

**REQUEST FOR QUOTATION (RFQ)****(X) URGENT / () NORMAL**

To: *Whom It May Concern*
Attention: Email:
From: *AIMS-NEI Global Secretariat*
cc: Our file ref.: **RFQ/AIMS-SEC-IT/19/002**
Date: *30 January, 2019* N° of pages including this page: 13
Re: **Quotation Request for Training Hub ICT Equipment to Rwanda**

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

REQUEST FOR QUOTATION

The African Institute for Mathematical Sciences (AIMS) Global Secretariat in *Rwanda* kindly requests your best firm offer *DAP (Delivered at Place)*, to *sixteen (16) schools in Rwanda (see Annex 1 for delivery addresses)* for the following:

Type and Quantity:**Lot 1:**

Item: Delivery and installation of Epson Interactive Wall Mount Projector
Quantity: Sixteen (16)

Lot 2:

Item: Dell Latitude Laptop
Quantity: Sixteen (16)

Lot 3:

Item: Delivery and installation of APC 2200VA Smart-UPS
Quantity: Sixteen (16)

Lot 4:

Item: Delivery and installation of HP Multi-function All-in-One Laser Printer
Quantity: Sixteen (16)

Incoterm:

Goods to be delivered to sixteen (16) schools in Rwanda listed in Annex 1.

Quality specifications:

All commodities to adhere to AIMS-NEI standard specifications, please see Annex 2 for detailed specifications

Alternatives:

Alternative specifications will not be accepted. An exception **may** be made for equipment with higher-quality specifications.

Packaging:

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

Weights and Dimensions:

Please state 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 labelling should appear in **English**.

Labelling:

All packaging should be clearly marked "Fragile Handling"

Packing list:

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

Required documents and certificates:

- Completed AIMS-NEI supplier registration form
- Signed and stamped financial offer – a detailed quotation (including cost per unit) and all applicable charges
- Signed and stamped technical offer including a detailed specifications list
- Authorized Dell Reseller Certificate/Letter
- Authorized APC Reseller Certificate/Letter
- Business registration certificate from Rwanda Development Board
- Tax clearance certificate from Rwanda Revenue Authority
- Company profile including contact information of at least three previous/current clients.

Distribution of documents and certificates

- Offers submitted in sealed envelopes bound in two full sets/copies.
- Offers submitted by email must be organised and named according to the list of documents in "Required documents and certificates" above, and compressed into one (1) zip file.

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 and charges
 - Total price of lot
- Total price (sum of all lots)

Currency:

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

Delivery Date:

All goods to be installed/delivered no later than four (4) weeks after a purchase contract is signed or upon receipt of a purchase order.

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 will be delayed for any reason.

Samples

Not required

Inspection

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

In the event that 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

Please be advised that delivery after agreed schedule may be subject to a deduction from the invoice of 0.1% per day up to 7% of the total cost CPT value of the contract.

Payment

Within 30 days date of receipt of goods and all supporting documents in good order by the an authorized AIMS-NEI representative. The vendor shall accept payment in accordance with the payment procedures of Rwanda.

Validity:

Your offer must remain valid until 90 days after issue of this RFQ, before which a Purchase Order, if placed, should be accepted by you.

Insurance

Vendor is responsible for all goods and materials until delivered and formally accepted by an authorized AIMS representative.

All or None Clause:

We reserve the right to accept the whole or part of your offer and the lowest evaluated bid need not be accepted.

Special Requirements:

- All documents should clearly state "Academic Use Only"
- Quotations submitted after 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.
- **All enquiries regarding information on this RFQ must be submitted in writing to procurement@nexteinstein.org.**
- After this RFQ has been released, contact between a Vendor and AIMS-NEI is prohibited, except for the afore-mentioned purposes. Violation of this clause may result in rejection of the bid.
- **This is not a purchase order.**

Conditions for submitting offers:

Bids in sealed envelopes must be received latest by 16:00 hours on 16 February, 2019 or earlier if possible to the following location:

African Institute for Mathematical Sciences
District Gasabo, Secteur Kacyiru, Cellule Kamatamu Rue KG590 ST 1, Kigali, Rwanda
Attn: Committee on Contracts
Ref. *AIMS-SEC-TTP/18/014: Quotation Request for Training Hub ICT Equipment to Rwanda*

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 acknowledgement of receipt of this document, and your intention to bid to procurement@nexteinstein.org.

Terms and Conditions:

Please state in your offer, your acceptance of attached AIMS-NEI Terms and General Conditions.

