

**AIMS**African Institute for
Mathematical Sciences
RWANDA**REQUEST FOR QUOTATION (RFQ)****(X) URGENT / () NORMAL**

Attention: Managing Director

From: *AIMS RWANDA*cc: *N/A*

Our file [N/A]

ref.:

N° of pages including this page: 11

Date: 22.09.2021

Re: **Quotation Request for the Provision of Cleaning and Waste Management Services to AIMS Rwanda , Remera****(RFQ-LR-AIMS RW/OPS/2021-09-0043)****If you do not receive all pages, please contact us immediately. Thank you.****REQUEST FOR QUOTATION**

The African Institute for Mathematical Sciences / *RWANDA* kindly request your best firm offer for **the provision of Cleaning & and waste management Services to AIMS Rwanda , Remera** for an initial period of twelve months, with the option to renew annually.

The service provider will provide AIMS Rwanda with cleaning services for offices, student and guardian accommodation, meeting rooms, classrooms, canteen , kitchen, toilets, garden, all the surroundings and all the premises within the AIMS Rwanda enclosure.

Description of the compound

The property is comprising :

- An administrative block + accommodation (35 units of bed rooms & shower & balcony) + canteen + toilets
- An academic block with classroom + offices + toilets
- QLA block (meeting room, offices, toilets,...)
- Research Department (offices and toilets)
- Recreation area
- Two (2) parking + surroundings

The scope of work covers but not limited to the following:

- Floors and staircases be swept / mopped / vacuumed if necessary (refer QLA space)
- Surfaces to be dusted / cleaned / polished
- External signs and all internal brass to be polished
- Kitchens to be cleaned & disinfected
- Toilet areas to be cleaned & sanitised
- Bathroom consumables to be supplied and replenished

- Dust high ledges, skirting and furniture
- Waste bins to be emptied and disinfected
- Cardboard to be assembled and left for collection by recycling company
- Rubbish to be placed in trade waste bags and left for collection on appropriate days (two (2) a week)
- Finger marks to be removed from wall / doors etc.
- Provision of relevant required materials and products
- Gardening services and maintenance
- Provision of cleaning services during special events/ceremonies
- For accommodations , general cleaning of rooms and toilets once a week (every Saturday)
- Performing any other necessary work that the Contractor deems necessary to improve the cleanliness of the premises.

DELIVERABLES:

The Contractor shall undertake to perform the services defined above with the highest standards of professional and ethical competence and integrity:

1. High standard daily office spaces (offices, toilets, conference rooms, reception, stairs, all corridors and halls,etc.)
2. Floor cleaning by 9:00 am at the latest;
3. High standard daily desks and office furniture cleaning;
4. Twice a week gardening;
5. Daily and/or weekly waste collection from the compound;
6. Deployment of professional staff with high ethics;
7. Weekly cleaning of all tutors rooms and toilets.

Alternatives: N/A

Packaging: N/A

Weights and Dimensions (If applicable): N/A

Marking (if applicable): N/A

Language:

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

Labelling: N/A

Packing list (If applicable): N/A

Required documents and certificates:

The Bidder shall submit the following documents in its bid:

(1) For be prequalified , the Bidders must supply the following administrative documents :

1. Bid submission letter Copy of trade license issued by RDB (Rwanda Development Board)
2. Original or certified copy of tax clearance certificate or statement of arrears from RRA, still valid
3. Original or certified copy of clearance certificate from Social Security Funds of Rwanda, still valid;
4. Copy of VAT certificate
5. Site visit certificate

(2) Criteria for technical analysis , the Bidders shall submit the following documents :

1. Two recommendations about similar Provide of Cleaning Services, with complex area (offices, accommodations, toilets,..)
2. Document that specify clearly the Coherent planning of execution works / Methodology / working plan (The bidder will have to specify the cleaning products that will be used and the structure of the cleaning company , the number of staff and how they will be dispatched per blocks , floor,). **According his / her experience , the Bidder may give his/her input and specify the missed cleaning products in annex 2 &3 to master the cleaning services.**
3. **Company profile with details of similar work .**

(3) Criteria for the financial offer , the Bidders shall submit the following documents:

The letter of submission

- The cost for staff on daily and monthly basis and the number of staff provided per month
- Cost of all consumables to supply per month (Refer to the annex 2)
- Cost of non-consumables to supply per year (refer to the annex 3)
- The total cost of the contract including VAT and others taxes (refer to the annex 4)

Cost breakdown:

Kindly share the following information in your quotation:

- Unit price
- 18% VAT
- Total price

Currency: Rwanda francs only.

Period of contract : one (1) year

Tentative proposed Project schedule:

Call of tender	24 th of September , 2021
Compulsory site visit (visit certificates will be issued by AIMS Rwanda Representative)	28 th and 29 th of September 2021, at 11:00 am
To submit bids no later than	Sunday 3 rd of October , 2021 (4:00 pm)
Opening tender & evaluation (internally)	4 st of October , 2021 (10:00 am)
Notification of Award of Contract	6 th of October , 2021

Samples : *Not required*

Inspection

The leader team of the cleaners will have to be permanent and work closely with the Representative of the Logistics & Facilities Department for a daily inspection.

