



# AIMS

African Institute for  
Mathematical Sciences  
RWANDA

## REQUEST FOR QUOTATION (RFQ)

(X) URGENT / () NORMAL

To: *Whom It May Concern*

From: **AIMS Rwanda**  
Plots#559-560-561, Kicukiro District, Niboye Sector, Nyakabanda Cell,  
PO BOX :7150, KG3, St, Tel (office) +250788312469 (Former Alpha Palace Hotel)

Date: 2025-07-21 N° of pages including this page: 17

Re: **Request for quotation for the Supply of DELL Laptops and accessories to AIMS Rwanda Centre**

Our file ref.: **RFQ-AIMSRW/021-2025/LR-07-0875**

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

## REQUEST FOR QUOTATION

The African Institute for Mathematical Sciences (AIMS) Rwanda now invites eligible and qualified bidders to submit their bids for the tender of supply of DELL laptops and accessories to AIMS Rwanda, Remera, located at the below address:

AIMS RWANDA, Plots#559-560-561, Kicukiro District, Niboye Sector, Nyakabanda Cell  
PO BOX :7150, KG3, St, Tel (office) +250788312469 (Former Alpha Palace Hotel)

### Type and Quantity:

#### Item 1: Dell Latitude 7450 Laptop

Quantity: Sixty-Five (65)

#### Item 2: Dell Eco Loop Pro Backpack 15

Quantity: Sixty-Five (65)

#### Item 3: Dell Mobile Wireless Mouse – MS3320W

Quantity: Sixty-Five (65)

#### Item 4: Dell 7-in-1 USB-C Multiport Adapter-DA310

Quantity: Sixty-Five (65)

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**Incoterm:**

Goods to be delivered at the AIMS Rwanda, District Kicukiro, Secteur Niboye, Cellule Nyakabanda Rue 3RD Kigali.

**Quality specifications:****Item 1: Dell Latitude 7450 Laptop****Model: Dell Latitude 7450**

- Processor: Intel® Core™ Ultra 7 165U, vPro® (12 MB cache, 12 cores, 14 threads, up to 4.9 GHz Turbo)
- Operating System: Windows 11 Pro (64-Bit), English
- Graphics: Integrated Intel® Graphics, Core™ Ultra 7 165U vPRO Processor, 32GB LPDDR5x Memory
- Memory: 32 GB: LPDDR5x, 6400 MT/s (onboard)
- Hard Drive: 512 GB, M.2 2230, TLC PCIe Gen 4 NVMe, SSD
- Systems Management: Intel vPro Enterprise Technology Enabled
- Display: Laptop 14.0" FHD+ (1920x1200) IPS, AG No-Touch, 250 nits, FHD IR Cam, WLAN, Aluminum
- Keyboard: English US battery-saving mini-LED backlit Copilot key keyboard, no numeric keypad, 79-key
- PalmRest: Fingerprint Reader, WLAN only, Thunderbolt4, Aluminum
- Wireless: Intel® BE200 Wi-Fi 7 2x2, Bluetooth® 5.4 Technology, Wireless Card
- Primary Battery: 3 Cell, 57 Wh, Express Charge™, Express Charge™ Boost capable
- AC Adapter: 65W AC Adapter, USB Type-C, EcoDesign
- Power Cord: 3-Pin UK Power Cord – Black
- Warranty: 3 Years' Basic Onsite Service

**Accessories:**

- **Item 3:** Dell Eco Loop Pro Backpack
- **Item 4:** Dell Mobile Wireless Mouse – MS3320W – Titan Gray
- **Item 5:** Dell 7-in-1 USB-C Multiport Adapter-DA310

**Alternatives:**

Alternative specifications must be confirmed by AIMS Rwanda Centre in writing before the submission deadline. Alternative specifications not confirmed as such will not be considered.

**Request for Clarification:**

Bidders are required to submit any request for clarification or any question in respect of this RFQ by e-mail to [enquiries-tenderlaptops-july2025@aims.ac.rw](mailto:enquiries-tenderlaptops-july2025@aims.ac.rw). No bid should be submitted to this address. Bidders are requested to keep all questions concise.

AIMS Rwanda Centre will compile the questions received and may, at its discretion, copy any reply to a question to all other invited bidders at once.

