



# AIMS

African Institute for  
Mathematical Sciences  
RWANDA

## REQUEST FOR PROPOSAL

**To:** Whom It may Concern

**From:** AIMS Rwanda

**Cc:** Committee on Contract

Our file Reference: RFQ-AIMSRW/0252-2025/LR-05-0795

**Date:** 4<sup>th</sup> June 2025

N° of pages including this page: 17

**Re: PROVIDE CATERING SERVICES TO AIMS  
RWANDA**

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

**Dear Sir/Madam,**

The African Institute for Mathematical Sciences (AIMS) is a pan- African network of centers 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, provides leadership and oversight to 5 Centers of Excellence across Africa including AIMS Rwanda, South Africa, Ghana, 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 up to 60 students from across the continent with scientific training in Mathematical Sciences on an annual basis.

AIMS offers to its community (students, lecturers, tutors, researchers and staff) a unique and conducive learning and teaching experience within the Centre with key services including catering services. As such, AIMS Rwanda intends to engage a legally registered company to provide professional annual on-site catering services to students, lecturers, tutors, researchers and staff for the period of one year (FY2025/2026).

### **1. Type**

Provision of daily catering services for about 120 people from all over Africa and other parts of the world comprising, students, lecturers, tutors, researchers and staff and sometimes workshop participants. This number is subject to review downwards or upwards.

The service shall comprise the provision of continental daily meals of:

- Breakfast
- Lunch
- Dinner and,
- Coffee breaks.



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AIMS Rwanda community comes from a variety of African countries and/or regions, beyond and diverse religious background (Muslim, Catholic, Animist, Evangelic, etc.). As such, they have different meal preferences and requirements. The best supplier will need to suitably demonstrate its ability to offer flexible meal options if needed be.

Occasionally, the Centre may host guest lecturers, industry experts and/or other partners to AIMS Rwanda who may need to be catered for. In these instances, we will provide advanced notification for increased services.

## 2. General Requirements

The specific requirements of this tender are summarized in the table below:

**Table 1: List of documents and information to be submitted**

Category/Score	Requirements	Documents/Information to be submitted by the Bidder
<b>Financial Capacity (20%)</b>	Evidence of Capacity to pre-finance your operations uninterruptedly at least for 3 months.	<ul style="list-style-type: none"><li>Bank statement of 3 previous months (March, April and May 2025)</li></ul>
<b>Technical and Professional Capacity (30%)</b>	Previous experience: Provide a detailed list of at least three contracts (at least one should be an academic Centre of excellency) under which relevant catering services were provided over the past two years with: <ul style="list-style-type: none"><li>a. Details of their monthly/annual financial values;</li><li>b. Periods during which they were provided;</li><li>c. Locations at which they were provided;</li><li>d. Details of public/private recipients for each service.</li></ul>	<ul style="list-style-type: none"><li>Copies of contracts with all specific details</li></ul>
	Quality Control mechanism – health and safety mechanisms	<ul style="list-style-type: none"><li>A detailed health and safety guidelines implemented by your company to ensure a control mechanism is in place</li></ul>
<b>Technical and Professional Capacity (30%)</b>	Valid certification from health and/or food authorities	<ul style="list-style-type: none"><li>A report from Sector (Umurenge) for the past 3 months from when you submit your bid</li></ul>
	Quality of Personnel: <ul style="list-style-type: none"><li>On-site contract manager must have at least 5 years of experience as a manager of a similar sized catering service;</li><li>the Chef should be fully qualified have 5 years of experience of managing a similar size;</li><li>other personnel (waiters, servers, etc.) should have at least 3 years of experience to</li></ul>	<ul style="list-style-type: none"><li>CVs of all staff to deploy;</li><li>COVID 19 fully vaccinated (3 doses) certificates of all staff to deploy.</li></ul>



