



# AIMS

African Institute for  
Mathematical Sciences  
RESEARCH & INNOVATION

## REQUEST FOR QUOTATION (RFQ)

(X) URGENT / ( ) NORMAL

To: *Whom It May Concern*  
Attention: Email:  
From: AIMS RIC Research and Innovation Centre  
cc: Our file ref.: RFQ-47-044-2025-12-0007  
Date: 2025-12-15 N° of pages including this page 9  
Re: **Request for quotation for the Provision of Venue and Accommodation services to AIMS Research and Innovation Centre, Rwanda**

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

### ***ANTI-CORRUPTION POLICY***

*AIMS NETWORK has ZERO tolerance for any corrupt practice or behavior by any of the AIMS NETWORK employees and its vendors and contractors. AIMS NETWORK completely prohibits offering, giving, or agreeing to give to any employee of AIMS NETWORK 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 NETWORK; or*
- ☐ *showing or not showing favor or disfavor to any person in relation to any contract it enters with any vendor or contractor.*

***IF any of AIMS RIC 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 Internal Auditor at [sali@nexteinstein.org](mailto:sali@nexteinstein.org)***

The African Institute for Mathematical Sciences (AIMS RIC) Research and Innovation Centre in Rwanda would like to invite potential Hotels or service providers who are interested in providing Venue and conference package that can host between 50-100 people and accommodation services for 50 people to submit their bid proposals. The successful bidder shall be contracted for a period of one-year renewable following a successful evaluation:



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## 1. **Service.**

- Accommodation (standard rooms and/or apartments servicing hotel) for 50 people from January 13th to 16th 2025 and January 19th to 23rd 2025.
- Inclusive of airport pickup and drop-off, breakfast and internet (Wi-Fi)
- All service providers must note that it is compulsory that they provide quotes for all the listed dates above for their offer to be considered
- Conference package of about 50-100 people (Hiring conference inclusive of all conference facilities such as drinking water, sound system, projector, conference stationaries, Lunch and two coffee breaks (Morning and afternoon))
- **Dinner**  
Dinner for all guests during their stay. Kindly provide separate quotes, one with dinner inclusive and the other without dinner.

## 2. **Inspection:**

Site visits 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 made within 30 days from the provision of the invoice by the supplier and all supporting documents\_i.e., commercial invoices, tax invoices, signed receipts by AIMS staff and check in and check-out proofs.

## **Your offer should clearly state the following:**

Financial proposals are required for the provision of accommodation, venue and conference package 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 or apartment including Bed, Breakfast, Dinner & 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

## 5. **Pertinent information:**

1. Proof of previous experience providing a similar service (Recommendation letters at least three)
2. Provide a list of three (3) references with contact numbers and email addresses.
3. Provide a company profile with at least three (3) top management personnel,
4. Having worked with AIMS previously is an added advantage

5. The bids must be sent as one PDF document.
6. Accommodation should be in Kigali

**6. 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
- Tourism Operating License from RDB
- A valid tax clearance.
- A valid RSSB Certificate

**7. All or None Clause:**

The AIMS-RIC reserves the right to accept the whole offer or to cancel the tender.

Please note that AIMS-RIC 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-RIC'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. Validity:**

Your offer must remain valid until 30<sup>th</sup> March 2026 before which a framework agreement, if placed, should be accepted by you.

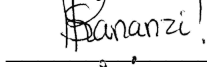
**10. Offer:**

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 **4<sup>th</sup> January 2026** to the email [accommodationric@aimsric.org](mailto:accommodationric@aimsric.org)  
With accommodation and venue package, sentences in the subject line only bids submitted to this email address above will be considered.

Please send your enquiries to this email [ricprocurementenquiries@aimsric.org](mailto:ricprocurementenquiries@aimsric.org)

**NB: Kindly submit your best firm offers**

Thank you and best regards,



Dr. Isambi Mbalawata,

Director Scientific Development and Administration

## ANNEX 1

### AIMS RIC GENERAL TERMS AND CONDITIONS FOR ALL SERVICE CONTRACTS

#### 1. LEGAL STATUS

The service provider should 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 AIMS RIC.

#### 2. ASSIGNMENT OF PERSONNEL

The service provider should not assign any people other than those accepted by AIMS RIC for work performed under this contract.

#### 3. OBLIGATIONS

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

- (a) Should neither seek nor accept instructions from any authority external to AIMS RIC in connection with the performance of its/their services under this contract.
- (b) Shall refrain from any action which may adversely affect AIMS RIC and shall fulfil its/their commitments with the fullest regard for the interests of the AIMS RIC.
- (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 people 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 RIC.
- (f) Shall not, in any manner whatsoever use the name, emblem or official seal of the AIMS RIC or any abbreviation of the name of the AIMS RIC 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 RIC-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 RIC any information known to it/them by reason of its/their association with the AIMS RIC which has not been made public, except in the course of their duties or by authorization of the AIMS RIC-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 RIC premises or at any location when representing the AIMS RIC, 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 RIC's Code of Conduct (a copy of which has been provided by the AIMS RIC). 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 AIMS RIC.