**Packaging:**

All goods must be packed suitable for *air/land/sea* transportation including rough handling to the destination.

**Weights and Dimensions:**

Please state the type of packing, net and gross weights, size of cartons, and cubic dimensions in your offer.

**Marking:**

*All packaging should be clearly marked "For Academic Use Only."*

**Language:**

All documents, markings, and labeling should appear in **English**.



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**Labeling:**

*All packaging should be clearly marked “Fragile Handling.”*

**Packing list:**

In/and outside each carton state contents/quantity in English.

**Required documents and certificates:****Pre-qualification Documents**

- Valid Rwanda Social Security Board (RSSB) compliance certificate or its equivalent, if applicable, for bidders registered outside Rwanda.
- Business registration certificate from Rwanda Development Board or its equivalent for bidders registered outside Rwanda.
- Valid tax clearance certificate from Rwanda Revenue Authority or its equivalent where applicable for bidders registered outside Rwanda.
- At least three (3) signed and stamped Letters of Recommendation or Certificates of Completion from clients the tenderer has worked with and offered similar products and services to those requested in this RFQ within the past five years.

**Required Bid Documents**

- Signed and stamped proforma invoice.
- Signed and stamped Financial Offer Form (Annex C)
- Signed and stamped Technical Offer Form (Annex B)
- Signed and stamped AIMS NETWORK Supplier Registration Form (Annex D)
- Signed and stamped company profile, expertise, and experience.

**Distribution of documents and certificates**

- **Offers must be submitted in one full set (single PDF file with all pages arranged according to the listed order above).**

**Warranty**

- All equipment and materials must be covered by the manufacturer's warranty.

**Cost breakdown:**

**IMPORTANT:** Your financial offer must include the following information

- For every lot:
  - Unit price before tax per item
  - Discount where applicable
  - Total price (net after deduction of any discounts)
  - All applicable taxes
  - All applicable charges
  - Total price of the lot
- Total price (sum of all lots)

**Currency:**

All firm costs are to be given in Rwandan Francs (RWF) only.

**Delivery Date:**

- **A purchase contract/order will be issued before or on 8<sup>th</sup> August 2025. The goods must be delivered by 29<sup>th</sup> August 2025.**
- Please state if goods are available ex-stock or state production/delivery lead time.
- AIMS must be notified in writing if the shipment of the desired items is delayed for any reason.



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**Samples**

*Not required.*

**Inspection**

A quality and quantity inspection shall be carried out upon delivery/installation. Any items which do not conform to the specifications and/or damaged goods will be rejected at the vendor's expense.

If an item is deemed unacceptable, the vendor shall make return arrangements within five (5) days of being notified or permit AIMS to arrange for the return of the item(s). The vendor assumes the delivery expenses in this case.

**Liquidation Damage Clause**

**IMPORTANT:** Please be advised that delivery/installation after the agreed schedule shall be subject to a deduction from the invoice of 0.2% per day for each day after the agreed delivery date up to 7% of the total cost CPT value of the contract.

**Payment**

Within 30 days of the date of handover of all goods and installations, and all supporting documents in good order to an authorized AIMS Research and Innovation Centre representative. The vendor shall accept payment in accordance with the payment procedures of Rwanda.

**Validity:**

Your offer must remain valid until 30 days after the issue of this RFQ, before which a Purchase Order if placed, should be accepted by you.

**Insurance**

The vendor is responsible for all goods and materials until they are delivered and formally accepted by an authorized AIMS representative.

**All or None Clause:**

**Bidders are required to bid for all items in this RFQ.**

AIMS reserves the right to accept the whole or part of your offer and the lowest price need not be accepted.

**Bid Acceptance**

AIMS Research and Innovation Centre may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective suppliers in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by AIMS Research and Innovation Centre at its own initiative or in response to a clarification requested by a prospective supplier.

Please note that AIMS Rwanda Centre is not bound to select any of the firms 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 NETWORK's general principles, including economy and efficiency and best value for money.

