REQUEST FOR QUOTATION (RFQ)  
(X) URGENT

To: All interested Live Translation (Interpretation) Companies
From: AIMS-NEI through the Next Einstein Forum
Our file ref.: AIMS-SEC-NEF10/02/2020/001
Date: 10/02/2020  
N° of pages including this page: 3
Re: Quotation Request for Live Translation Companies

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.

OBJECTIVES

If there is a time objective (e.g. in preparation for a conference) please note that:

During the Next Einstein Forum (NEF) Global Gathering 2020, the NEF seeks to provide live interpretation for English to French/French to English for attendees of the Global Gathering.

The Global Gathering program is truly cross-cutting and multidisciplinary. Activities to interpret include NEF Fellows spotlight sessions, panels, parallel sessions, opening and closing sessions, Kifra Prize, dinners/galas, innovation salon, etc.

Specifically, the NEF requires services of an interpretation company to provide live interpretation services per schedule below:

TECHNICAL PROPOSAL SUBMISSION

Please provide a detailed technical proposal, including
- References: examples of previous work with Certificate of completion from client if any.
- Proof of minimum 5 years experiences (contract for similar works of similar size or table describing the following:
  - Name of client
  - Year of contract
  - Contractual amount
  - Duration of assignment
  - Size of personnel assigned to the contract
- CVs of the personnel assigned to this project showing level of experience
• Your company registration certificate if any

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 translation cost as per the given dates

SUBMISSION DEADLINE AND MODALITIES

Kindly submit your quotation via email to procurementpanel@nef.org by February 20th 2020 at 12hPM. Any late submission will be rejected.

Conditions of submitting offers:
- No quotation will be received later than February 20th 2020 at 12:00pm
- Every quotation should be submitted on the above mentioned email
- Please mention your quotations terms and conditions including the payment conditions
- Your quotation should be valid of not less than 4 months

All or None Clause:

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

TIMELINE

Work is expected to begin on 10 March 2020 in Nairobi, Kenya.

Day One: 10th March 2020

• Provide simultaneous live interpretation for all day one sessions for 300 pax in the main plenary and 200 Pax in the Inform Stage in the Innovation Salon room (afternoon only) as per the NEF Global Gathering 2020 schedule.

• Provide simultaneous interpretation at the Kifra Prize Award Ceremony scheduled 19:30 - 22:00 - 50 Pax.

Day Two - 11 March 2020

• Main plenary – 200 pax
• Talent Factory Stage 50 Pax
• Inform Stage 50 Pax
• Tackle Stage 50 Pax
• Showcase 30 Pax

Day Three - 12 March 2020

• Main plenary – 200 pax
Talent Factory Stage 50 Pax
Inform Stage 50 Pax
Tackle Stage 50 Pax
Showcase 30 Pax

**Day Four - 13th March 2020**
- Morning until 1 p.m.
- Main plenary – 200 pax
- Talent Factory Stage 50 Pax
- Inform Stage 50 Pax
- Tackle Stage 50 Pax
- Showcase 30 Pax
- Afternoon
- Main plenary – 200 pax (1 hour)

**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 Kenya. The Vendor further agrees to report to the President and CEO (at pceooffice@nexitstein.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 Kenya.

**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,

Boris Fidele DEGAN  
Acting Managing Director of Operations