



REQUEST FOR QUOTATION FOR CLEANING AND WASTE MANAGEMENT SERVICES.

FOR

AIMS-NEXT EINSTEIN INITIATIVE

AT

KIGALI, RWANDA | November 01st, 2016

TENDER NUMBER – AIMS-NEI/00001/2016/11/01



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PART I: General Terms of the Request for Proposal

I. Background and Context

The African Institute for Mathematical Sciences Next Einstein Initiative (hereafter referred to as AIMS-NEI or the procuring entity) is a Pan African Network that offers world class post graduate training and research for Africa's brightest, most talented youth. The objective of the network is to enable Africa's brightest students flourish as independent thinkers, problem solvers and innovators capable of propelling Africa's future scientific, technological and economic self-sufficiency.

With its 6th Centre opened in Rwanda in August 2016, AIMS-NEI has recently located its Global Secretariat from South Africa to Rwanda (Kamatamu Cell, Rue KG590, Kacyiru Sector, Kigali).

It is imperative that AIMS-NEI Global Secretariat maintains a very high standard of cleanliness and organization to ensure an enabling working environment to its staff. It is in this regard that AIMS-NEI Global Secretariat seeks to hire a reputable company to provide quality, efficient cleaning, grounds maintenance and waste management at the Secretariat. The services will be required for a period of one year, described in an annual contract that will be renewable subject to satisfactory performance based on evaluation of services rendered.

You are hereby invited to submit your priced quotation for the cleaning services as described in the Scope of Work and Prices as detailed below in subsequent sections.

II. Statement of purpose

The African Institute for Mathematical Sciences-The Next Einstein Initiative (AIMS-NEI) seeks to hire a reputable company to provide cleaning, grounds maintenance and waste management services to its Global Secretariat at Kacyiru.

The contracting firm is expected to:

- Conduct a site survey to assess the work at the site to be able to determine the quantity of products, number of personnel, time required to efficiently clean facilities without hindering the workflow of AIMS-NEI community.
- Provide AIMS-NEI Global Secretariat with cleaning products including those for the kitchen.
- Provide sanitary bins for the ladies washrooms on daily basis.
- Ensure facilities are thoroughly cleaned before 07h00 a.m.
- Have a number of staff assigned to the AIMS-NEI Global Secretariat to do a cleaning check at 1400 hours.
- Ensure safety of property and assets of AIMS-NEI Global Secretariat at all times during the provision of services offered in this contract per the agreement to be developed in case your firm is considered.
- Protect AIMS-NEI Global Secretariat and staff at the various facilities
- Communicate any issues pertaining to the duties/responsibilities in the signed contract to AIMS-NEI Global Secretariat.



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AIMS-NEI Global Secretariat will provide:

- Storage space for basic cleaning equipment
- Water for cleaning.

III. Scope of work

AIMS intends to hire a suitable supplier for the provision of professional cleaning, grounds maintenance and waste management services for the AIMS-NEI Global Secretariat.

The present request for quotation is comprised of two service categories:

a. **Category # 1:** Cleaning services and grounds maintenance of the AIMS-NEI Global Secretariat premises. This includes thorough:

- Daily cleaning of all offices, shared spaces and the kitchen. It is expected from the service provider to ensure that the kitchen is clean (all day) and well maintained;
- Daily cleaning of all common/shared spaces (corridors, etc.)
- on-going cleaning of the dishes in the Kitchen every morning and right after critical times;
- on-going cleaning of the washrooms including a scheduled check roster in each wash room;
- daily emptying of the trash cans, mop all solid floors,
- daily wiping of accessible surfaces and furniture with a moist cloth, polishing mirrors, dusting off windows and window sills, removing all finger prints, emptying sanitary facilities and scrubbing all items in the Washrooms;
- Availing a limited personnel conducting a cleaning check at scheduled times during the day.