**Special Requirements:**

- All documents should clearly state "For Academic Use Only"
- Quotations submitted after the submission deadline shall not be accepted.
- AIMS reserves the right to reject any or all bid proposals or to cancel the bidding process. AIMS does not guarantee any contract as a result of this invitation.
- ☐ **IMPORTANT: All inquiries regarding the information on this RFQ must be submitted in writing to [enquiries-tenderlaptops-july2025@aims.ac.rw](mailto:enquiries-tenderlaptops-july2025@aims.ac.rw).**
- ☐ **No bid should be submitted to [enquiries-tenderlaptops-july2025@aims.ac.rw](mailto:enquiries-tenderlaptops-july2025@aims.ac.rw)**
- After this RFQ has been released, contact between a Vendor and AIMS Rwanda is prohibited, except for the aforementioned purposes. Violation of this clause may result in the rejection of the bid.



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- This is not a purchase order, and this document should not be construed in any way as an offer to contract with your firm

**Conditions for submitting offers:**

**Bids in one full set (single PDF file with all pages arranged according to the listed order in “Required documents and certificates” above) must be sent no later than 17:00 CAT on 3<sup>rd</sup> August 2025 at [tenderlaptops.july2025@aims.ac.rw](mailto:tenderlaptops.july2025@aims.ac.rw)  
Only bids submitted to this email address will be considered.**

Offers not addressed, packaged, and sent as such will be automatically disqualified from the tender process.

*Faxed bids will not be accepted.*

**Confirmation:**

Please send an acknowledgment of receipt of this document, and your intention to bid to

☐ [enquiries-tenderlaptops-july2025@aims.ac.rw](mailto:enquiries-tenderlaptops-july2025@aims.ac.rw)

**Additional Terms and Conditions:**

**Please state in your offer, your acceptance of attached AIMS-NETWORK Terms and General Conditions in Annex A below. Failure to do so may result in disqualification of your offer from further evaluation.**

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

Thank you and best regards,



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



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## ANNEX A

### 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 AIMS.

#### 2. ASSIGNMENT OF PERSONNEL

The service provider shall not assign any persons other than those accepted by AIMS for work performed under this contract.

#### 3. OBLIGATIONS

The service provider and all individuals assigned by it to perform services under this contract:

- (a) Shall neither seek nor accept instructions from any authority external to 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 country where the service provider is registered as well as those in which the activities are performed.
- (d) Assure that all duties are conducted with integrity, free from any taint of dishonesty or corruption and that all persons are respected equally without any distinction or discrimination based on nationality, race, gender, religious beliefs, class, or political opinions.
- (e) Shall not advertise or otherwise utilize to its/their advantage the fact that it is or has been a service provider with AIMS.
- (f) Shall not, in any manner whatsoever use the name, emblem 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 it/them by reason of its/their association with the AIMS which has not been made public, except in the course of their duties or by authorization of the AIMS-Network President or his/her designate; nor shall service providers or assigned individuals at any time use such information to its/their private advantage.
- (h) When performing the services on AIMS 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 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

#### 4. REPRESENTATIONS AND WARRANTIES

The service provider represents and warrants:

- (a) It is not engaged in the sale or manufacture, either directly or indirectly, of anti-personnel mines or any components produced primarily for the operation thereof.
- (b) To ensure the respect of internationally agreed core labour standards, e.g., the ILO core labour standards, conventions on freedom of association and collective bargaining, elimination of forced and compulsory labour, elimination of discrimination in respect of employment and occupation, and the abolition of child labour.
- (c) It is not engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including the requirement that children be protected from performing any work that is likely to be hazardous, to interfere with their education, or to be harmful to their health and development.





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- (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 AIMS or its reputation.

## 5. 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 AIMS, the service provider shall assist in securing such property rights and transferring them to 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 in the course of 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.

## 6. 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.

## 7. DELAY

Without prejudice to clause 8 below, if the services have not been completed during the agreed time period, any additional costs or damages incurred by the AIMS due to such delay may be withheld from any amounts owed to the service provider.

## 8. TERMINATION OF CONTRACT

- (a) This contract may be terminated at any time by either party before the expiry date of the contract by giving written notice to the other party. The period of notice shall be five days in the case of contracts for a total period of less than two months and fourteen days in the case of contracts for a longer period.
- (b) This contract may be terminated by the AIMS 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.
- (c) In the event of the contract being terminated prior to its due expiry date in this way, the service provider shall be compensated on a pro rata basis for no more than the actual amount of work performed to the satisfaction of the AIMS. 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.