	<p>deliver similar catering service to universities, schools etc.;</p> <ul style="list-style-type: none"> <li>the winning company of this tender will be required to present within one week; the health certificates from a referral hospital of all your staff to deploy. Those health certificates should indicate at least TB status.</li> </ul>	
	Moral righteousness of staff deployed	<p>For each staff to deploy, please provide:</p> <ul style="list-style-type: none"> <li>A valid police clearance.</li> </ul>
	Maintenance of Equipment	<ul style="list-style-type: none"> <li>Description of mechanism to ensure proper care of refrigeration and other kitchen equipment if necessary</li> </ul>
	Controlled Slaughtering system	Contract with a butchery which possess halal document
	Registration and company certificates	<ul style="list-style-type: none"> <li>RDB certificate;</li> <li>Valid Tax Clearance certificate (RRA).</li> </ul>
	Valid power of attorney	<ul style="list-style-type: none"> <li>Power of attorney in favor of person authorized to sign the documents if asked.</li> </ul>
	<p>A proposed intercontinental menu (well-balanced diet). AIMS Rwanda reserves the right to accept or decline or change the proposed menu.</p>	<ul style="list-style-type: none"> <li>Variety of meals served;</li> <li>Menu should not be repeated during the week;</li> <li>Drinks shall be calculated on consumptions basis</li> </ul>
Technical and Professional Capacity (30%)	<p>Special diet for exceptional cases. Approved menu with due diligence to the seasonal requirements and needs.</p>	<ul style="list-style-type: none"> <li>Acceptance of the proposed weekly menu for vegetarian and non-vegetarian;</li> <li>A clear indication of special diet;</li> <li>A clear indication of flexibility to provide packaged meal.</li> </ul>



	<p>Décor and list of equipment:</p> <ul style="list-style-type: none"> <li>• Plan to arrange décor on tables including table cloths (preferably AIMS Rwanda logo colors) and floral arrangements if needed be;</li> <li>• Food warmers and all appliance necessary for catering;</li> <li>• Waiters and waitresses to be dressed professionally.</li> </ul>	<ul style="list-style-type: none"> <li>• Cafeteria decoration plan, especially on the service tables;</li> <li>• List of appliances to be used;</li> <li>• Staff identification such as uniforms, badges etc.</li> </ul>
	Catering service for special events	<ul style="list-style-type: none"> <li>• A clear indication of availability to provide catering for special events.</li> </ul>
	Type of food: Vegetarian and non-vegetarian foods and cooking processes	<ul style="list-style-type: none"> <li>• Description of cooking arrangements for vegetarian and non-vegetarian dishes.</li> </ul>
	Utensils for cooking and equipment/materials for serving/eating food in case of unplanned scenario	<ul style="list-style-type: none"> <li>• Detailed list of equipment and materials owned by the company.</li> </ul>
	Hygienic areas/kitchenette	<p>Detailed description of mechanism in place to ensure:</p> <ul style="list-style-type: none"> <li>• Daily cleaning of environment, that includes sinks and utensils (pots, plates, cups and cutleries);</li> <li>• monthly general cleaning (specify the type of cleaning materials) of refrigeration and storage facilities;</li> <li>• daily mopping and wiping of kitchen floor;</li> <li>• proper storage of food items to avoid cross contamination;</li> <li>• regular inventory of food items received for food preparation;</li> <li>• provision of proper work gear: professional work gear, cap, footwear, glove when is necessary;</li> <li>• daily keeping of cooking environment clean and neat as well as cover waste bins from flies.</li> </ul>



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Timing (20%)	Type of Meal	Meal Time	Indication of Menu	<div>A detailed weekly menu is required and must be observed constantly throughout a week</div> <ul style="list-style-type: none"><li>Your proposal should indicate menu for day 1 to day 7 for all three meals;</li><li>menu must not be repeated in a week.</li></ul> <div>Clear indication of timing for meals</div>
	Breakfast	6:30 - 7:30	<ul style="list-style-type: none"><li>Fresh juice</li><li>Jam, butter and honey</li><li>Hot milk</li><li>Omelette</li><li>Soups, yoghurt, chapatti, boiled eggs</li><li>Samaso, cake,salami, samoso, mini pizza</li></ul>	
	Morning Coffee Break	10:00 - 11:00	<ul style="list-style-type: none"><li>Cup of coffee or tea with hot milk</li></ul>	
	Buffet lunch without soft drink	12:30 – 13:30	<ul style="list-style-type: none"><li>Buffet salads with at least three components;</li><li>Main courses/hot buffet with at least 8 components;</li><li>Desserts with at least 2 components.</li></ul>	
	Afternoon coffee break	14:30 – 15:30	<ul style="list-style-type: none"><li>Cup of coffee or tea with hot milk</li></ul>	
	Buffet dinner without soft drink	18:30 – 19:30	<ul style="list-style-type: none"><li>Buffet salads with at least three components;</li><li>Main course/hot buffet with at least 8 components;</li><li>desserts with at least two components</li></ul>	
	<div>Time for Meals:</div> <ul style="list-style-type: none"><li>Delivery of meals must be at least 20 minutes before the food is served;</li><li>Food must be served between the proposed window above.</li></ul>			