Moreover, the service provider is expected to carry out comprehensive cleaning on Saturdays (weekly cleaning) under the supervision of the Facilities and Logistics Manager or delegated colleague. This will include thorough mopping or scrubbing of solid floors, vacuum cleaning of textile surfaces and chairs, washing plastic chairs, cleaning doors, furniture and door frames with appropriate polish, washing of windows, replace all cleaning items that are finished. The service provider will be responsible for all items, products and tools for cleaning services including separate items for the kitchen. The AIMS-NEI Global Secretariat premises will be expected to be kept meticulously clean at all times in spite of ongoing construction work throughout the duration of this contract.

b. **Category # 2:** Waste management (disposal bins, transportation and disposal) for the AIMS-NEI Global Secretariat. This category includes:

- The provision of large plastic bags that ease the collection of rubbish at the premises.
- daily collection of the rubbish, AIMS-NEI Global Secretariat does not have excess storage space;
- Separate garbage during collection, separating recyclable waste from non-recyclable waste and food waste in accordance with AIMS-NEI Global Secretariat foundational principles of environment protection and sustainability.



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- Provision of sanitary bins for the AIMS-NEI Global Secretariat for all the ladies washrooms. The proposed schedule for management of garbage before pick-up and collection of garbage should be included in the proposal.

IV. Alignment to AIMS-NEI Global Secretariat Core values

AIMS-NEI is a multi-cultural community that includes and celebrates diversity of people from all cultures, backgrounds united to achieve AIMS-NEI Global Secretariat vision and living by AIMS-NEI Global Secretariat core values of Pan-Africanism, respect, integrity and excellence. It is expected that the bidders would demonstrate in their proposals how their services align to these core values and AIMS-NEI Global Secretariat' inclusive organizational culture.

V. Cost

Bidders shall bear all costs related to the preparation and submission of the proposal. AIMS-NEI Global Secretariat shall in no way be liable for these costs regardless of the outcomes of the procurement process.

VI. Validity period

Proposals shall remain valid for twenty days. Bids with a shorter validity period will be considered non responsive. In exceptional circumstances, AIMS-NEI Global Secretariat shall request bidders prior to expiration of the validity period to extend their validity period. Any such request shall be made in writing as will any responses.

VII. Late Proposals

No proposals submitted after the date and time indicated in the BID DATA SHEET shall be considered for evaluation.

VIII. Withdrawal or modification of proposals

Bidders should note that lack of clarity or material deficiencies in the proposal will result in disqualification of the proposal. No modifications to proposals shall be accepted after the deadline indicated in the BID DATA SHEET. Any modification or withdrawal of a bid should be communicated in writing referencing the title of this tender on the sealed envelope. The sealed envelope should also be marked "WITHDRAWAL" or "MODIFICATION".



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PART II: INVITATION FOR QUOTATIONS

AIMS-NEI Global Secretariat intends to engage a reputable, professional service company to provide quality, efficient cleaning, laundry, waste management and grounds maintenance services for AIMS-NEI Global Secretariat.

You are hereby invited to submit your technical offer and your priced quotation for the above mentioned services as described in Part III below: Specific Requirements.

You are requested to submit your quotation in one original plus two copy, properly completed and enclosed in plain envelopes marked **"QUOTATION AIMS-NEI/00001/2016/11/01, THE CONTRACT OF CLEANING AND WASTE MANAGEMENT SERVICES"**. Your quotation must be delivered to the AIMS-NEI Global Secretariat located at Gasabo District, Secteur Kacyiru, Cellule Kamatamu Rue KG590 ST, Kigali.

Late or partial quotations, shall not be accepted for evaluation irrespective of the circumstances.



