REQUEST FOR QUOTATION

To: **Whom it may concern**

From: **AIMS Rwanda**
Cc: Committee on Contract

Our file ref.: **RFQ-AIMSRW/ 077-2026/LR-10-1459**

Request for quotation of the accommodation services for participants of PDE& Randomness's school from 28Nov-13Dec 2026

Date: **06/11/2026**
N° of pages including this page: 12

Re: **Quotation Request for:**

- **Accommodation services**

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

MESSAGE:

Dear Sir/Madam,

AIMS Rwanda intends to engage a legally registered hotel service provider to provide accommodation and airport pick up & drop off services of its guests participating in the PDE & Randomness school from 28th November 2026 up to 13th December 2026.
We would like to request your best and final offer (BAFO) in Rwandan Francs (RWF) for the following services:

1. **Type:**
   a) **Accommodation (standard rooms hotel) for the following participants as below;**
      i) Single Standard Rooms for 32 participants, total: 400 room nights, as described below:
         a. 28 November 2026: 5 participants
         b. 29 November 2026: 16 participants
         c. 30 November 2026: 32 participants
         d. 1 December 2026: 32 participants
         e. 2 December 2026: 32 participants
         f. 3 December 2026: 32 participants
         g. 4 December 2026: 32 participants
         h. 5 December 2026: 32 participants
         i. 6 December 2026: 29 participants
         j. 7 December 2026: 29 participants
         k. 8 December 2026: 29 participants
         l. 9 December 2026: 29 participants
         m. 10 December 2026: 29 participants
         n. 11 December 2026: 29 participants
         o. 12 December 2026: 10 participants
         p. 13 December 2026: 3 participants

ii) Inclusive of airport pickup and drop-off and breakfast
iii) Restaurant services (Lunch & Dinner) in the weekend days, arrival and departure days with a total of 260 meals (133 Lunch, 127 Dinner) as described below:
   a. 28th Nov 2026: Lunch 5, Dinner 5
   b. 29th Nov 2026: Lunch 16, Dinner 16
   c. 30th Nov 2026: Lunch 32, Dinner 32
   d. 05th December 2026: Lunch 32, Dinner 32
   e. 06th December 2026: Lunch 29, Dinner 29
   f. 12th December 2026: Lunch 16, Dinner 10
   g. 13th December 2026: Lunch 3, Dinner 3

2. Inspection:
Site visit may be carried out at the facilities of the service provider

3. Destination:
All services will be provided at the facilities of the service provider

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

5. Your offer should clearly state the following:

Financial proposal is required for the provision of accommodation according to the details listed above please fill in the **offer form (Annex 2 of the RFQ)**

a) Location and contact details of your hotel or apartment
b) Price per room including Bed, Breakfast & Airport pickup & drop off
c) Sub-total (i.e., Show the total without VAT and with VAT)
d) Grand Total
e) Bank information (Bank name, bank account, and account name)
f) Discounts. (If any)

Kindly use your company's letterhead for your quotation

6. Pertinent information:
1. AIMS Purchasing Terms and General Conditions attached hereto are applicable.
2. Previous experience providing a similar service (Recommendation letter at least three
3. Provide a list of three (3) references with contact numbers and email addresses.
4. Provide a company profile with at least three (3) top management personnel,
5. Having worked with AIMS previously is an added advantage
6. The bids must be sent as one **PDF document**.
7. **Accommodation should be in Kigali (Close to AIMS RIC-Former MINISANTE building)**

7. All or None Clause:
The AIMS reserves the right to accept the whole offer or to cancel the tender.
Please note that AIMS is not bound to select any of the firm's submitting bids and does not bind itself in any way to select the firm offering the lowest price. Furthermore, the contract will be awarded to the bid considered most responsive to the needs, as well as conforming to AIMS's general principles, including economy and efficiency and best value for money, should your offer be accepted, you will be required to sign, stamp the contract, and return a copy confirming your acceptance of the agreed to terms and conditions as per attached Annex 1.

8. Required documents and certificates:
(All documents in **English)**

- Financial offer – signed and stamped detailed quotation (including cost per unit) and all applicable charges in Local currency (RWF)
- Business registration certificate from RDB
- A valid tax registration certificate.
- A valid RSSB Certificate
- A valid Tax clearance

9. Validity:
Your offer must remain valid until 31st January 2027 before which a framework agreement, if placed, should be accepted by you.

10. 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 Friday 13th November 2026 to the email : choolworkshop2026-2027@aims.ac.rw

With the title of the tender "Request for quotation of the accommodation services for participants of PDE& Randomness's school from 28Nov-11Dec 2026"in the subject line only bids submitted to this email address above will be considered.

Please send your enquiries to this email : schoolworkshop-inquiries@aims.ac.rw

Thank you and best regards

Prof Sam YALA
Centre President- AIMS Rwanda

Enclosures:
1. AIMS terms and general conditions
2. Offer Form
3. Suppliers registration form

ANNEX 1

1.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 students members of the AIMS.

