REQUEST FOR PROPOSAL (RfP)
(X) URGENT

To: All interested Curators (Individuals & Companies)
From: AIMS-NEI through the Next Einstein Forum
Our file ref.: AIMS-SEC-NEF07/02/2020/001
Date: 10/02/2020

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

REQUEST FOR QUOTATION

The African Institute for Mathematical Sciences-The Next Einstein Initiatives in Rwanda with incorporation number 105323881 kindly request your best firm offer.

The NEF Global Gathering will be held in Nairobi, Kenya on 10-13 March 2020 under the patronage of H.E. Uhuru Kenyatta, President of the Republic of Kenya.

Scope of work:

The NEF seeks the services of a curator to undertake the following:

a) Develop a proposal with artistic concept explained (visually if possible) for a 25-minute segment. Please mix modern and traditional aspects to demonstrate the diversity of Kenya. We are not opposed to digital aspects as well.
b) Proposal must include full budget including curator fee and all other artists, vendors' fees, costumes etc.
c) Proposal must include required technical specifications curator will need (The NEF works with PublicisLive, an international conference organizer of the World Economic Forum)
d) Once hired, curator will negotiate all subcontracts.
e) Curator will manage all artists including through technical sound check on the 9 March 2020
f) Curator will provide the Managing Director of NEF and small team a weekly update on progress and get final go ahead for the program and flow.
g) Any other deliverables as may be required by the terms of this contract.

Qualification & Eligibility requirement:

A. The interested bidder must be Kenyan or a legally registered art, events and programs management consultancy firm from any African country with at least five (5) years
experiences offering similar services and/or have completed ten (5) similar projects of this scale and complexity and in comparable organizations.

B. The firm should provide details (documentary evidence e.g. contract award or reference letter from the clients stating the scope of services and deliverables) of all such projects for the last 5 years or more during which they were completed. In case of a joint venture, the details of such projects will be provided separately as a primary or associated consultant.

C. Experience of working with government and/or donors would be an advantage

FINANCIAL PROPOSAL SUBMISSION

Please submit a detailed quotation of the total cost for the service
You are kindly invited to present your financial offer:
  - Amount excluding taxes
  - Total Taxes (indicate the type of taxes applicable)
  - Total amount expenses
  - The total amount in US dollar currency
  - The Total cost

SUBMISSION DEADLINE AND MODALITIES

Applicants are requested to send their submissions to procurementpanel@nef.org with the subject line: "Curator for NEF Global Gathering 2020 Opening Ceremony" by 20th February, 12:00 pm CAT.

Conditions of submitting proposals:

- No proposal will be received later than February 20th 2020 at 12:00 pm CAT.
- The proposal must include a CV of the Curator
- The proposal must include a Portfolio
- The proposal must include Visual Proposal of the Opening Ceremony (not more than two pages)
- The proposal must include the technical requirements beyond the standard sound requirements
- Budget including travel and accommodation where required

All or None Clause:

AIMS-NEI and NEF reserve the right to accept or reject your proposal

TIMELINE

The Curator will start work before February 25 2020 and must deliver a final concept for approval by 28 February 2020.

SPECIAL NOTES

NB: We kindly request you to submit your best offer as we may not enter into the negotiations process.
ANTI CORRUPTION

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

- doing or not doing (or for having done or not having done) any act in relation to the obtaining of any contract with AIMS; or
- showing or not showing favour or disfavour to any person in relation to any contract it enters into with any vendor or contractor;

The Vendor agrees that if they found guilty of offering any gift or commission or consideration of any kind (financial and non-financial) to any AIMS employee, directly or indirectly, then this contract will be terminated with immediate effect and necessary legal action will be taken as per the anti-corruption and other applicable laws of Rwanda. The Vendor further agrees to report to the President and CEO (at pceooffice@nnexteinste.ind.org) of AIMS if any AIMS employee asks for any gift or commission or consideration of any kind (financial and non-financial) directly or indirectly. AIMS will ensure all necessary legal actions as per the anti-corruption and other applicable laws of Rwanda.

RELATED PARTY DECLARATION

The Vendor must make a declaration in writing if they or any of their employees have any direct or in-direct relation with any of the AIMS employees. Failing to do so may result in rejections of the bids or cancellation of the contract, as the case may be.

Thank You,

[Signature]

Boris Fidele DEGAN
Acting Managing Director of Operations