Liquidation Damage Clause (if applicable)

Please be advised that delivery after agreed contract period may be subject to a deduction from the invoice of 1% up to 5% of the total cost of the works.

Payment

Payments shall be made within 20 days after reception of the relevant monthly invoice (with EBM + Cleaning Material delivery note signed by AIMS Logistics Representative) by the Cleaning Service Company.

Validity: N/A

Insurance: N/A

All or None Clause:

- The successful bidder may be instructed to carry out work for AIMS at any time after appointment.
- The costs are fixed for the duration of the contract
- Suppliers are invited to submit a tender, including all expenses, for providing the services as described in this document and per the visit of the compound.
- Potential suppliers must meet their own costs of responding to this tender and any costs they incur in responding to this tender.
- The Bid shall be valid for 120 days
- AIMS Rwanda reserve the right to accept the whole or part of your offer and the lowest evaluated bid no necessarily need to be accepted.

Special Requirements: N/A

Conditions for submitting offers:

Bidders must send their offers no later than **Sunday 3rd October, 2021**, 4:00 pm (Kigali time). All bids will be submitted online using cleaning.tender@aims.ac.rw

Offers not addressed and sent as such will be automatically disqualified from the tender process. **Faxed bids will not be accepted.**

Kindly address any request for clarification to:
Email: cleaning.enquiries@aims.ac.rw

Confirmation:

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

Terms and Conditions:

Please state in your offer your acceptance of attached AIMS-NEI Terms and General Conditions.

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

Thank you and best regards,



Prof. Dr. Sam YALA
Centre President

Annex 1

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. 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 Republic of Rwanda 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, logo 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 them by reason of 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 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.

3. 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.

4. 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 during 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.

5. 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.

6. DELAY

Without prejudice to clause 8 below, if the services have not been completed during the agreed 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.

7. TERMINATION OF CONTRACT

- (f) 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.
- (g) 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.

(h) 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.

8. **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 because 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

9. **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.

10. **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 employer's 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.

11. **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.

12. **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.

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 the Republic of 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 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 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 ceoffice@nexteinstein.org with a copy to AIMS-NEI 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 indirect 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 2

LIST OF MINIMUM OF CONSUMABLES TO BE SUPPLIED BY THE CLEANING COMPANY PER MONTH TO AIMS RWANDA

(1) LIST OF CLEANING OF MINIMUM OF PRODUCTS TO USE PER MONTH

N	MATERIALS	UNITY	QTY	PU (frw)	AMOUNT(frw)
1	HARPIC	BOTTLES	75		
2	TOILET PAPER	PCS	600		
3	AIR FRESHNER	PCS	25		
4	OMO 500MG	PCS de 40 gr	248		
5	VIM SPORT	BOTTLES /Dzn	75		
6	HAND WASH SOAP 500ML	BOTTLES	75		
7	LIQUID SOAP , bottle of 5 litres	BOTTLES	50		
8	CLIMAX	PCS	20		
9	SHINEX	BOTTLES	20		

NAME OF COMPANY :.....

NAME OF THE REPRESENTATIVE OF THE COMPANY:.....

TITLE :.....

SIGNATURE

Annex 3

**LIST OF MINIMUM NON-CONSUMABLES TO BE SUPPLIED BY THE
CLEANING COMPANY PER YEAR TO AIMS RWANDA**

(2) LIST OF MINIMUM CLEANING MATERIAL TO USE PER YEAR

N	MATERIALS	UNITY	QTY	PU (frw)	AMOUNT(frw)
1	RACLETTE KIKA WITH ALL ACCOMODATION ROOMS	PCS	50		
2	MOPER WITH STICK HOLDER BROOM	PCS	25		
3	RAMMASSETTE	PCS	10		
4	PLASTIC BUCKET/WITH ALL ACCOMODATION ROOMS.	PCS	80		
5	DUST BIN	PCS	40		
6	TOILET BRUCH	PCS	30		
7	VENTOUSE	PCS	30		
8	CLEANING KITS	PCS			
9	HAND DRY TOWER	PCS	6		
10	GLOVES FOR CLEANING (resist oils, detergents and most chemicals)	PCS (pairs)	28		
11	SPONGE	BOX			
12	HIGH DUSTER BIN	PCS	7		
13	CAUTION /WET FLLOR SIGNS	PCS	3		
14	SCATTER(FOR TIMING GARDENS)	PCS	3		
15	TRANSPORT OF DUST BINS	4 TRIP/WEEK	8		
16	TORCHON	PCS	150		

NAME OF COMPANY :.....

NAME OF THE REPRESENTATIVE OF THE COMPANY:.....

TITLE :.....

SIGNATURE

ANNEX 4

PRICES SCHEDULE

Notice :

The bidder must include a breakdown of :

1	TOTAL COST OF ALL CONSUMABLES PER MONTH (frw)	
2	TOTAL COST OF ALL NON-CONSOMABLES PER YEAR(frww)	
3	COST FOR STAFF PER DAY AND PER MONTH (frw) / Please specify the needed number of staff	
4	CONTRACT TOTAL COST ALL TAXES INCLUSIVE (frw)	

NAME OF COMPANY :.....

NAME OF THE REPRESENTATIVE OF THE COMPANY:.....

TITLE :.....

SIGNATURE