



# 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 (RfQ) HIGH

To: Whom it may concern

From: Operations Department, AIMS Global Secretariat  
cc: AIMS-Teacher Training Program

Our file ref.: SC-RW-TTP-RFP-04-2021-06-15  
Request for Proposal-Multimedia Services  
N° of pages including this page: 11

Date: 15/06/2021

Re: Quotation Request for Multimedia Services

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

### MESSAGE:

Dear Sir/Madam,

This is the African Institute for Mathematical Sciences, Next Einstein Initiative (AIMS-NEI) in Kigali. We would like to request your best and final offer (BAFO) in Rwandan Francs (RWF) for the following services:

#### 1. DURATION

- Annual Retainer (July 2021-June 2022)

#### 2. DESCRIPTION

Based in Rwanda, the multimedia agency will produce audio-visual content to promote AIMS programs. Services will include:

- Video editing from existing footage (videos, teasers/spots/documentaries, etc.);
- Event photo and video coverage (includes delivering live pictures for social media and editing short (highlight) and long versions for YouTube and social media);
- Event live streaming (video mixer, internet, Vmix for streaming and graphics for live events).

#### 3. QUALITY SPECIFICATIONS

The quality of the audio-visual materials will be compliant with state-of-the-art standards, the best quality available on the market.

- Videos will be produced in 4K resolution (3840 x 2160 pixels) and FHD (1920 x 1080 pixels);
- Still images should be submitted in RAW format;
- Image retouches shall also be done as required;
- Audio-visual productions will include voiceovers and subtitles in French or English as specified;
- Full usage rights for music (or music for which copyright has been granted);
- Raw footage/rushes will be transferred to AIMS when requested via a folder or device provided by the organisation;
- For each assignment, the agency will deliver on the guidelines provided by the AIMS focal point.



#### 4. EXPECTED DELIVERABLES

Under the overall supervision of the AIMS Communications Department, the agency will provide the following services as required on an ongoing basis for the duration of the annual retainer:

- i. **Video Editing:** editing existing footage from past events/Zoom/livestreaming (based on guidelines/storyboard from Communications) to produce program and event-driven promotional videos; **4 to 5 videos per month (2,20 mins);**
- ii. **Event Coverage:** photo and video coverage of events; **up to 2 events per month (2 videos per event (2,20 mins video + 3-5 mins video); pictures transferred digitally in specified format);**
- iii. **Event Live Streaming:** provide live streaming for events when requested;
- iv. Any other audio-visual requests as needed;

#### 5. REQUIREMENTS

AIMS invites applications from firms with the relevant expertise, experience, and skills to successfully undertake the assignment as described above. The following are required:

- Experience producing content for and from digital events
- Ability to edit and submit on demand in a high paced environment, keeping to strict reporting deadlines
- Previous experience filming events and conducting interviews (desirable)
- Experience in working in the field, filming persons of concern with sensitivity (required)
- Expert experience in filming students, researchers and staff in the field, working with proven sensitivity and discretion (required)
- Experience working with International Organisations (desirable)
- Experience working with AIMS (preferred)
- Fluency in English (required), knowledge of Kinyarwanda (desirable)
- Flexible and available at very short notice
- Highly organized and able to multi-task
- Works well in a team and has a strong work ethic: strives to deliver high-quality, error-free deliverables and communicates well both in writing and face to face, in a multicultural environment
- **Location:** Kigali, Rwanda

#### 6. DELIVERY DELAY

All services will be provided either at the AIMS Offices or at agreed upon venues at specific times agreed upon and formally communicated by AIMS. The service provider will be responsible for their own transportation to and from the agreed venues.

#### 7. PAYMENT

Payment will be effected within 30 days from provision of invoice by the supplier and all supporting documents in order by the supplier, i.e. commercial invoice, signed receipts by AIMS staff and check in and check out proofs.



## 8. REQUIRED DOCUMENTS

### A. FINANCIAL OFFER

Your financial offer should clearly state the following:

- i. Location and contact details of your company
- ii. Quotation – **signed and stamped detailed quotation (detailing cost per EXPECTED DELIVERABLE in “4” above) for the duration of the annual retainer and all applicable charges in local currency (RWF)**
  - Sub-total (i.e. Show the total without VAT)
  - Grand Total (i.e. Show the total with VAT)
  - Discounts (If any)
- iii. Bank information (Bank name, bank account and account name)
- iv. Kindly use your company’s letterhead for your quotation

### B. MANDATORY DOCUMENTS AND CERTIFICATES (All documents in English)

- i. Business registration certificate from RDB
- ii. A valid tax clearance certificate
- iii. Company Profile (including):
  - Location
  - Contact person
  - Profiles of senior management personnel
- iv. A valid RSSB Certificate
- v. Previous Works Completed for various events/organisations
  - Links to 5 videos
  - Links to 20 or more photos (link to a folder or individual picture links)
- vi. List of Five Previous Clients (signed and stamped)  
Provide a table detailing:
  - Name of Company + Name of Reference + Event/Activity + Year Implemented + Reference Telephone Number and Email
  - The list must be signed and stamped with your company stamp
- vii. Certificates of Completion or Letters of Recommendation from 3 References
- viii. Proof of Experience  
In a table, state 5 recent projects detailing:
  - Brief Summary/description
  - Name of client
  - Year
  - Duration
  - Size of personnel used
  - Budget
- ix. List of Team Composition  
Provide a table detailing personnel and roles:
  - At least 2 Photographers, 2 Cameramen and 1 Editor
  - The list must be signed and stamped with your company stamp



