



AIMS

African Institute for
Mathematical Sciences
RWANDA

Road KG3 ST, District Kicukiro,
Sector Niboye, Nyakabanda Cell
Plots 559-560-561, P.O. Box 7150
Kigali, Rwanda

REQUEST FOR QUOTATION FOR ON-SITE CATERING SERVICES

FOR

AIMS Rwanda

AT

Kigali Rwanda | July 31st, 2017

TENDER NUMBER – AIMS RW/O01/2017-18.

PART I: Background Information

I. Background and Context

The African Institute for Mathematical Sciences (AIMS) is a pan-African network of centres of excellence for world class post-graduate training, research and outreach in Mathematical sciences that enables Africa's talented students to become problem solvers and innovators capable of propelling Africa's scientific, educational and economic self-sufficiency.

With Headquarters in Kigali Rwanda, AIMS-NEI provides leadership and oversight to 6 Centres of Excellence across Africa including AIMS Rwanda, South Africa, Ghana, Tanzania, Cameroon and Senegal.

AIMS Rwanda Centre was inaugurated in August 2016 and is located on Road KG3 ST, Kicukiro District, Niboye Sector, Nyakabanda Cell, Plot # 559-560-561, P.O.BOX 7150 Kigali Rwanda Tel: +250-788-312-469. The main objective of AIMS Rwanda is to provide every year up to 50 students from across the continent with scientific training in Mathematical Sciences on an annual basis.

AIMS Rwanda is currently preparing to welcome its new cohort of 50 students, 8 Tutors and 30 Lecturers for the academic year 2017-2018.

In alignment with the AIMS model, AIMS Rwanda offers to its community (Students, Lecturers, Tutors and staff) key services including catering on a daily basis.

In that regard, AIMS Rwanda is seeking professional catering services from locally registered companies for a period of ten (10) months (August 2017-June 2018).

II. Purpose

The African Institute for Mathematical Sciences | AIMS Rwanda intends to engage a legally registered company in Rwanda to provide professional on-site catering services to students, Tutors, Lecturers, visitors and staff of AIMS Rwanda Centre of Excellence located in Kigali-Rwanda.

III. Scope of work

AIMS Rwanda intends to engage a suitable supplier for the provision of professional on-site catering services for its students, tutors, lecturers, staff and guests at the centre during above mentioned period.

In total, on-site catering services are to be offered to approximately 77 persons, including:

- Fifty (50) post graduate students from across the African continent;
- Eight (8) Tutors across the globe;
- Five (3) Lecturers per block for ten blocks;
- Fourteen (12) permanent staff.

From time to time, the Centre may host guest lecturers, industry experts and/or other partners to AIMS Rwanda who may need to be offered with meals. In these instances, AIMS Rwanda will provide advanced notification for increased services.

IV. Type of group

It is important to note the diversity of the Centre community to be served. As a matter of fact, people to be served come from a variety of African countries (North, West, Southern and Eastern Africa) and/or other parts of the Globe (Europe, Asia, America, etc.). Besides, they come from diverse religious background (Muslim, Catholic, Animist, Evangelic, etc.).

As such, they may have different meal preferences and requirements. The best supplier will need to suitably demonstrate its ability to offer flexible meal options.

V. AIMS Rwanda's roles.

AIMS Rwanda will provide the successful catering services with;

- Utilities (Electricity, Gas and Water);
- A well-furnished and equipped kitchen (all necessary cooking equipment and household utensils);
- Cooking area space;
- Waste and garbage collection;
- Necessary storage space.

VI. Supplier / Caterer's roles.

- Relevant staffing: Supervisor, Chef, Cooks, and waiters/waitresses.
- Provision of foods;
- Serving people;
- Cleaning and maintaining of the kitchen equipment and utensils;

VII. Invitation for quotation.

You are hereby invited to submit your quotation for the provision of the services as described in Part II below: Specific Requirements.

You are requested to submit your quotation in one original plus one copy, properly completed and enclosed in a plain sealed envelope marked "**TENDER NUMBER: AIMS RW/001/2017-18, PROVISION OF ON-SITE CATERING SERVICES TO AIMS RWANDA**". Your proposal must be delivered to the AIMS Rwanda Centre located at Kicukiro District, Niboye Sector, Nyakabanda Cell, Road KG 3 ST, Kigali Rwanda (former Alpha Palace Hotel).