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Cost and payment (30%)	Reasonable cost per person per day:	Detailed financial Proposal
	<ul style="list-style-type: none"><li>• Contract currency: strictly <b>Rwandan Francs (RWF)</b>;</li><li>• head count payment modality;</li><li>• payment upon presentation of invoice;</li><li>• payment will be affected after 60 calendar days;</li><li>• your invoices must clearly indicate;<ul style="list-style-type: none"><li>➤ Unit cost per person per day;</li><li>➤ Total before Tax;</li><li>➤ 18% VAT;</li><li>➤ Total cost (with 18% VAT inclusive per person per day)</li></ul></li></ul>	

### 3. Location

The work shall be executed at Road KG3 ST, Kicukiro District, Niboye Sector, Nyakabanda Cell, Plot # 559-560-561, P.O.BOX 7150 Kigali Rwanda Tel: +250-788-312-469

### 4. Delivery Schedule

Service is to be delivered daily on sites for 12 months, from July 2025 to the end of June 2026.

### 5. Delivery

Services to be delivered as per above schedule and this includes workshops and any program that may require the services of the caterer

### 6. Delivery Delay

- The final delivery schedule will be finalized at the time of signing the service contract and the service provider may be requested to act immediately;
- furthermore, please advise daily service providing capacity and lead-time required for fulfilling the above-mentioned requirement.

### 7. Liquidated Damages

Services after agreed delivery schedule will be subject to a deduction from the invoice of 0.1% per day up to maximum of 5% of the total value of the contract.

### 8. Payment

Payment will be processed within 60 days from the date of receipt of service and all related supporting documents should be provided by the bidder, i.e. Invoice, copy of the contract, countersigned daily service checklist and VAT Invoice.

### 9. Pertinent Information

- Service provider must have a proof of three months' financial capacity to operate autonomously and uninterruptedly
- Service provider' employees must observe a good behavior at the AIMS Rwanda Centre
- AIMS Purchasing Terms and General Conditions attached hereto are applicable



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## 10. All or None Clause

AIMS Rwanda reserves the right to accept the whole or part of your offer and the lowest bid may not necessary be accepted. Should your offer be accepted, you will be required to sign, stamp and return our formal Service Contract, confirming your acceptance of the agreed terms and conditions as per attached Enclosure 1.

## 11. Required Documents and Certificated

All required documents, certificates and information as per table 1 above are compulsory for all bidders and must be in English.

## 12. Validity

Your offer must remain valid until August 31<sup>st</sup>, 2025 before which a Service Contract, if placed, should be accepted by you.

## 13. Confirmation

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

## 14. Offer

**Must be submitted latest by 17.00 , Kigali Time on June 20<sup>th</sup> , 2025**

Your offer should be sent to [catering2025@aims.ac.rw](mailto:catering2025@aims.ac.rw)

With the specific Subject : **CATERING SERVICES AT AIMS RWANDA**

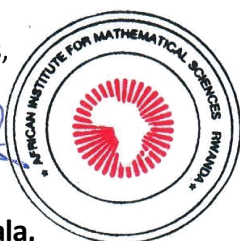
Please note that your offer should be sent in a **ONE single PDF document**. Please do also provide a signed and stamped suppliers' registration form (see enclosure 2). Offers that will not be sent to the mentioned email will **NOT** be considered. Do acknowledge receipt of this request and indicate your intention to bid. For any questions or enquiries, please use [cateringqueries@aims.ac.rw](mailto:cateringqueries@aims.ac.rw)

*Do not use the enquiry email for your bid submission.*

With best regards,



Prof. Dr. Sam Yala,  
Centre President AIMS – Rwanda



Enclosures :

1. AIMS terms and General Conditions
2. Suppliers Registration Form



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## **AIMS 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 .

### **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 in connection with the performance of its/their services under this contract.
- (b) Shall refrain from any action which may adversely affect the AIMS and shall fulfil its/their commitments with the fullest regard for the interests of the AIMS.
- (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.
- (f) Shall not, in any manner whatsoever use the name, logo or official seal of the AIMS or any abbreviation of the name of the AIMS 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 Network President 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 any information known to them by reason of their association with the which has not been made public, except in the course of their duties or by authorisation of the AIMS Network President 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 Network President premises or at any location when representing the AIMS, shall act in a manner consistent with the values of the African Institute for Mathematical Sciences (AIMS) and shall abide by the rules of conduct set out in the AIMS's Code of Conduct (a copy of which has been provided by the AIMS). 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 .