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

Thank you and best regards,


Rana Auditto

Vice President Operations and Chief Financial Officer – AIMS Global Network

**ANNEX 1: DELIVERY ADDRESSES**

No	SCHOOL NAME	SECTOR	DISTRICT	PROVINCE
1	ES SANCTA-MARIE	Bukure	Gicumbi	North
2	GS SAINT PHILIPPE NELLY	Ndora	Gisagara	South
3	ES Rutobwe	Kayumbu	Kamonyi	South
4	GS RURAGWE	Bwishyura	Karongi	West
5	GS FAWE GIRLS	Gahini	Kayonza	East
6	ES DE MUSANZE	Musanze	Musanze	North
7	COLLEGE ADEC RUHANGA	Gatumba	Ngororero	West
8	GS JENDA	Jenda	Nyabihu	West
9	1.GS.Karengera	Kirimbi	Nyamasheke	West
10	E.S.NYANZA	Busasamana	Nyanza	South
11	GS KIYONZA	Ngoma	Nyaruguru	South
12	College d Gisenyi, inyemeramihigo	Rugerero	Rubavu	West
13	G.s Mushaka	Rwimbogo	Rusizi	West
14	Groupe Scolaire st Aloys Rwamagana	Kigabiro	Rwamagana	East
15	University of Rwanda - College of Education		Kayonza	East
16	University of Rwanda - College of Education		Kayonza	East

ANNEX 2: DETAILED SPECIFICATIONS

LOT 1:

ITEM: EPSON INTERACTIVE WALL MOUNT PROJECTORS

Model: Epson BrightLink 696Ui WUXGA Interactive Ultra Short Throw Projector with Wall Mount

Minimum Specifications:

Options required: Wireless LAN unit, Air filter, Control and connection box - ELPSP02

Lamp type: 3LCD Projector

Brightness (color and white light output): 3,800 ANSI Lumens

Contrast ratio: 16,000:1

Native Resolution: 1920 x 1200

Display size: 100 inches

Aspect ratio: 16:10

Interactivity: Pen and finger touch

Audio: 16W internal speakers

Connectivity: HDMI, USB, RJ-45

Physical security: Kensington lock slot

Lamp life: 10,000 hours (in eco mode)

Monitoring and control: Crestron and AMX certified

Warranty: Standard 60 months (or 8000 hours) manufacturer's warranty

LOT 2:

ITEM: DELL LATITUDE LAPTOPS

Model: 14-inch Dell Latitude 5490

Minimum Specifications:

Processor: 8th Generation Intel Core i5

Operating System: Windows 10 Pro 64-Bit

Third Party Software: None

Graphics Card: Intel UHD Graphics

Memory: 8GB, 1x8GB, DDR4 2400MHz Memory

Hard Drive: 256GB SATA Solid State Drive

Display: Non-Touch FHD (1920x1080) LCD w/ HD Cam (WWAN)

Keyboard: Dual Pointing Backlit UK English Keyboard

Wireless: Dual-Band MIMO (2x2) Wireless AC + Bluetooth

Wired Network: RJ-45 Integrated 10/100/1000 Gigabit Ethernet

Primary Battery: 4-cell, ExpressCharge Capable Primary Battery

Warranty: 3 Years Parts Only Warranty

Power Cord: 3-Pin UK Power Cord

AC Adapter: 65W AC Adapter

LOT 3: APC 2200VA Smart-UPS

Model: APC Smart-UPS 2200VA LCD 230V (SMT2200I)

Minimum Specifications:

OUTPUT

Output power capacity: 1.98 KWatts / 2.2 kVA

Max Configurable Power (Watts): 4.5 KWatts / 5.0 kVA

Nominal Output Voltage: 230V

Other Output Voltages: 220V, 230V and 240V

Bypass: Internal Bypass (Automatic and Manual)

INPUT

Nominal Input Voltage: 230V

Input voltage range for main operations: 160 - 286V

Input voltage adjustable range for mains operation: 151 - 302V

Other Input Voltages: 220V, 240V

BATTERIES & RUNTIME

Battery type: Maintenance-free sealed Lead-Acid battery with suspended electrolyte : leakproof

Typical recharge time: 3 hour(s)

Replacement Battery: RBC55

CONFORMANCE

Approvals: CE, CSA, EAC, EN/IEC 62040-1, EN/IEC 62040-2, RCM, VDE

Standard warranty: 3 years repair or replace (excluding battery) and 2 years for battery

LOT 4:**ITEM: MULTI-FUNCTION ALL-IN-ONE LASER PRINTER**

Model: HP LaserJet Pro MFP M227fdw

Minimum Specifications:

Toner: Two spare cartridges in addition to one installed with the printer

Functions: Print, copy, scan, fax

First page out (ready) black: As fast as 6.7 seconds

Resolution (black): Up to 1200 x 1200 dpi

Resolution technology: HP FastRes 1200, HP ProRes 1200

Monthly duty cycle: Up to 30,000 pages

Recommended monthly page volume: 250 to 2500

Print Technology: Laser

Display: 2.7-in touch screen, LCD (color graphics)

Number of print cartridges: 1 Black

Replacement cartridges: HP 30A Original Black LaserJet Toner Cartridge CF230A (~1600 pages), HP

30X Original Black LaserJet Toner Cartridge CF230X (~3500 pages), HP 32A Original LaserJet

Imaging Drum CF232A (~23000 pages)

Paper trays, standard: 1 Main tray and plus 10 sheet priority tray

Paper trays, maximum: 1 Main Tray plus 10 sheet priority

Mobile Printing Capability: HP ePrint; Wi-Fi Direct printing; AirPrint 1.5 with media presence sensor;

Google Cloud Print™ 2.0; NFC touch-to-print enabled; HP Smart App

Connectivity, standard: 1 Hi-Speed USB 2.0; 1 Hi-Speed USB 2.0 (host); 1 Ethernet 10/100Base-TX; 1

phone line (in); 1 phone line (out); Wireless, NFC

Scan destinations: USB, Email, PC

Network ready: Standard (built-in Ethernet, Wi-Fi 802.11b/g/n)

Ports: 1 Hi-Speed USB 2.0; 1 Hi-Speed USB 2.0 (host); 1 Ethernet 10/100Base-TX; 1 phone line (in);

1 phone line (out)

Memory, standard: 256 MB

Memory, maximum: 256 MB

Printer management: HP Printer Assistant (UDC); HP Utility (Mac); HP Device Toolbox; HP

JetAdvantage Security Manager

Supported network protocols: TCP/IP: IPv4; IPv6; IP Direct Mode; LPD; SLP; Bonjour; WS-Discovery;

BOOTP/DHCP/AutoIP; WINS; SNMP v 1/2/3; HTTP/HTTPS

Paper handling input, standard: 250-sheet input tray, 10-sheet priority tray

Paper handling output, standard: 150-sheet output tray

Duplex printing: Automatic (standard)

Envelope input capacity: Up to 10

Finished output handling: No

Media sizes supported: A4; A5; B5 (JIS); A6

Media sizes, custom: 3 x 5 to 8.5 x 14 in

Media types: Paper (laser, plain, photo, rough, vellum), envelopes, labels, cardstock, postcards

Power: 110-volt input voltage: 110 to 127 VAC (+/- 10%), 60 Hz/50 Hz, 5.9 A; 220-volt input voltage:

220 to 240 VAC (+/- 10%), 60 Hz/50 Hz, 3.3A

Print speed, black (normal): Up to 30 ppm

Power consumption: 475 watts (active printing), 4.5 watts (ready), 1.0 watts (sleep), 0.1 watts (Auto

Off/Wake on USB, enabled at shipment), 0.05 watts (Auto-off/Manual-on), 0.05 watts (Manual Off)

Warranty: One year warranty

AIMS-NEI GENERAL TERMS AND CONDITIONS FOR ALL SERVICE CONTRACTS

- **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-NEI.
- **ASSIGNMENT OF PERSONNEL**
The service provider shall not assign any persons other than those accepted by the AIMS-NEI for work performed under this contract.
- **OBLIGATIONS**
The service provider and all individuals assigned by it to perform services under this contract:
 - Shall neither seek nor accept instructions from any authority external to the AIMS-NEI in connection with the performance of its/their services under this contract.
 - Shall refrain from any action which may adversely affect the AIMS-NEI and shall fulfil its/their commitments with the fullest regard for the interests of the AIMS-NEI.
 - 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.
 - 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.
 - Shall not advertise or otherwise utilize to its/their advantage the fact that it is or has been a service provider with the AIMS-NEI.
 - Shall not, in any manner whatsoever use the name, emblem or official seal of the AIMS-NEI or any abbreviation of the name of the AIMS-NEI 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-NEI President & CEO or his/her designate.
 - Shall not communicate at any time to any other person (legal or natural), Government or authority external to the AIMS-NEI any information known to it/them by reason of its/their association with the AIMS-NEI which has not been made public, except in the course of their duties or by authorisation of the AIMS-NEI President & CEO or his/her designate; nor shall service providers or assigned individuals at any time use such information to its/their private advantage.
 - When performing the services on AIMS-NEI premises or at any location when representing the AIMS-NEI, shall act in a manner consistent with the values of the African Institute for Mathematical Sciences | Global Secretariat - The Next Einstein Initiative (AIMS-NEI) and shall abide by the rules of conduct set out in the AIMS-NEI's Code of Conduct (a copy of which has been provided by the AIMS-NEI). 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.
 - The obligations set out in sub-clauses (e), (f) and (g) above shall continue upon expiration or termination of this contract with the AIMS-NEI.
- **REPRESENTATIONS AND WARRANTIES**
The service provider represents and warrants:
 1. 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.
 2. 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.
 3. 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.
 4. It respects the basic social rights and working conditions of its employees, servants, agents and sub-service providers.