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 were 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 AIMS 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 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 AIMS.

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 or its reputation.

4. TITLE RIGHTS

(a) During the term of this contract, the service provider shall disclose to the AIMS 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 by the service provider.

(b) The AIMS 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 by the service provider. At the request of the AIMS, the service provider shall assist in securing such property rights and transferring them to the AIMS in compliance with the requirements of applicable law. At the request of the AIMS, 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 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 is the property of the AIMS. 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 AIMS shall rest with the AIMS and any such equipment shall be returned to the AIMS 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 upon the termination or expiration of this contract. Such equipment, when returned to the AIMS, 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 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 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 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 with immediate effect at any time if the service provider has breached any of his contractual obligations with the AIMS or if in the reasonable opinion of the AIMS 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 AIMS. Additional costs or damages incurred by the AIMS resulting from the termination of the contract by the service provider or by the AIMS in accordance with para (b) above, may be withheld from any amount otherwise due to the service provider by the AIMS.

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 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 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 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.

10. INDEMNIFICATION AND INSURANCE

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

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 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.

16. ANTI-CORRUPTION POLICY

AIMS has a ZERO tolerance for any corrupt practice or behaviour by any of the AIMS employees and its vendors and contractors. AIMS completely prohibits offering, giving or agreeing to give to any employee of AIMS 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; 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 Network President of AIMS at centrepresidentoffice@aims.ac.rw with a copy to AIMS acting Chief Financial Officer.

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.

Annex 2, offer form

Option 1. Corporate Room rates for 32 Single Standard Rooms (nightly rates for single standard room (B &B and Airport transfers) and Week end Meals

Inventory (Total number of all rooms)	Description of service Standard room servicing hotel	Corporate Unit Price exclusive of Taxes (FRW)	Total Corporate Price exclusive of taxes (FRW)
32Single Standard Room, the total number of nights is 400	Bed and Breakfast accommodation including Airport transfers		
TOTAL AMOUNT WITHOUT VAT			
TOTAL VAT 18%			
TOTAL AMOUNT WITH VAT			

Inventory (Total number of all meals)	Description of service meals servicing hotel		Corporate Unit Price exclusive of Taxes (FRW)	Total Corporate Price exclusive of taxes (FRW)
Meals (133 Lunch & 127 Dinner)	Restaurant services on for participant	Meal (Lunch or Dinner)		
TOTAL AMOUNT WITHOUT VAT				
TOTAL VAT 18%				
TOTAL AMOUNT WITH VAT				

Note:

- **Please specify if any discount**
- **Total number of all rooms you have must be above forty (40)**
- **For double occupancy, please let us know the charge for an extra occupant**

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.

1	**NAME OF COMPANY:**						
	Mailing Address:						
	Country:						
	Contact Person(s):						
	Telephone:						
	E-mail:						
	Web site:						
	Tax Identification Number (TIN):						
2	**TYPE OF ORGANISATION:(Please check)**						
	Individual		Private Limited Liability Company		Non-Profit Organization		
	Partnership		Public Limited Liability Company		Other*		
	* (Please explain)						
	Year Established:						
	Under the laws of:						
	Quoted on the Stock Exchange of:						
	Please attach copy of registration certificate						
3	**TYPE OF BUSINESS: (Please check)**						
	Manufacturing		Construction		Trading		
	Consultancy		Service Provider		Other*		
	* (Please explain)						
	Please describe your company's major business activity:						
	Please indicate the main commodities/services your company offers:						
4	**SIZE OF BUSINESS:**						
	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:	

5	**AFFILIATED/HOLDING/SUBSIDIARY COMPANIES:**		
	Name	Address	Nature of Affiliation
	1.	1.	1.
	2.	2.	2.
	3.	3.	3.
	. Please attach an organisation chart		

6	**PERSONS AUTHORISED TO SIGN BIDS, OFFERS AND CONTRACTS:**			
	Name	Position	Telephone	Email

7	**BANKING INFORMATION:**			
	Name:			
	Address:			
	Account Number:		SWIFT Code:	
	IBAN:			

8	**REFERENCES:**			
	Date	Service or Product	Value (US$)	Contact (Email & Telephone)
	Please specify your quality assurance standards:			

9	**NAMES OF OFFICERS, OWNERS OR PARTNERS:**	
	Owner(s):	
	Chief Executive Officer:	
	Chief Financial Officer:	

10	**PAYMENT TERMS:**
	➢ The AIMS 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 AIMS's documentation requirements frequently include an acknowledgement of delivery certificate signed by a local representative of the AIMS.

	➢ Please note that any non-acceptance of these terms may preclude 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 AIMS, which shall be applicable for purchases by the AIMS. Signing and returning this form, confirms your acceptance of the Terms and Conditions.	
13	**CERTIFICATION:**	
	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's payment terms of 30 days credit:	
	Name and Title:	
	Date:	
	Signature:	