### **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 or its reputation.

#### 4. TITLE RIGHTS

- (a) During the term of this contract, the service provider shall disclose to the 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 by the service provider.
- (b) The 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 by the service provider. At the request of the , the service provider shall assist in securing such property rights and transferring them to the in compliance with the requirements of applicable law. At the request of the , 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 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 is the property of the . 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 Network President or his/her designate.
- (d) Title to any equipment and supplies which may be furnished by the shall rest with the and any such equipment shall be returned to the as soon as possible, when no longer needed by the Service provider. In any event, all equipment and supplies must be returned to the upon the termination or expiration of this contract. Such equipment, when returned to the , 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 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 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 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 with immediate effect at any time if the service provider has breached any of his contractual obligations with the or if in the reasonable opinion of the the service provider has brought or is reasonably likely to bring the AIMS'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 . Additional costs or damages incurred by the AIMS resulting from the termination of the contract by the service provider or by the in accordance with para (b) above, may be withheld from any amount otherwise due to the service provider by the .

## 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 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 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 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 .

## 10. INDEMNIFICATION AND INSURANCE

(a) The service provider shall indemnify, hold harmless and defend at its own expense the , 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 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 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 '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 .

## 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



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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. 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 .

#### 16. ANTI-CORRUPTION POLICY

has a ZERO tolerance for any corrupt practice or behaviour by any of the employees and its vendors and contractors. completely prohibits offering, giving or agreeing to give to any employee of 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 ; 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 AIMS Network President with a copy to Chief Financial Officer at [bmthoha@nexteinstein.org](mailto:bmthoha@nexteinstein.org)

#### **RELATED PARTY DECLARATION**

The bidder must make a declaration in writing if they or any of their employees have any direct or in-direct relation with any of the AIMS employees. Failing to do so may result in rejections of the bids or cancellation of the contract as the case may be.



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## SUPPLIER PROFILE / REGISTRATION FORM

No .....

Please fill in this questionnaire in order to register. Information given in this questionnaire will be handled confidentially. Please attach all other documents requested in the questionnaire.

1. NAME OF COMPANY: \_\_\_\_\_  
MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

COUNTRY: \_\_\_\_\_

CONTACT PERSON(S): \_\_\_\_\_  
TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

INTERNET (E-mail): \_\_\_\_\_  
WEBSITE: \_\_\_\_\_

2. TYPE OF ORGANISATION: (Please check)

Individual ( ) Partnership ( ) Non-Profit Organisation ( )  
Private Limited Liability Company ( ) Public Limited Liability Company ( )  
Other ( ) Please explain: \_\_\_\_\_ Year  
Established: \_\_\_\_\_ Under the laws of \_\_\_\_\_ Quoted on the  
\_\_\_\_\_ Stock  
Exchange Please attach copy of registration certificate

3. TYPE OF BUSINESS: (Please check)

Manufacturing ( ) Construction ( ) Trading ( ) Consultancy  
( ) Service Provider (e.g. transport, warehousing, quality control, etc.) ( )  
Other ( ) Please explain: \_\_\_\_\_

Please describe your company's major business activity:

\_\_\_\_\_

Please indicate on page 3 the main commodities/services your company offer

4. SIZE OF BUSINESS: Please provide a copy of your latest audited financial statements.

Turnover (last financial year) Ended: \_\_\_/\_\_\_/\_\_\_ US\$ \_\_\_\_\_  
(previous financial year) Ended: \_\_\_/\_\_\_/\_\_\_ US\$ \_\_\_\_\_  
(previous financial year) Ended: \_\_\_/\_\_\_/\_\_\_ US\$ \_\_\_\_\_  
Annual Reports from last three years.

No. of employees: .....

No. of Branches: .....

No. of International Offices: .....

Location of factories: .....

No. of Plants: .....

No. of warehouses: .....

Countries to which you do not export: .....

**5. AFFILIATED/HOLDING/SUBSIDIARY COMPANIES:**

<b><u>Name</u></b>	<b><u>Address</u></b>	<b><u>Nature of Affiliation</u></b>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Please attach an organization chart

**6. PERSONS AUTHORISED TO SIGN BIDS, OFFERS AND CONTRACTS:**

<b><u>Name</u></b>	<b><u>Position</u></b>	<b><u>Telephone/Fax</u></b>
_____	_____	_____
_____	_____	_____
_____	_____	_____

**7. BANKING INFORMATION:**

**Name:** .....

**Address:** .....

**Account Number:** .....

**SWIFT Code:** .....

**IBAN:** .....

**8. REFERENCES:**

- a. Dunn and Bradstreet (Dunn's) number, if available: \_\_\_\_\_
- b. Recent business transactions: (Not required if this is a renewal and you have supplied the Federation with goods or services within the past 24 months.)

