

**AIMS**

African Institute for
Mathematical Sciences
NEXT EINSTEIN INITIATIVE

REQUEST FOR QUOTATION (RFQ) (X) URGENT

To: *All interested AV Companies*
From: *AIMS-NEI through the Next Einstein Forum*
Our file ref.: **AIMS-SEC-NEF31/01/2020/001**
Date: *31/01/2020* N° of pages including this page: **3**
Re: **Quotation Request for AV Companies (Videography and Photography)**

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.

Pre-events start on 7 March 2020.

OBJECTIVES

The NEF would like to hire the services of a video and photo (AV services) company, to support the NEF's visual storytelling and public engagement efforts from 7 – 13 March 2020. The Global Gathering program is truly cross-cutting and multidisciplinary.

Activities to capture include NEF Fellows spotlight sessions, panels, parallel sessions, opening and closing sessions, galas, innovation salon, etc. NEF will provide detailed schedule.

Specifically, the NEF requires services of an AV company to provide the following AV services:

Film

1. Film all NEF Global Gathering sessions like plenaries, parallel sessions, major events etc. and create 3minute summary videos for each session and 1 daily summary (5 minutes) - Based on schedule provided by NEF
2. Film specific interviews as per schedule (at least 20 per team) - Based on schedule provided by NEF
3. Film and edit NEF Fellows Spotlight Sessions (6 Fellows per team)
4. Film pre-events and side events and create short summaries as required - Based on schedule provided by NEF
5. Film major signings and announcements - Based on schedule provided by NEF
6. Create 1-minute Twitter summary for each session with interesting soundbites from the session as directed by NEF
7. Produce a full summary video of the entire NEF 2020 Global Gathering including all events
8. Complete other tasks as assigned by the NEF

Photo

1. Provide 100 high res/edited action photos of each session covered including pre- events and side events with lens on action photos
2. Provide a few photos (3-5) during live sessions or immediately afterwards to NEF for social media team
3. Capture candid angles of different sessions
4. Take headshots of Fellows, Ambassadors and other schedules
5. Take photos of major signings and announcements
6. Create a high quality album photo of the NEF 2020 Global Gathering
7. Other tasks as required

TECHNICAL PROPOSAL SUBMISSION

Please provide a detailed technical proposal, including

- References: examples of previous works (links to videos and photos) and 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 their level of experience
- Your company registration certificate if any

FINANCIAL PROPOSAL SUBMISSION

Please submit a detailed financial proposal 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

SUBMISSION DEADLINE AND MODALITIES

Kindly submit your technical and financial proposals via email to procurementpanel@nef.org by February 7, 2020 at 12hPM. Any late submission will be rejected.

Conditions of submitting offers:

- No quotation will be received later than **February 7th 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
- Please indicate the validity of your quotation

All or None Clause:

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

TIMELINE AND LOCATION

Work is expected to begin on 7 March 2020.

This assignment will be carried out in Nairobi-Kenya

SPECIAL NOTES

Please note the NEF will select 4 different teams and each team must have at least a minimum of 3-6 members (two photographers, 3 cameramen, 1 editor (cameraman can be editor) to ensure efficiency.

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@nexteinstein.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.


Boris Fidele DEGAN
Acting Managing Director of Operations