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PART II: SPECIFIC REQUIREMENTS

Category	Requirements	Documents/Information to be submitted
Financial capacity 20%	Capacity to pre-finance Availability of funding in the company capable to cover at least three months of cost related to the provision of services in this tender.	<ul style="list-style-type: none"> Pre-financing Statement signed by the Legal Representative of the company Bank Statement of the company Letter of guarantee
Technical and professional capacity (30%)	Provide a detailed list of at least <u>five</u> contracts under which relevant catering services were provided over the past three years with: <ol style="list-style-type: none"> Details of their monthly/annual financial values; Periods during which they were provided; Locations at which they were provided; Details of Public/Private Recipients for each service; 	<ul style="list-style-type: none"> Copies of contract with all specific details; Table describing specific information
	Quality Control mechanism –health and safety mechanisms	<ul style="list-style-type: none"> A detailed health and safety guidelines implemented by your company to ensure a control mechanism is in place;
	Adherence to Food handling and Preparation; Valid certification from reputable government bodies or recognized authorities.	<ul style="list-style-type: none"> Rwanda Standards Board certificate; Hazard Analysis and Critical control Point; Food Safety Management Certification; ISO Certificate;
	Quality of Personnel: <ul style="list-style-type: none"> On-Site Contract Manager must have at least five years' experience as a Manager of a similar sized catering service; The Chef should be qualified and have at least five years' experience of managing a similar sized catering service; Other personnel (waiters, Servers, etc) should have completed at least two years of experience of delivering similar catering service to Universities, schools, etc; Personnel files should include TB check + chest x-ray to ensure clearance of communicable airborne diseases 	<ul style="list-style-type: none"> CV of all staff to deploy; TB checks, plus check x-ray from recognized Doctor or hospital.
	Moral righteousness of staff deployed	<ul style="list-style-type: none"> Police Clearance; To whom it may concern and other valid documents.



	Valid certification from health and food authorities;			<ul style="list-style-type: none"> Recommendation Letters; Certificate from reliable Health/Food authorities about the company;
	Recommendation letters or certification from religious respective bodies			<ul style="list-style-type: none"> Recommendation letter from religious Authorities
	Registration Certificate			<ul style="list-style-type: none"> RDB certificate; VAT certificate; Valid Tax clearance certificate;
	Valid Power of Attorney			<ul style="list-style-type: none"> Power of Attorney in favor of person authorized to sign the documents;
	Balanced diet with fresh foods, well presented, healthy, decent, tasty and interesting. Not luxurious/'fancy' foods Vegetarian and Non Vegetarian daily Menu			<ul style="list-style-type: none"> Weekly Menu Table detailing the meals served: Menu should not be repeated during the week. Indication of Vegetarian # Non vegetarian foods Indication of Vegan Foods Special diet indication (in case of sickness, etc.)
	Decor: <ul style="list-style-type: none"> Plan to arrange decor on tables including table cloths and floral arrangements; Waiter and waitresses to be dressed appropriately when serving. 			<ul style="list-style-type: none"> Cafeteria decoration plan especially on the service tables; Staff identification plan like Uniforms, badges etc.
	Packed lunch/Dinner flexibility			<ul style="list-style-type: none"> An indication of possibility of packed lunch;
	Utensils for cooking and Equipment/materials for serving/eating food in case of emergency need;			<ul style="list-style-type: none"> Detailed list of equipment and materials owned by the company;
	Catering service for special events			<ul style="list-style-type: none"> Special events catering arrangements
Timing (20%)	Considers Vegetarian and Non vegetarian cooking processes			<ul style="list-style-type: none"> Cooking arrangements for Vegetarian and Non vegetarian dishes
	Type of Meal	Meal Time	Indication of Menu	A detailed weekly menu is required and must be observed constantly throughout a week <ul style="list-style-type: none"> Your proposal should indicate menu for Day 1 to Day 7 for all three meals; Menu must not be repeated in a week;
	Breakfast	7:00 - 7:50	<ul style="list-style-type: none"> Coffee, black tea, African tea, fresh fruits, sandwich, chapatti, bread, butter, jam 	
	Coffee Break	10:00 - 10:30	<ul style="list-style-type: none"> Coffee or Tea only per person; 	
	Buffet Lunch without soft drink	12:30 - 13:30	<ul style="list-style-type: none"> Starter: Salad or Soup; 	