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PART III: SPECIFIC REQUIREMENTS

AIMS-NEI Global Secretariat expects each bidder to submit two types of proposals with specific requirements:

1. Technical proposal providing details as indicated in the Bid Data Sheet. The technical proposal shall be presented in the following general format;
 - Expertise/Experience of the company including successful execution of similar assignments with references, years of experience, demonstration of in house capacity – equipment and personnel to manage assignments of this magnitude, relevant certificates as outlined in the BID DATA SHEET.
 - Proposed methodology – The bidder in this section shall provide a comprehensive yet practical plan of how he/she intends to effectively provide services defined in the Scope of Work. Special attention should be given to the fact that AIMS-NEI Global Secretariat will have continuous movement of personnel, students, guests thus efficient organization of work flow is essential.
 - Management structure and personnel – The efficiency of this assignment is dependent on number and supervision of personnel. Given the sensitivity and open premises where services are to be provided, integrity and honesty are essential for successful execution of the contract. This section should clearly define the roles and responsibilities of key personnel and demonstrate strong coordination among the team that will execute the contract. The bidder in this section should demonstrate that the company has adequate and qualified personnel. CVs of the key personnel including team supervisors for each lot, each site should be included in this section.
2. Financial proposal with as much detail as possible as exemplified in the tables in Annex 4.

The specific requirements for the present contract to be considered during assessment include the following:

Category	Requirements	Documents/Information to be submitted
Technical and professional capacity/ Experience	Proof of registration with locally authorized entities	Certificate of registration with Rwanda development Board,
	Proof of Fiscal alignment	Rwanda Revenues Authority and Rwanda Social Security Board Certificates Occupational safety and health standard certificate
	Evidence of official recognition (last 3 years) from Government authorities and other Not-for-Profit Institutions	Letter of recommendations from Government Entities Letter of recommendations from Not-for-profit community
	Alignment with country cleaning requirements	Recent police report on the company, RURA proof of registration



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	Provides detailed list of contracts under which similar services were provided over the past 2 years with details of: a) Contracting Institutions and type of institutions (University, INGO, Banks, etc.) b) Duration of contract c) Type of contract d) Size of premises and number of personnel used to execute the contract.	Contract history with all specific details
	Number of years of experience in the field	Company Profile
	Quality of Personnel: a) Personnel must have sufficient integrity to frequently work in a space that has several valuables. b) Existence and effectiveness of Supervisory unit for each site.	<ul style="list-style-type: none"> CV of all staff to be deployed Police Clearance/Reference checks for personnel.
	Has easily identifiable personnel (Professional ID cards, Uniforms, etc.)	
Cost and Payments	<ul style="list-style-type: none"> Reasonable cost for cleaning products Reasonable cost vs square meters to be cleaned Total cost indicated Payment upon presentation of invoice 15 days observed after submission of invoice Currency used: RWF 	Financial Proposal



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PART IV. SPECIFIC INSTRUCTIONS TO BIDDERS

A. Bid Data Sheet

Name of Institution	African Institute for Mathematical Sciences - Next Einstein Initiative (AIMS-NEI), Global Secretariat
Project Title	Tender of cleaning and waste management services.
Project Number	AIMS/00001/2016/11/01
Quotation submission date	All quotations must be submitted at the latest on Friday November 25 th at 12:00 pm. Any quotation received after that time will be disqualified.
Expected start date	AIMS-NEI Global Secretariat: January 04 th , 2016
Notice	Participation to this tender is open to all legally registered companies offering the required services in Rwanda.
Language	The entire bid process shall be conducted in English.
Validity of Quotations	25 days from closing date
Bid security	Not required
Tax Exemption	Please note that Rwanda recognizes <u>AIMS-NEI to be exempt from VAT and other taxes</u> . Your pricing should take this into account
Evaluation and Contract award	Offers will be awarded based on their responsiveness to the requirements. Award will be made to the tenderer that meets requirements stated in this Request for quotations. AIMS-NEI Global Secretariat reserves the right to: <ul style="list-style-type: none">➤ Make any correction for errors;➤ Make appropriate adjustment for any other acceptable variations, deviations or omission; and to reflect discounts for the award or other price modifications offered
Contact person for enquiries	Please direct any inquiries related to this RFQ to Solange NYIRATUNGA, Executive and Logistic assistant at snviratunga@nexteinstein.org by November 26 th , 2016 at 12:00. Any delay in AIMS-NEI Global Secretariat response shall not be used as a reason for extending the deadline for submission.
Payment terms	Financial rules and regulations of AIMS-NEI Global Secretariat do not foresee any advance payments of any kind. Payments will be made through bank transfer within 15 days from receipt of the invoice and upon AIMS-NEI Global Secretariat certification of satisfactory completion of the service.
Site and Facilities	Premises of AIMS-NEI Global Secretariat, located in Kigali City, Gasabo District, kacyiru Sector, Kamatamu Cell, Rue KG590 ST and
Expected duration of the contract	One year, renewable subject to satisfactory performance.
Electronic submissions	Permitted in condition to provide hard copies
Annex	In addition to all other necessary documents as per the present request for quotation, all tenderers are required to fill in the 4 annexes including (i) quotation submission form; (ii) quotation securing declaration form and (iii) integrity form.

