listed in the declaration on exclusion criteria. AIMS-NEI may request further documentary evidence to support this self-declaration before contract award.

2.2. Selection documentation

Tenderers must prove that they have the technical & professional capacities to effectively perform and administer the contract.

The tenderer must have the necessary technical and professional capacity to perform the contract and at least five years of experience related specifically to the purpose of this tender described in the scope of work.

Evidence of this capacity must be demonstrated by providing:

- A list of projects that the company has carried out in the past five (5) years that relate specifically to the purpose of this tender described in the terms of reference.
- The tenderer shall list the three most relevant projects in the last five (5) years, using the template table below:

Project Title	
Project Client	
Client Contact Information (Email and Phone)	
Value USD\$	
Dates (start/end)	
Key services of the project and their relevance related to this tender (max. 100 words)	
If tendering as a consortium, or if using subcontractors, clearly state which services were carried out by which consortium member or subcontractor	

3. Offer: Technical proposal and Financial proposal

The tenderer's offer must demonstrate an understanding of the AIMS-NEI tender and be presented in clear concise language.



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3.1. Technical proposal

The technical proposal must include the following sections and must be signed and stamped in order to be accepted for evaluation:

- Prequalification documents
- Methodology
- Deployment Scenarios
- Team composition

3.1.1. Prequalification documents

Bidders shall provide the following minimum prequalification documents:

- Certificate of Incorporation/Business Registration Documents
- Valid (as at submission deadline) tax clearance certificate
- Rwanda Social Security Board (RSSB) compliance certificate (for Rwandan firms) or its equivalent for international bidders.
- Completed (signed and stamped) AIMS-NEI supplier registration form (Annex D)
- Completed and signed 'Declaration of honour on exclusion criteria and absence of conflict of interest (Annex C)
- Bidder's declaration in section 3.3

3.1.2. Methodology

Tenderers shall provide a methodology consisting of the following sub sections:

Contract management.

An outline of how the contract will be managed. If applicable, this should also include a clear methodology of how subcontractors will be managed and/or how members of the consortium will coordinate the workload and ensure the overall quality of the contract management.

Project management

A description of how the overall project and the individual project assignments will be managed. This description should include the project management methodology proposed, and also describe, including examples, how the methodology is applied in practice.

3.1.3. Deployment Scenarios

- You must provide a complete technical proposal for each of the following three scenarios:
 - Self-hosted multi-tenant Moodle-based solution with no SaaS component.
 - Nine (9) independent Moodle installations for the sites listed in section 2 above.
 - Multi-tenant solution with Moodle Workplace – (self-hosted and self-managed preferred).
- The minimum details required include:
 - Core solution components
 - Proposed plugins based on scope of work
 - Technical specifications based on requirements listed in Section 2

3.1.4. Team Composition

The service provider shall propose team members covering at least:



Team Members	Activity	Role
Project Manager	Management & Technical	
Business Analyst	Business analyst	
Implementer/Developer	Technical	

The Bidder may propose additional roles that are deemed necessary to provide the services requested.

*** An individual can be assigned to more than one role if the Service Provider is confident that the individual has the skill-set and availability to fulfil those roles and still provide the required level of service.**

Evidence should be provided in the form of CVs of staff in technical activities proposed for all the above roles. CVs should be no longer than 4 pages. The role(s) for which each person is proposed should be clearly stated at the top of the CV in question.

3.2. Financial proposal

Tenderers must use the following standard format (**see next pages**) to present their financial proposal.

3.2.1. General requirements for the financial proposal

- All prices must be quoted in RWF for bidders incorporated in Rwanda. Bidders incorporated outside Rwanda must quote prices in USD.
- You must provide the cost of uploading fifteen (15) courses as a discrete line item.**
- The conditions stated in 3.2.3 must be included on the tenderer's Financial Proposal which must be signed and stamped in order to be accepted for evaluation.
- Prices must be firm and be inclusive of all costs and expenses directly and indirectly connected with the provision of the service.
- Due to global and national social distancing restrictions related to the Covid-19 pandemic, AIMS-NEI expects the services to be provided remotely. The bidder must state clearly where any of the services cannot be performed remotely.