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			<ul style="list-style-type: none">• Main courses/ hot buffet with five components;• Desserts
	Buffet Dinner without soft drink	18:30 - 19:30	<ul style="list-style-type: none">• Starter: Salad or Soup;• Main courses/ hot buffet with five components;• Desserts
	Coffee Break	20:30	<ul style="list-style-type: none">• Coffee or Tea only per person;
	Time for Meals: Delivery of meals must be at least 20 minutes before food is served; Food must be served between the proposed above window		
Cost and Payments (30%)	Reasonable cost per person per day: <ul style="list-style-type: none">• Contract Currency: Strictly Rwandan Francs (RWF);• Head count payment modality;• Payment upon presentation of invoice;• Payment will be effected 30 calendar days after presentation of monthly invoice;• EBM Invoice required• Your invoices must clearly indicate;<ul style="list-style-type: none">-Cost per person;-18% VAT;-Total cost		Detailed Financial Proposal

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Kigali, Rwanda**PART III: SPECIFIC INSTRUCTIONS TO TENDERERS**

Name of Institution	African Institute for Mathematical Sciences - AIMS RWANDA
Project Title	Provision of Annual on-site catering services at AIMS Rwanda Centre
Tender Number	AIMS RW/001/2017-18
Quotation submission date	All quotations must be submitted at the latest on Monday August 14th, 2017 at 12:00 PM. Any quotation received after that time will be disqualified.
Expected start date and duration	Start date: August 26 th , 2017 End Date: June 30 th , 2018
Nature of the service	The services required in this request for quotation includes: <ul style="list-style-type: none"> • On site cooking in the kitchen of the Centre • On-site serving in the Cafeteria of the Centre • On-site storage of products and materials • Cleaning and maintenance of Kitchen Equipments and materials
Notice	Participation to this tender is opened to all legally registered local Catering service Providers in Rwanda.
Language of quotations	Your quotation must be prepared and presented in English
Validity of Quotations	60 days from closing date
Tax Exemption	Please note that AIMS Rwanda is exempted from VAT taxes. However, your pricing should include 18% VAT. Please note that AIMS Rwanda ONLY accepts preprinted invoices accompanied by EBM receipts.
Evaluation and Contract award	An offer will be awarded based on their responsiveness to the requirements; Award will be made to the tenderer that meets requirements stated in this Request for quotation. AIMS Rwanda reserves the right to: <ul style="list-style-type: none"> • Make any correction for errors; • Make appropriate adjustment for any other acceptable variations, deviations or omission; and to reflect discounts for the award or other price modifications offered; • Make field visits of your company if it deems necessary;
Contact person for enquiries	Please direct any inquiries related to this RFQ at aimsrwandaservices@aims.ac.rw by August 10th, 2017 at 12:00pm . Any delay in AIMS' response shall not be used as a reason for extending the deadline for submission.
Payment terms	Please note that Financial rules and regulations of AIMS Rwanda do not foresee any advance payments of any kind. AIMS Rwanda makes all payments through bank transfer within 30 days from the date of receipt of the invoice and upon AIMS Rwanda certification of satisfactory completion of the services.
Site visit and Location of AIMS Rwanda	AIMS Rwanda is located on Road KG3 ST, Kicukiro District, Niboye Sector, Nyakabanda Cell, Plot # 559-560-561, P.O.BOX 7150 Kigali Rwanda Tel: +250-788-312-469 (former Alpha palace Hotel). For this catering services, AIMS Rwanda will provide a fully furnished Kitchen with preparatory space, household utensils, service table. Cafeteria, as well as access to water and electricity utilities will be on the site.



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	All interested Tenderers are encouraged to visit the premises and the equipments/materials in place in order to submit a relevant quotation. The site visit will take place on Tuesday August 8 th , 2017 at 10:00am.
Electronic submission	Not permitted.
Annex	In addition to all other necessary documents as per the present request for quotation, all tenderers are required to fill in the 3 annexes including (i) Quotation submission form; (ii) Quotation securing declaration form and; (iii) Integrity form