<b><u>Date</u></b>	<b><u>Service or Product</u></b>	<b><u>Value (US\$)</u></b>	<b><u>Buyer/contact and Telephone</u></b>
___/___/___	_____	_____	_____
___/___/___	_____	_____	_____
___/___/___	_____	_____	_____

- c. Please specify your quality assurance standards:

\_\_\_\_\_

\_\_\_\_\_

**9. NAMES OF OFFICERS, OWNERS OR PARTNERS:**

**Owner(s):**

**Chief Executive Officer:**

**Chief Financial Officer:**



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- 10. PAYMENT TERMS:** The shall make payments within 30 days following receipt of goods in good order and all requested documentation. Payments, shall be made only against supplier's invoice and shall be subject to conformity of goods to specifications.  
For your information, the 's documentation requirements frequently include an acknowledgement of delivery certificate signed by a local representative of the . Please note that any non-acceptance of these terms may prelude your company from being considered as a potential supplier.
- 11. QUALITY ASSURANCE:** Please attach any certificates or documents which denote quality assurance.
- 12. TERMS AND CONDITIONS:** Please carefully read the attached Terms and Conditions of the , which shall be applicable for purchases by the . Signing and returning this form, confirms your acceptance of the Terms and Conditions.
- 13. CERTIFICATION:** The undersigned, an authorized 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 Federation's payment terms of 30 days credit:

**Name and Title:** .....

**Signature:** ..... **Date:** .....



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## List of Supplies and Services Provided

Provided

Commodity/ Service

**Goods:**

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

**Services:**

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

Please note that the above list is not exhaustive. Rather, it represents those goods and services which we are most likely to require.



# AIMS

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**RWANDA**

## AIMS Rwanda Proposal Menu-Lunch

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AIMS Rwanda Proposal Menu - Lunch	Salad	Salad	Salad	Salad	Salad	Salad	Salad
	White Rice	Pilau Rice	White Rice	Pilau Rice	Pilau Rice	White Rice	Pilau Rice
	Chips	Chips	Irish potato	Chips	Chips	Irish potato	Chips
	Fried Banana	Sweet potato/Yam	Ugali	Chapatti	Fried banana	Ugali	Chapatti
	Peas	Beans	Fish	Peas	Peas	Fish	Peas
	Chicken	Beef	Sombe	Chicken	Beef brochette	Sombe	Chicken
	Gravy	Mixed vegetables	Gravy	Mixed vegetables	Mixed vegetables	Gravy	Mixed vegetables
	-	<b>Mushrooms Soupe</b>	Beans	<b>Mushrooms Soupe</b>	Banana cake/Creps	Beans	<b>Mushrooms Soupe</b>
	One fruit	One fruit	One fruit	One fruit	One fruit	One fruit	One fruit

## AIMS Rwanda Proposal Menu \_ Dinner

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AIMS Rwanda Proposal Menu _ Dinner	Salad	Salad	Salad	Salad	Salad	Salad	Salad
	White Rice	Pilau Rice	Pilau Rice	White Rice	White Rice	Pilau Rice	Pilau Rice
	Irish potato	Agatogo	Chips	Irish potato	Chips	Boiled irish	Agatogo
	Ugali	Chapatti	Fried banana	Ugali	Fried Banana	Chapatti	Sweet potato/Yam
	Fish	Beans	Peas	Beans	Cabbage	Peas	Beans
	Sombe	Chicken	Beef stroganoff	Fried meat	Beef	Chicken stroganoff	Beef
	Gravy	Mixed vegetables	-	Red sauce	Gravy	-	Mixed vegetables
	Beans	<b>Mushrooms Soupe</b>	Banana cake/Creps	<b>Vegetable Soupe</b>	-	<b>Mushrooms Soupe</b>	-
	One fruit	One fruit	One fruit	One fruit	One fruit	One fruit	One fruit

## AIMS Rwanda Proposal Menu – Breakfast

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
AIMS Rwanda Proposal Menu – Breakfast	African Tea	African Tea	African Tea	African Tea	African Tea	African Tea	African Tea
	Coffee	Coffee	Coffee	Coffee	Coffee	Coffee	Coffee
	Fresh Juice	Fresh Juice	Fresh Juice	Fresh Juice	Fresh Juice	Fresh Juice	Fresh Juice
	Fresh Bread	Fresh Bread	Fresh Bread	Plain Croissant	Fresh bread	Fresh Bread	Fresh Bread



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	Omelet	Soup	Donates	Boiled eggs	Spring rolls	Boiled eggs	Cake
		Samosa					
	Banana	Water Melon	Pineapple	Banana	Water Melon	Pineapple	Banana

## AIMS Rwanda Proposal Menu – Period of Ramadan

[illegible]