3.2.2. Deployment Scenarios

- You must provide a complete financial proposal for each of the following three scenarios:
 - Self-hosted Moodle-based multi-tenant solution with no SaaS component
 - Nine (9) independent installations for the sites listed in section 2.
 - Multi-tenant solution with Moodle Workplace – (self-hosted and self-managed preferred).



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3.2.3. Price conditions:

I hereby acknowledge and accept AIMS-NEI's General Requirements, and Special and Technical Requirements stated in RFP number RFP/AIMS/SEC/TTP/21/025.

Full name of legal representative _____

Signature _____

Date _____

3.3. Bidder's declaration(s)

(To be completed and signed by the bidder, including one from each partner in a consortium).

In response to your letter of invitation/public notice for the above tender we, the undersigned, hereby declare that:

- We have examined and accept in full the content of the dossier for invitation to Bid, Ref. No. RFP/AIMS/SEC/TTP/21/025. We hereby accept its provisions in their entirety, without reservation or restriction;
- We offer to deliver, in accordance with the terms of the Tender Dossier and the conditions and time limits laid down, without reserve or restriction:
- The price of our bid is: **[insert amount] RWF or USD**
- This bid is valid for a period of **[insert number] days** from the final date for submission of Proposals, i.e. until [Day/Month] 2021;
- We are submitting this application in our own right and/or as partner in the consortium led by [Insert Name] for this tender. We confirm that we are not bidding for the same contract in any other form. We confirm, as a partner in the consortium, that all partners are jointly and severally liable by law for the performance of the contract, that the lead partner is authorized to bind, and receive instructions for and on behalf of, each member, that the performance of the contract, including payments, is the responsibility of the lead partner, and that all partners in the joint venture/consortium are bound to remain in the joint venture/consortium for the entire period of the contract's performance;
- We are not in any of the situations excluding us from participating in contracts that are listed in the Experience & Requirements section. In the event that our bid is successful, we undertake to provide the proof usual under the law of the country in which we are established that we do not fall into the exclusion situations listed. The date on the evidence or documents provided will be no earlier than 180 days before the deadline for submission of Proposals and, in addition, we will provide a sworn statement that our situation has not altered in the period which has elapsed since the evidence in question was drawn up;
- We also understand that if we fail to provide this proof within 15 calendar days after receiving the notification of award, or if the information provided is proved false, the award will be considered null and void;



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- We agree to abide by the Ethics Clauses that we have no potential conflict of interests or any relation with other candidates or other parties in the tender procedure at the time of the submission of this application;
- We will inform the AIMS-NEI Global Secretariat immediately if there is any change in the above circumstances at any stage during the implementation of the contract. We also fully recognise and accept that any inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts;
- We note that the AIMS-NEI Global Secretariat is not bound to proceed with this invitation to bid and that it reserves the right to award only part of the contract. It will incur no liability towards us should it do so.

This bid includes the following annexes:

(Numbered list of annexes with titles)

- 1)
- 2)
- 3)
- 4)

4. Evaluating the offers

4.1. Award criteria

AIMS-NEI will use the following award criteria to evaluate offers received:

Award criteria	Weighting (out of 100)
Technical award criteria	
Methodology	5
Customized & integrated solution to reach AIMS-NEI's objectives	35
Team composition	10
Proposed scenarios	20
Financial award criteria	
Cost of services	30

Minimum threshold score against technical award criteria:

Tenderers scoring less than 50 % of the total points for any one of the technical award criteria will be excluded.



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4.2. Award

An evaluation shortlist will be made comprising three or more bids deemed to be fully qualified and best suited on the basis of the evaluation factors included in the Request for Proposals. Negotiations shall then be conducted with the shortlisted bidders. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each shortlisted bidder, AIMS-NEI shall select the bidder which, in its opinion, has made the best proposal, and shall award the contract to that bidder. AIMS-NEI may cancel this Request for Proposal or reject proposals at any time prior to an award. Should AIMS-NEI determine in writing and in its sole discretion that only one bidder has made the best proposal, a contract may be negotiated and awarded to that bidder. The award document will be a contract incorporating by reference all the requirements, terms and conditions of this solicitation and the Bidder's proposal as negotiated.