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## 9. **BANKRUPTCY**

Should the service provider file any petition for bankruptcy, or should the service provider make a general assignment for the benefit of its creditors, or should a receiver be appointed on account of the service provider's insolvency, the AIMS may under the terms of this contract, terminate the same forthwith by giving the service provider written notice of such termination

## 10. **FORCE MAJEURE**

Force majeure, as used herein, shall mean acts of God, laws or regulations, industrial disturbances, acts of the public enemy, civil disturbances, explosions and any other similar cause of equivalent force not caused by, nor within the control of either party, and which neither party is able to overcome. As soon as possible after the occurrence of the force majeure and within not more than 15 days, the service provider shall give notice and fullin 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.

## 11. **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 employers liability insurance, comprehensive general liability insurance, automobile liability insurance and professional liability insurance). The service provider shall further provide such health and medical insurance for its agents or employees as the service provider may consider advisable.

## 12. **OFFICIALS NOT TO BENEFIT**

The service provider represents and warrants that no official of the AIMS has been, or shall be, admitted by the service provider to any direct or indirect benefit arising from this contract or the award thereof. The service provider agrees that breach of this provision is a breach of an essential term of this contract.

## 13. **AMENDMENTS AND ASSIGNMENTS**

No change in or modification of this contract shall be made except by prior written agreement between the service provider and the AIMS-NEI's authorized 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.

## 14. **ARBITRATION**

Any dispute, controversy or claim arising out of or relating to this contract, or the breach, termination or invalidity thereof, shall be settled by arbitration in accordance with the United Nations Commission on International Trade Law (UNCITRAL) Arbitration Rules as at present in force. The place of arbitration shall be 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 the final adjudication of any such dispute, controversy, or claim.





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**15. GOVERNING LAW**

This contract shall be governed by Rwanda law.

**16. 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.

**17. ANTI-CORRUPTION POLICY**

AIMS has a ZERO tolerance for any corrupt practice or behavior 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 AIMS Network President.

**18. 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.



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## ANNEX B: TECHNICAL OFFER FORM

**RFQ NUMBER: RFQ-AIMSRW/021-2025/LR-07-0875**

**DATE: .....**

**TO: AFRICAN INSTITUTE FOR MATHEMATICAL SCIENCES, AIMS RWANDA CENTRE**

**NAME OF BIDDER: .....**

**ADDRESS OF BIDDER: .....**

**We have studied the RFQ documents (RFQ-AIMSRW/021-2025/LR-07-0875) and all its appendices. We hereby agree to provide the required services and goods under the project entitled: “Request for quotation for the Supply of DELL Laptops and accessories to AIMS Rwanda Centre”.**

**We are bidding for the below items and the following are the details of our technical offer:**

ITEM 1: DELL LATITUDE 7450 LAPTOP	
SPECIFICATIONS REQUIRED BY AIMS RWANDA Centre	SPECIFICATIONS OFFERED BY BIDDER
<b>Model:</b> Dell Latitude 7450	
<b>Processor:</b> Intel® Core™ Ultra 7 165U, vPro® (12 MB cache, 12 cores, 14 threads, up to 4.9 GHz Turbo)	
<b>Operating System:</b> Windows 11 Pro (64-Bit), English	
<b>Graphics:</b> Integrated Intel® Graphics, Core™ Ultra 7 165U vPRO Processor, 32GB LPDDR5x Memory	
<b>Memory:</b> 32 GB: LPDDR5x, 6400 MT/s (onboard)	
<b>Hard Drive:</b> 512 GB, M.2 2230, TLC PCIe Gen 4 NVMe, SSD	
<b>Systems Management:</b> Intel vPro Enterprise Technology Enabled	
<b>Display:</b> Laptop 14.0" FHD+ (1920x1200) IPS, AG No-Touch, 250 nits, FHD IR Cam, WLAN, Aluminum	
<b>Keyboard:</b> English US battery-saving mini-LED backlit Copilot key keyboard, no numeric keypad, 79-key	
<b>PalmRest:</b> Fingerprint Reader, WLAN only, Thunderbolt4, Alumi- num	
<b>Wireless:</b> Intel® BE200 Wi-Fi 7 2x2, Bluetooth® 5.4 Technology, Wireless Card	
<b>Primary Battery:</b> 3 Cell, 57 Wh, Express Charge™, Express Charge™ Boost capable	
<b>AC Adapter:</b> 65W AC Adapter, USB Type-C, EcoDesign	
<b>Power Cord:</b> 3-Pin UK Power Cord – Black	
<b>Warranty:</b> 3 Years Basic Onsite Service	
ITEM 3: DELL MOBILE WIRELESS MOUSE	
SPECIFICATIONS REQUIRED BY AIMS	SPECIFICATIONS OFFERED BY BIDDER
Dell Mobile Wireless Mouse – MS3320W	
ITEM 4: DELL ECO LOOP PRO BACKPACK 15	
SPECIFICATIONS REQUIRED BY AIMS	SPECIFICATIONS OFFERED BY BIDDER
Dell Eco Loop Pro Backpack 15	
ITEM 5: DELL 7-IN-1 USB-C DOCK	
SPECIFICATIONS REQUIRED BY AIMS	SPECIFICATIONS OFFERED BY BIDDER
Dell 7-in-1 USB-C Multiport Adapter-DA310	