Bidders are expected to duly submit all the required information as specified in the Bid Data Sheet.

AIMS-NEI Global Secretariat shall award the contract to the bidder whose offer has been determined to be the best in regard to quality, cost and overall substantial responsiveness to the requested Bid documents. Substantial responsiveness of the bid means the terms, conditions and specifications are requested are all met without deviation, reservation or omission.

B. OUTCOME AND PERFORMANCE STANDARDS

The successful bidder will be expected to:

- Collect sufficient information from the AIMS-NEI Global Secretariat community to ensure they have access to health coverage as soon as possible.
- Develop a work schedule in consultation with AIMS-NEI Global Secretariat for cleaning services that does not interrupt the work flow at AIMS-NEI Global Secretariat
- Assign personnel to conduct scheduled cleanliness checks of the facilities during the day in spite of the morning thorough cleaning.
- Communicate any issues pertaining to the provision of services in the contract in advance to AIMS-NEI Global Secretariat.
- Ensure all the cleaning personnel have the highest standards of integrity and treat AIMS-NEI Global Secretariat property with care.
- Transport all personnel to and from their respective sites of work.
- Ensure personnel wear distinct uniform with tags identifying them as members of their team.
- Ensure AIMS-NEI Global Secretariat Security personnel have a list of the cleaning personnel team.
- Be liable for damage caused to AIMS-NEI Global Secretariat property by cleaning personnel resulting from negligence.
- Be responsible to provide all labor, supplies, equipment and tools for the execution of this contract.
- Have identified possible risks and a risk mitigation plan for hazards likely to arise from execution of this contract.



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PART V. ETHICS CLAUSES

- » Any attempt by a candidate or bidder to obtain confidential information, enter into unlawful agreements with competitors or influence the Committee or AIMS-NEI Global Secretariat during the process of examining, clarifying, evaluating and comparing Proposals will lead to the rejection of their candidacy or bid and may result in administrative penalties;
- » Without the AIMS-NEI Global Secretariat's prior written authorisation, a Contractor and its staff or any other company with which the Contractor is associated or linked may not, even on an ancillary or subcontracting basis, supply other services, carry out the project. This prohibition also applies to any other projects that could, owing to the nature of the contract, give rise to a conflict of interest on the part of the Contractor;
- » When putting forward a bid, the candidate or bidder shall declare that he is affected by no potential conflict of interest and has no particular link with other bidders or parties involved in the project. Should such a situation arise during performance of the contract, the Contractor must immediately inform AIMS-NEI Global Secretariat;
- » The Contractor must at all times act impartially and as a faithful adviser in accordance with the code of conduct of his profession. The Contractor shall refrain from making public statements about the project or services without AIMS-NEI Global Secretariat prior approval. The Contractor may not commit AIMS-NEI Global Secretariat in any way without its prior written consent;
- » For the duration of the contract, the Contractor and staff shall respect human rights and undertake not to offend the political, cultural and religious mores of the beneficiary state;
- » The Contractor may accept no payment connected with the contract other than that provided for therein. The Contractor and its staff must not exercise any activity or receive any advantage inconsistent with their obligations to the AIMS-NEI Global Secretariat;
- » The Contractor and its staff shall be obliged to maintain professional secrecy for the entire duration of the contract and after its completion. All reports and documents drawn up or received by the Contractor shall be confidential;
- » The contract shall govern the Contracting Parties' use of all reports and documents drawn up, received or presented by them during the execution of the contract;
- » The Contractor shall refrain from any relationship likely to compromise his independence or that of its staff. If the Contractor ceases to be independent, AIMS-NEI Global Secretariat may, regardless of injury, terminate the contract without further notice, and without the Contractor having any claims to compensation;
- » AIMS-NEI Global Secretariat reserves the right to suspend or cancel a contract if corrupt practices of any kind are discovered at any stage of the award process. For the purposes of this provision, corrupt practices are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or implementation of a contract already concluded with the AIMS Rwanda;
- » All bidders will be rejected or contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses;

- » Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a recipient who is not clearly identified or commissions paid to a company which has every appearance of being a front company;
- » The Contractor shall supply AIMS-NEI Global Secretariat on request with all supporting documents relating to the conditions of the contract's execution. AIMS-NEI Global Secretariat may carry out whatever documentary or on-the-spot checks it deems necessary to find evidence in cases of suspected unusual commercial expenses.

When putting forward a bid, the bidder shall declare its commitment to the non-exploitation of child labour and to the respect of basic social rights and working conditions. AIMS-NEI Global Secretariat reserves the right to carry out its due diligence in whatever form - documentary or on-the-spot checks to ensure it sufficient information is available to inform the evaluation and contracting process.



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PART VI: Evaluation and award process:

Bidders are expected to duly submit all the required information as specified in the Bid Data Sheet. AIMS-NEI Global Secretariat shall award the contract to the bidder whose offer has been determined to be the best in regard to quality, cost and overall substantial responsiveness to the requested Bid documents. Substantial responsiveness of the bid means the terms, conditions and specifications are requested are all met without deviation, reservation or omission.

Proposals shall go through the following stages for evaluation;

- Preliminary evaluation to ensure minimum completion of requirements.
- Technical evaluation to ensure compliance with requirements as described in the general and specific requirements in the Request for proposal.
- Financial evaluation to assess the cost effectiveness of the services/products provided. This will include comparison against actual market prices for similar services.

AIMS-NEI Global Secretariat reserves the right to conduct a post qualification evaluation prior to offering a contract to the successful bidder. Post qualification evaluation could include physical inspection of company's equipment, additional reference checks, visit to sites where supplier is currently executing similar contracts etc.

Successful and unsuccessful bidders shall be informed of the provisional outcome of the bids evaluation prior to expiry of the bid validity period. Bidders will have a period of seven days to lodge a protest.

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

Annex 1: QUOTATION SUBMISSION FORM

.....[date]

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

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

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

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

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

Authorized Signature:

Name and Title of Signatory:

Name of the Service Provider:



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Annex 2: Quotation Securing Declaration

Date:

Tender No **AIMS-NEI/RW001/2016/11/01**

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

We, the undersigned, declare that:

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

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

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

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

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

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

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

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

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

Annex 3: INTEGRITY

UNDERTAKEN BY SERVICE PROVIDER ON ANTI – BRIBERY POLICY / CODE OF CONDUCT AND COMPLIANCE PROGRAMME

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

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

(Name of the Authorized Person)

Signature

Date

Company stamp/seal



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Annex 4:

Category # 1 - Cleaning services and grounds maintenance, AIMS-NEI Global Secretariat premises

No.	Item	Description	Unit cost	Quantity	Unit price	Amount (RwF)
1	Cleaning products	Dishwashing sponges				
		Dishwashing liquid				
		Detergents				
		Wet floor signs				
2	Cleaning personnel					

Note: List all materials and products to be used

Category # 2: Waste management (disposal bins, transportation and disposal) for the AIMS-NEI Global Secretariat:

No.	Item	Description	Unit cost	Quantity	Unit price	Amount (RwF)
1	Garbage bags					
2	Garbage collection					
3	Personnel					

Note: List all materials and products to be used