PART C: General and Special Requirements

4. Proposal requirements

4.1. General Requirements

- a) In order to be considered for selection, proposers must submit a complete response to this solicitation to AIMS-NEI. **Email submission to ims-procurement@nexteinstein.org is the only acceptable method of submission.** No other distribution of the proposals shall be made by the bidder.
- b) Bids must be submitted no later than the time and date stated in solicitation letter at the beginning of this Request for Proposals.
- c) **All documents must be signed and stamped in order to be accepted for evaluation.**
- d) Proposals shall include a letter of transmittal signed by an authorized representative of the bidder. All information requested should be submitted. Failure to submit all requested information may result in AIMS-NEI requiring immediate submission of missing information and/or awarding a lowered evaluation score to the proposal. Proposals which are substantially incomplete or lack key information may be summarily rejected by AIMS-NEI.
- e) Proposals should be prepared simply, as thoroughly and detailed as possible providing a straightforward, concise description of capabilities to satisfy the requirements of the tender so that AIMS-NEI may properly evaluate bidder's capabilities to provide the required product. Emphasis should be placed on completeness and clarity of content.
- f) All documentation submitted with the proposal should be contained in a single PDF file where feasible and in as few PDF files as possible.
- g) Ownership of all data, materials and documentation originated and prepared for this solicitation by any proposer shall belong exclusively to AIMS-NEI.
- h) Pricing: The prices of the offers must be expressed on a lump sum basis that must be inclusive of all annexed costs and applicable charges. Prices will be considered fixed and valid for the entire duration of the contract. No additional charge of any nature or type will be accepted by the AIMS-NEI Global Secretariat.
- i) Currency: Proposals must be presented in Rwanda Francs for bidders incorporated in Rwanda and US Dollars (USD) for bidders incorporated outside Rwanda.
- j) Enquiries: Enquiries regarding specifications of this tender must be submitted in writing to the contact named below. The deadline for written inquiries is stated in the timetable in Part B. All inquiries must be addressed by email to: procurement-enquiries@nexteinstein.org.



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4.2. Special and Technical Requirements

Detailed requirements are in the subsections below for the bidder:

- a) **Methodology:** We ask bidders to provide information regarding the implementation methodology which its organization will utilize. This should be framed in terms of the various stages associated with the implementation (e.g., requirements analysis, software installation, training, content upload, etc.). In addition, the Bidder should identify the tools which the organization utilizes for maintaining the project schedule and required resources.
- b) The tenderer under these ToRs will clearly specify recommended technical specifications necessary for hosting the platform and content on AIMS-NEI's hybrid cloud. This should include virtual machine resources (compute, storage, RAM, bandwidth, etc) and any software dependencies e.g. packages, libraries, configuration options, et cetera.
- c) **NB:** The hosting and day-to-day management of the LMS and associated infrastructure shall be performed by AIMS-NEI Information Systems staff.

5. Additional Terms and Conditions

- i. **Notices:** Any notices to be given by either party to the other pursuant to any contract resulting from this solicitation shall be in writing by email to procurement-enquiries@nexteinstein.org.
- ii. **Proposal Acceptance Period:** Any proposal received in response to this solicitation shall be valid for at least forty-five (45) days. At the end of the 45 days the proposal may be withdrawn at the written request of the Bidder. If the proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is cancelled.
- iii. **Proposal Prices:** Proposal shall be in the form of a firm unit price for each item and total price during the contract period.
- iv. **Quantities:** Quantities set forth in this solicitation may be subject to change, and the Bidder shall supply at proposal prices actual quantities as ordered, regardless of whether such total quantities are more or less than those shown.
- v. **Subcontracts:** No portion of the work shall be subcontracted without prior written consent of AIMS-NEI. In the event that the Bidder desires to subcontract some part of the work specified herein, the Bidder shall furnish AIMS-NEI the names, qualifications and experience of their proposed subcontractors. The Bidder shall, however, remain fully liable and responsible for the work to be done by his subcontractor(s) and shall assure compliance with all requirements of the contract.
- vi. **Advertising:** In the event a contract is awarded for supplies, equipment, or services resulting from this solicitation, no indication of such sales or services to AIMS-NEI will be used in product literature without the prior written consent of AIMS-NEI.
- vii. **Certification Testing and Acceptance:** The system specified in the contract shall be considered ready for production testing upon receipt of documentation from the Bidder that a successful system audit or diagnostic test was performed demonstrating that the system meets the minimum design/performance capabilities stipulated by the contract. The system shall be deemed ready for production certification testing on the day following receipt of this documentation. AIMS-NEI shall



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provide written confirmation of its acceptance following successful completion of the production certification test.