PART IV. ETHICS CLAUSES

- » Any attempt by a candidate or bidder to obtain confidential information, enter into unlawful agreements with competitors or influence the Committee or AIMS Rwanda 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;
- » Without the AIMS Rwanda's prior written authorisation, a Contractor and its staff or any other company with which the Contractor is associated or linked may not, even on an ancillary or subcontracting basis, supply other services, carry out the project. This prohibition also applies to any other projects that could, owing to the nature of the contract, give rise to a conflict of interest on the part of the Contractor;
- » When putting forward a bid, the candidate or 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 Contractor must immediately inform AIMS Rwanda;
- » The Contractor must at all times act impartially and as a faithful adviser in accordance with the code of conduct of his profession. The Contractor shall refrain from making public statements about the project or services without AIMS Global Secretariat prior approval. The Contractor may not commit AIMS Global Secretariat in any way without its prior written consent;
- » For the duration of the contract, the Contractor and staff shall respect human rights and undertake not to offend the political, cultural and religious mores of the beneficiary state;
- » The Contractor may accept no payment connected with the contract other than that provided for therein. The Contractor and its staff must not exercise any activity or receive any advantage inconsistent with their obligations to the AIMS Rwanda;
- » The Contractor and its staff shall be obliged to maintain professional secrecy for the entire duration of the contract and after its completion. All reports and documents drawn up or received by the Contractor shall be confidential;
- » 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;
- » The Contractor shall refrain from any relationship likely to compromise his independence or that of its staff. If the Contractor ceases to be independent, AIMS Rwanda may, regardless of injury, terminate the contract without further notice, and without the Contractor having any claims to compensation;
- » AIMS Rwanda 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 Rwanda;
- » 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;
- » 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,



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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;

- » The Contractor shall supply AIMS Rwanda on request with all supporting documents relating to the conditions of the contract's execution. AIMS Rwanda may carry out whatever documentary or on-the-spot checks it deems necessary to find evidence in cases of suspected unusual commercial expenses;
- » 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 Rwanda may carry out whatever documentary or on-the-spot checks it deems necessary to find evidence of the enforcement of the abovementioned principles.

[Insert letterhead paper of the Tenderer full postal address, and telephone, facsimile and telex numbers and cable address]

Annex 1: QUOTATION SUBMISSION FORM

.....[date]

To: *[insert full address of Procuring Entity]*

We offer to provide the *[insert description of service and Quotation No.]* in accordance with the Conditions of Contract accompanying this Quotation for the Contract Price of *[insert amount in words, figures and currency]*.

We also offer to complete the said services within a period of *[insert period]* that includes mobilization period.

This quotation and your written acceptance of it shall constitute a binding Contract between us. We understand that you are not bound to accept the lowest or any quotation you receive.

We hereby confirm that this quotation complies with the conditions required by the Invitation for Quotations.

Authorized Signature:

Name and Title of Signatory:

Name of the Service Provider:



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Annex 2: Quotation Securing Declaration

Date:

Tender No **AIMS RW/001/2017-18**

To:..... *[insert complete name of Procuring Entity]*

We, the undersigned, declare that:

We understand that, and accept that we will automatically be suspended from being eligible for the competition in any contract with the Procuring Entity for the period of time to be determined by the Authority, if we are in breach of our obligation(s) under the tender conditions, because we:

- (a) have withdrawn or modified our quotation during the period of quotation validity specified in the Form of Quotation;
- (b) Disagreement to arithmetical correction made to the quotation price; or
- (c) having been notified of the acceptance of our quotation by the Procuring Entity during the period of tender validity, (i) failure to sign the contract if required by Procuring Entity to do so or (ii) fail or refuse to furnish the Performance Security or to comply with any other condition precedent to signing the contract specified in the quotation documents.

We understand this Quotation Securing Declaration shall expire if we are not the successful service provider, upon the earlier of (i) our receipt of your notification to us of the name of the successful Tenderer; or (ii) twenty-eight days after the expiration of our request for quotation.

Signed: *[insert signature of person whose name and capacity are shown]*

In the capacity of *[insert legal capacity of person signing the Tender Securing Declaration]*

Name: *[insert complete name of person signing the Tender Securing Declaration]*

Duly authorized to sign the quotation document for and on behalf of: *[insert complete name of Tenderer]*

Dated on _____ day of _____, _____ *[insert date of signing]*

Corporate Seal (where appropriate) *[Insert Name of Procuring Entity]*

Annex 3: INTEGRITY**UNDERTAKEN BY SERVICE PROVIDER ON ANTI – BRIBERY POLICY / CODE OF CONDUCT AND COMPLIANCE PROGRAMME**

We, *[insert name of the service provider]*, place importance on competitive tendering taking place on a basis that is free, fair, competitive and not open to abuse. We are pleased to confirm that we will not offer or facilitate, directly or indirectly, any improper inducement or reward to any public officer, their relations or business associates, in connection with this quotation, or in the subsequent performance of the contract if it is successful.

We have an Anti-Bribery Policy/ Code of Conduct and a Compliance Program which includes all reasonable steps necessary to assure that the No-bribery commitment given in this statement will be complied with by our management and employees as well as by all third parties working with us on the public sector projects or contract including agents, consultants, consortium partners, sub-contractors and service providers.

(Name of the Authorized Person)

Signature

Date

Company stamp/seal