.....  
**Authorised Name, Signature and stamp**



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## ANNEX C: FINANCIAL OFFER FORM

**RFQ NUMBER: RFQ-AIMSRW/021-2025/LR-07-0875**

**DATE: .....**

**TO: AFRICAN INSTITUTE FOR MATHEMATICAL SCIENCES, AIMS RWANDA CENTRE**

**NAME OF BIDDER: .....**

**ADDRESS OF BIDDER: .....**

**We have studied the RFQ documents (RFQ-AIMSRW/021-2025/LR-07-0875) and all its appendices. We hereby agree to provide the required services and goods under the project entitled: “Request for quotation for the Supply of DELL Laptops and accessories to AIMS Rwanda Centre” for the total amount of ..... Rwf: ..... (Grand Total in words)**

**The following is a detailed breakdown of our grand total:**

EQUIPMENT				
No	Description	Quantity	Unit cost	Total cost
2	Dell Latitude 7450 Laptop	65		
3	Dell Eco Loop Pro Backpack 15	65		
4	Dell Mobile Wireless Mouse – MS3320W	65		
5	Dell 7-in-1 USB-C Multiport Adapter-DA310	65		
Total before Tax				
Discount				
Tax (if applicable)				
Applicable Charges				
Grand Total				
Total before Tax				

.....  
**Authorised Name, Signature and stamp**



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## ANNEX D: 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.

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 offers.

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

Turnover (last

(previous

(previous

/ / US\$  
/ / US\$  
/ / US\$

Annual Reports from last three years.

No. of Employees: \_

No. of Branches: \_

\_\_\_\_\_

No. \_\_\_\_\_ of \_\_\_\_\_<sup>2</sup> International \_\_\_\_\_ Offices: \_\_\_\_\_  
Location of \_\_\_\_\_ No. of \_\_\_\_\_ Factories: \_\_\_\_\_  
Plants: \_\_\_\_\_ No. of \_\_\_\_\_  
Warehouses: \_\_\_\_\_ Countries to which you do not export: \_\_\_\_\_

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

<u>Name</u>	<u>Address</u>	<u>Nature of Affiliation</u>
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_____	_____	_____
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_____	_____	_____
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_____	_____	_____
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Please attach an organisation chart

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

<u>Position</u>	<u>Telephone/Fax</u>
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_____	_____
-------	-------

_____	_____
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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.)

**Buyer/contact and Telephone**

\_\_\_\_\_

<b><u>Date</u></b>	<b><u>Service or Product</u></b>	<b><u>Value (US\$)</u></b>
____/____/____	_____	_____
____/____/____	_____	_____
____/____/____	_____	_____

- c. 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-NEI 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-NEI's documentation requirements frequently include an acknowledgement of delivery certificate signed by a local representative of the AIMS-NEI. 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-NEI, which shall be applicable for purchases by the AIMS-NEI. 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:** \_\_\_\_\_



**List of Supplies and Services Provided**

<b><u>Provided</u></b>	<b><u>Commodity/Service</u></b>
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**Goods:**

_____	
_____	

**Services:**

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