- xix. **Alteration or Withdrawal of Proposals:** Bidders may alter or withdraw their Proposals by written notification prior to the deadline for submission of Proposals. No bid may be altered after this deadline. Withdrawals must be unconditional and will end all participation in the tender procedure; the email subject must clearly state “Alteration” or “Withdrawal” as appropriate; No bid may be withdrawn in the interval between the deadline for submission of Proposals and the expiry of the bid validity period. Withdrawal of a bid during this interval may result in forfeiture of the bid guarantee.

xx. Signature of the Contract

- i. Within 5 calendar days of receipt of the contract, the selected bidder must sign, stamp and date the contract, and return it to the AIMS-NEI Global Secretariat. Upon signing the contract, the successful bidder will become the Bidder and the contract will enter into force;
- ii. If the successful bidder fails to sign and return the contract duly signed, AIMS-NEI Global Secretariat may consider the acceptance of the bid to be cancelled without prejudice to AIMS-NEI Global Secretariat's right to claims for:
 - a) compensation or
 - b) pursue any other remedy in respect of such failure, and;
 - c) the successful bidder will have no claims whatsoever on AIMS-NEI Global Secretariat.

xxi. Ethics Clauses

- i. Any attempt by a bidder to obtain confidential information, enter into unlawful agreements with competitors or influence the Committee or the AIMS-NEI Global Secretariat during the process of examining, clarifying, evaluating and comparing Proposals will lead to the rejection of their candidacy or bid and may result in administrative penalties;
- ii. When putting forward a bid, the bidder shall declare that he is affected by no potential conflict of interest and has no particular link with other bidders or parties involved in the project. Should such a situation arise during performance of the contract, the Bidder must immediately inform AIMS-NEI Global Secretariat;
- iii. The Bidder must at all times act impartially and as a faithful adviser in accordance with the code of conduct of his profession. The Bidder shall refrain from making public statements about the project or services without AIMS-NEI Global Secretariat's prior approval. The Bidder may not commit AIMS-NEI Global Secretariat in any way without its prior written consent;
- iv. For the duration of the contract, the Bidder and staff shall respect human rights and undertake not to offend the political, cultural and religious mores of the beneficiary state;
- v. The Bidder may accept no payment connected with the contract other than that provided for therein. The Bidder and its staff must not exercise any activity or receive any advantage inconsistent with their obligations to the AIMS-NEI Global Secretariat;
- vi. The Bidder and its staff shall be obliged to maintain professional secrecy for the entire



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duration of the contract and after its completion. All reports and documents drawn up or received by the Bidder shall be confidential;

- vii. The contract shall govern the Contracting Parties' use of all reports and documents drawn up, received or presented by them during the execution of the contract;
- viii. The Bidder shall refrain from any relationship likely to compromise his independence or that of its staff. If the Bidder ceases to be independent, AIMS-NEI Global Secretariat may, regardless of injury, terminate the contract without further notice, and without the Bidder having any claims to compensation;
- ix. AIMS-NEI Global Secretariat reserves the right to suspend or cancel a contract if corrupt practices of any kind are discovered at any stage of the award process. For the purposes of this provision, corrupt practices are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or implementation of a contract already concluded with the AIMS- NEI Global Secretariat;
- x. All bidders will be rejected, or contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses;
- xi. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a recipient who is not clearly identified or commissions paid to a company which has every appearance of being a front company;
- xii. The Bidder shall supply AIMS-NEI Global Secretariat on request with all supporting documents relating to the conditions of the contract's execution. AIMS-NEI Global Secretariat may carry out whatever documentary or on-the-spot checks it deems necessary to find evidence in cases of suspected unusual commercial expenses;
- xiii. When putting forward a bid, the bidder shall declare its commitment to the non-exploitation of child labour and to the respect of basic social rights and working conditions. AIMS- NEI Global Secretariat may carry out whatever documentary or on-the-spot checks it deems necessary to find evidence of the enforcement of the above-mentioned principles.
- xxiii. **Cancellation of the Tender Procedure:** In the event of a tender procedure's cancellation, bidders will be notified in writing by AIMS-NEI Global Secretariat. Cancellation may occur where:
 - i. The tender procedure has been unsuccessful, namely where no technical and financially worthy bid has been received or there has been no response at all;
 - ii. The economic or technical parameters of the project have been fundamentally altered;
 - iii. Exceptional circumstances or force majeure render normal performance of the project impossible;
 - iv. All technically compliant Proposals exceed the financial resources available;
 - v. There have been irregularities in the procedure, in particular where these have prevented fair competition.