5. There are no material claims or allegations outstanding against the service provider that might adversely affect the AIMS-NEI or its reputation.

■ **TITLE RIGHTS**

- During the term of this contract, the service provider shall disclose to the AIMS-NEI all ideas, inventions, business plans or any other materials developed by it during the term of this contract as a consequence of the services provided to the AIMS-NEI by the service provider.
- The AIMS-NEI shall be entitled to all property rights including but not limited to patents, copyrights and trademarks, with regard to material which bears a direct relation to, or is made in consequence of, the services provided to the AIMS-NEI by the service provider. At the request of the AIMS-NEI, the service provider shall assist in securing such property rights and transferring them to the AIMS-NEI in compliance with the requirements of applicable law. At the request of the AIMS-NEI, 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-NEI in compliance with the requirements of applicable law.
- All materials prepared as well as, all data collected and processed in the course of the service provider's work for the AIMS-NEI is the property of the AIMS-NEI. 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-NEI President & CEO or his/her designate.
- Title to any equipment and supplies which may be furnished by the AIMS-NEI shall rest with the AIMS-NEI and any such equipment shall be returned to the AIMS-NEI 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-NEI upon the termination or expiration of this contract. Such equipment, when returned to the AIMS-NEI, 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.

■ **TAX EXEMPTION**

The service provider's fee shall reflect any tax exemption to which the AIMS-NEI 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-NEI shall deduct the amount from the service fee or, if it has paid any such taxes, it shall be refunded by the service provider.

■ **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-NEI due to such delay may be withheld from any amounts owed to the service provider.

■ **TERMINATION OF CONTRACT**

- 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.
- This contract may be terminated by the AIMS-NEI with immediate effect at any time if the service provider has breached any of his contractual obligations with the AIMS-NEI or if in the reasonable opinion of the AIMS-NEI the service provider has brought or is reasonably likely to bring the AIMS-NEI's reputation into disrepute.
- 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-NEI. Additional costs or damages incurred by the AIMS-NEI resulting from the termination of the contract by the service provider or by the AIMS-NEI in accordance with para (b) above, may be withheld from any amount otherwise due to the service provider by the AIMS-NEI.

■ **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-NEI may under the terms of this contract, terminate the same forthwith by giving the service provider written notice of such termination

- **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 particulars in writing to the AIMS-NEI 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-NEI 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-NEI.

- **INDEMNIFICATION AND INSURANCE**

- The service provider shall indemnify, hold harmless and defend at its own expense the AIMS-NEI, 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.

- 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-NEI 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.

- **OFFICIALS NOT TO BENEFIT**

The service provider represents and warrants that no official of the AIMS-NEI 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.

- **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 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-NEI.

- **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.

- **GOVERNING LAW**

This contract shall be governed by Rwanda law.

- **AIMS-NEI 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-NEI.



AIMS

African Institute for
Mathematical Sciences
NEXT EINSTEIN INITIATIVE

SUPPLIER PROFILE / REGISTRATION FORM

No

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

1. **NAME OF COMPANY:** _____
MAILING ADDRESS: _____

COUNTRY: _____

CONTACT PERSON(S): _____
TELEPHONE: _____ **FAX:** _____
INTERNET (E-mail): _____
WEBSITE: _____

2. **TYPE OF ORGANISATION: (Please check)**

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

3. **TYPE OF BUSINESS: (Please check)**

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

Please describe your company's major business activity:

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

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

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

No. of Employees: _____ **No. of Branches:** _____

No. of _____
Location of _____
International _____
Offices: _____
Factories: _____ No. of _____

5. AFFILIATED/HOLDING/SUBSIDIARY COMPANIES:

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

Please attach an organisation chart

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

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

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.)**

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

- 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 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 Federation's payment terms of 30 days credit:

Name and Title: _____

Signature: _____ **Date:** _____

List of Supplies and Services Provided

Provided Commodity/Service _____

Goods:

Services:

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