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## 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 labor standards, e.g., the ILO core labour standards, conventions on freedom of association and collective bargaining, elimination of forced and compulsory labor, 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-serviceproviders.
- (e) There are no material claims or allegations outstanding against the service provider that might adversely affect AIMS RIC or its reputation.

## 5. TITLE RIGHTS

- (a) During the term of this contract, the service provider shall disclose to the AIMS RIC all ideas, inventions, business plans or any other materials developed by it during the term of this contract because of the services provided to AIMS RIC by the service provider.
- (b) The AIMS RIC 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 RIC by the service provider. At the request of AIMS RIC, the service provider shall assist in securing such property rights and transferring them to AIMS RIC in compliance with the requirements of applicable law. At the request of AIMS RIC, the service provider shall take all necessary steps, execute all necessary documents, and generally assist in securing such property rights and transferring them to AIMS RIC 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 AIMS RIC is the property of the AIMS RIC. 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 RIC-Network President or his/her designate.
- (d) Title to any equipment and supplies which may be furnished by the AIMS RIC shall rest with the AIMS RIC and any such equipment shall be returned to the AIMS RIC as soon as possible, when no longer needed by the Service provider. In any event, all equipment and supplies must be returned to AIMS RIC upon the termination or expiration of this contract. Such equipment, when returned to AIMS RIC, shall be in the same condition as when delivered to the service provider, subject to normal wear and tears. 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 RIC is entitled by reason of any immunity which it enjoys. If it is subsequently determined that any taxes which have been included invoiced are not required to be paid, AIMS RIC shall deduct the amount from the service fee or, if it has paid any such taxes, it shall be refunded by the service



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provider.

## 7. DELAY

Without prejudice in clause 8 below, if the services have not been completed during the agreed time period, any additional costs or damage incurred by the AIMS RIC 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 AIMS RIC with immediate effect at any time if the service provider has breached any of his contractual obligations with AIMS RIC or if in the reasonable opinion of AIMS RIC the service provider has brought or is reasonably likely to bring AIMS RIC'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 AIMS RIC. Additional costs or damages incurred by AIMS RIC resulting from the termination of the contract by the service provider or by the AIMS RIC in accordance with para (b) above, may be withheld from any amount otherwise due to the service provider by AIMS RIC.

## 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 RIC 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 can 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 RIC 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 RIC 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 RIC.

## 11. INDEMNIFICATION AND INSURANCE

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





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- (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 RIC 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 should 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 RIC 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 AIMS RIC-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 of the service provider's rights, claims or obligations under this contract except with the prior written consent of AIMS RIC.

## 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.

## 15. GOVERNING LAW

This contract shall be governed by Rwanda law.

## 16. AIMS RIC 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 AIMS RIC.

## 17. ANTI-CORRUPTION POLICY

AIMS RIC has a ZERO tolerance for any corrupt practice or behavior by any of the AIMS RIC employees and its vendors and contractors. AIMS RIC completely prohibits offering, giving or agreeing to give to any employee of AIMS RIC any gift or commission or consideration of any kind as an inducement or reward for:

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## 18. RELATED PARTY DECLARATION

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



## ANNEX 2:

### Financial Offer Form

**RFQ NUMBER:** RFQ-47-044-2025-12-0007

**DATE:** \_\_\_\_\_

**TO:** AFRICAN INSTITUTE FOR MATHEMATICAL SCIENCES, AIMS RESEARCH AND INNOVATION CENTRE

**NAME OF BIDDER:**

**ADDRESS OF BIDDER:**

**BANK INFORMATION:**

We have studied the RFQ documents (RFQ-47-044-2025-12-0007) and all its appendices. We hereby agree to provide the required services under the project entitled: “Quotation for the Provision of Venue and Accommodation services to AIMS Research and Innovation Centre, Rwanda for:

..... (Grand Total in words)

The following is a detailed breakdown of our grand total:

SERVICE PROVIDED						
No	Description	Quantity	Unit cost without VAT	Total cost without VAT	Total VAT	Total cost with VAT
1	Price per room or apartment includes Bed, Breakfast, & Airport pickup & drop off.					
2	Dinner per person					
3	Conference package (Venue for 50-100 people, drinking water, lunch stationaries, projector, sound system, coffee breaks morning & afternoon)					
	Total before Tax					
	Discount					
	VAT (if applicable)					
	Other Applicable Charges					
	Grand Total					

**Note:** Please fill only the non-black box.

.....  
Authorized Name, Title, Signature, and stamp