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In no circumstances will AIMS-NEI Global Secretariat be liable for damages, whatever their nature (in particular damages for loss of profits) or relationship to the cancellation of a tender, even if AIMS-NEI Global Secretariat has been advised of the possibility of damages. The publication of a procurement notice does not commit AIMS-NEI Global Secretariat to implement the project announced.

xxiv. Miscellaneous

After this tender has been released, no contact between the Vendor and AIMS-NEI, other than the individual listed above, for purposes relating to this tender, is permitted. Violation may result in rejection of the bid.



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ANNEX A: QUOTATION COVER PAGE

A detailed quotation/pro-forma invoice must be provided. The Quotation cover page must be completed in English, signed and returned to AIMS-NEI prior the indicated closing date/time. The quotation must be in accordance with the instructions contained in this request.

The undersigned, having read the term and conditions of Tender No RFP/AIMS/SEC/TTP/21/025 set out in the attached document, hereby offers to supply the services specified in the Tender at the price quoted, in accordance with any specifications stated and subject to the Terms and Conditions set out or specified in the document.

I hereby acknowledge and accept AIMS-NEI's General Requirements, and Special and Technical Requirements stated in RFP number RFP/AIMS/SEC/TTP/21/025.

Full name of legal representative:

Date _____

Signature _____

Name and Title	
Company	
Address	
Tel No	
Email	
Amount Offered	
Payment terms of 30 days accepted	



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ANNEX B – PREVIOUS EXPERIENCE FORM

Description of goods/services/works	Country	Total amount of Contract	Contract identification and title and contact detail client	Year project was undertaken

Date _____

Full name of legal representative: _____

Authorized signature _____



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ANNEX C – DECLARATION OF THE TENDERER'S HONOUR CONCERNING THE EXCLUSION CRITERIA AND THE ABSENCE OF CONFLICTS OF INTEREST

Official name of the candidate/tenderer:

Official address:
.....

Official legal form (only for legal person):
.....

I, the undersigned, Mr(s)/Ms..... ,
being the representative authorised to sign on behalf of the candidate hereby declare on my
honour that:

- the candidate/tenderer is not bankrupt or being wound up, is not having his/her affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, or is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- the candidate/tenderer has not been convicted of an offence concerning his/her professional conduct by a judgment which has the force of res judicata;
- the candidate/tenderer has not been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- the candidate/tenderer has fulfilled obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which he/she is established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- the candidate/tenderer has not been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the financial interests of the AIMS-NEI;

Comments:

.....
.....
.....
.....

I hereby undertake to supply any documents specifically requested from me.

The undersigned is aware of the fact that contracts may not be awarded to candidates or tenderers who, during the procurement procedure:

- are subject to a conflict of interest in connection with the contract; a conflict of interest could arise in particular as a result of economic interests, political or national affinities, family or emotional ties or any other relevant connection or shared interest;
- are guilty of misrepresentation in supplying the information required by the contracting authority



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as a condition of participation in the procurement procedure or fail to supply this information;
In addition, I, the undersigned, declare on my honour that:

- the candidate/tenderer will inform the contracting authority, without delay, of any situation considered a conflict of interest or which could give rise to a conflict of interest;
- the candidate/tenderer has not granted and will not grant, has not sought and will not seek, has not attempted and will not attempt to obtain, and has not accepted and will not accept any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal practice or involving corruption, either directly or indirectly, as an incentive or reward relating to the award or the execution of the contract;

Date: _____

Signature: _____