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- x. Personnel Years of Experience
  - Provide a table stating name, role and years of experience (the list must be signed and stamped with your company stamp)
  - Provide a link to a Folder containing the CVs of personnel to work on this project
- xi. Understanding of the Request for Quotation
  - Provide a Proposed Methodology with timelines for the delivery of the monthly EXPECTED DELIVERABLES (in "4" above)
- xii. List of Equipment to be used to execute assigned tasks

## 9. PERTINENT INFORMATION

- i. Proposal is required for the provision of Multimedia Services according to the details listed above
- ii. We reserve the right to split up the tender between several service providers
- iii. AIMS-NEI Purchasing Terms and General Conditions attached hereto are applicable
- iv. Having worked with AIMS previously is an added advantage

## 10. ALL OR NONE CLAUSE

AIMS-NEI reserves the right to accept the whole or part of your offer and the lowest bid might not necessarily be accepted. Should your offer be accepted, you will be required to sign, stamp the contract and return a copy confirming your acceptance of the agreed terms and conditions as per attached Annex 1.

## 11. VALIDITY

Your offer must remain valid until 13/08/2021 before which a framework agreement, if placed, should be accepted by you.

## 12. OFFER

**Offer in one full set (a single PDF file with all pages arranged according to the listed order in "Required documents and certificates" above) must be sent no later than 5:00 pm , Kigali Time, on 01/07/2021 to the email [videography-photography-procurement@nexteinstein.org](mailto:videography-photography-procurement@nexteinstein.org)**

**Only bids submitted to this email address will be considered.**

Thank you and best regards,

Kode Niane  
Director Grants and Program Finance

## ENCLOSURES

- 1. AIMS-NEI terms and general conditions
- 2. Suppliers registration form

## ANNEX 1

### AIMS-NEI GENERAL TERMS AND CONDITIONS FOR ALL SERVICE CONTRACTS



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## 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 as a consequence 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, with regard to 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.



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## 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 particulars 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;

IF any of AIMS employees or stakeholders 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 CEO of AIMS-NEI at [lhakizimana@nexteinstein.org](mailto:lhakizimana@nexteinstein.org) with a copy to AIMS-NEI Chief Financial Officer at [rauditto@nexteinstein.org](mailto:rauditto@nexteinstein.org)





## ANNEX 3- SUPPLIER PROFILE / REGISTRATION FORM

**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.**

<b>1</b>	<b>NAME OF COMPANY:</b>				
	Mailing Address:				
	Country:				
	Contact Person(s):				
	Telephone:				
	E-mail:				
	Web site:				
	Tax Identification Number (TIN):				
<b>2</b>	<b>TYPE OF ORGANISATION: (Please check)</b>				
	<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				
<b>3</b>	<b>TYPE OF BUSINESS: (Please check)</b>				
	<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:				
<b>4</b>	<b>SIZE OF BUSINESS:</b>				
	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:			
<b>5</b>	<b>AFFILIATED/HOLDING/SUBSIDIARY COMPANIES:</b>			
	<i>Name</i>	<i>Address</i>	<i>Nature of Affiliation</i>	
	1.	1.	1.	
	2.	2.	2.	
	3.	3.	3.	
	Please attach an organisation chart			
<b>6</b>	<b>PERSONS AUTHORISED TO SIGN BIDS, OFFERS AND CONTRACTS:</b>			
	<i>Name</i>	<i>Position</i>	<i>Telephone</i>	<i>Email</i>
<b>7</b>	<b>BANKING INFORMATION:</b>			
	Name:			
	Address:			
	Account Number:		SWIFT Code:	
	IBAN:			
<b>8</b>	<b>REFERENCES:</b>			
	<i>Date</i>	<i>Service or Product</i>	<i>Value (US\$)</i>	<i>Contact (Email &amp; Telephone)</i>
	Please specify your quality assurance standards:			
<b>9</b>	<b>NAMES OF OFFICERS, OWNERS OR PARTNERS:</b>			
	Owner(s):			
	Chief Executive Officer:			
	Chief Financial Officer:			
<b>10</b>	<b>PAYMENT TERMS:</b>			
	<ul style="list-style-type: none"> <li>➤ The AIMS-NEI shall make payments within 30 days following receipt of goods in good order and all requested documentation.</li> <li>➤ Payments shall be made only against supplier's invoice and shall be subject to conformity of goods to specifications.</li> <li>➤ 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.</li> <li>➤ Please note that any non-acceptance of these terms may preclude your company from being considered as a potential supplier.</li> </ul>			
<b>11</b>	<b>QUALITY ASSURANCE:</b>			



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	Please attach any certificates or documents which denote quality assurance.	
<b>12</b>	<b>TERMS AND CONDITIONS:</b>	
	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.	
<b>13</b>	<b>CERTIFICATION:</b>	
	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:	
	<b>Name and Title:</b>	
	<b>Date:</b>	
	<b>Signature:</b>	