

**REQUEST FOR PROPOSAL  
HIGH**

To: Whom it may concern  
Attn: Email:  
From: AIMS Ghana  
cc: Committee of Contracts Our file ref.: CE-GH-OPS-RFP-Office-Relocation-2023/2024  
Date: 19<sup>th</sup> July 2023 N° of pages including this page: 12  
Re: **Proposal Request – OFFICE RELOCATION SERVICES**

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

**MESSAGE:**

Dear Sir / Madam,

This is the African Institute for Mathematical Sciences, Ghana (AIMS, Ghana) a member of the AIMS-NEI network. Within the framework of our academic operations in Accra, Greater Accra Region of Ghana, we would like to request your Best and Final Offer (BAFO) in GHANA CEDIS (GHS) for the following services:

**1. Type:**

The Centre is requesting proposals from office relocating and moving companies to provide office relocation project management and moving services related to the relocation of AIMS Ghana's office and campus. This relocation is expected to take place from 21<sup>st</sup> August 2023 to 15<sup>th</sup> September 2023. The goal is to minimize downtime for a seamless relocation.

The Centre is currently located at Summerhill Estates, East Legon Hills Santeo, Greater Accra. The Centre's new office and campus are located at 2 Shoppers Street, Okpoi Gorno, Spintex Road, and 432 Spintex Highway, Accra, Ghana.

**Moving services needed include, but are not limited to:**

- Relocation consultation
- Relocation management and scheduling
- Packing, protection, and moving of various furniture (cabinets, student's beds, tables, and chairs), books, files and documents.
- Protected transport of IT equipment (including photocopiers, and a server)
- Disconnection and transportation of Air Conditioners
- Disconnection and transportation of Poly tanks and Generator
- Removal and disposal of remaining furniture and waste
- Post relocation support

***Asset list would be provided upon request***

**2. Health and Safety measures:**

- The selected respondent will ensure that property at the buildings is properly prepped and protected for safe moving.



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- The selected respondent assumes all responsibility for damaged or lost property and must resolve any such issue within 30 days of discovery through replacement, repair, or reimbursement. The selected respondent must work with an AIMS representative in resolving such issues.

**3. Labor and equipment requirements:**

- The selected respondent will provide all labor, including supervision, tools, materials, equipment, licenses, permits, and incidentals required and/or implied for the complete and satisfactory performance of moving services from the Summerhill Estates, Santeo, East Legon Hills to 2 Shoppers Street, Okpoi Gorno, Spintex Road, and 432 Spintex Highway, Accra, Ghana.

**4. Sight Inspections Locations:**

- There would be an opportunity for all respondents to have a sites inspection from the 24<sup>th</sup> to 29<sup>th</sup> of July 2023.

**5. Delivery schedule:** to be agreed and finalized in the contract

**6. Delivery delay**

- Immediate - Services are required URGENTLY - Please advise delivery delay ex-works and alternative solution.
- The final delivery schedule will be finalized at the time of signing the service contract and the service provider may be requested to act immediately.
- Please advise daily service providing capacity and lead time required for fulfilling the above-mentioned requirement.

**7. Liquidated Damages**

Services after agreed delivery schedule will be subject to a deduction from the invoice of 0.1% per day up to maximum 5% of the total value of the contract.

**8. Payment**

Within 30 days from date of receipt of service and all supporting documents in order by the Service Provider, i.e. Invoice, copy of the contract, copy of purchase order and VAT Invoice by Service Provider.

**9. Your offer should clearly state the following:**

- a) Proforma invoice
- b) Labor charge
- c) Discounts where applicable
- d) Taxes and charges if applicable
- e) Total cost of the service

**11. Pertinent information:**

AIMS Purchasing Terms and General Conditions attached hereto are applicable. AIMS-NEI Purchasing Terms and General Conditions attached hereto are applicable.

**12. All or None Clause:**

**The AIMS-NEI reserves the right to accept the whole or part of your offer and the lowest bid need not be accepted. Should your offer be accepted, you will be required to sign, stamp and return our formal Service Contract confirming your acceptance of the agreed terms and conditions.**



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**13. Required documents and certificates:**

(All documents in **English**)

- Company profile
- Financial offer
- Technical offer (A description of the qualifications and experience of the firm, and of the techniques, and overall approach/methodology the vendor will use in executing the required service, and a move sequencing plan and schedule for the project. Include time estimates for each activity/task grouping).
- Tax clearance certificate
- Company registration certificate
- VAT certificate if any
- SSNIT certificate if any
- Must have registered with a PPA certificate
- A description of at least three (3) client references for comparable projects completed by the bidder within the past three (3) years. Include contact information for each.
- Safety and complaints/claims records covering the last four (4) years
- A copy or statement of the policy and procedures for the repair or replacement of office furniture or equipment that may be damaged during the course of the move. The policy and procedures shall include limits of insurance coverage and deductibles that may be applicable to a claim

**14. Validity:**

Your offer must remain valid until **19<sup>th</sup> August 2023** before which a Service, if placed, should be accepted by you.

**15. Confirmation:**

Please acknowledge receipt of this request and indicate your intention to bid by sending an email to [relocation-inquiries-2023@aims.edu.gh](mailto:relocation-inquiries-2023@aims.edu.gh)

**16. Offer:**

Must be received latest by **2<sup>nd</sup> August 2023** by **14.00 hours GMT** via email to [relocation-procurement-2023@aims.edu.gh](mailto:relocation-procurement-2023@aims.edu.gh)

**with subject: OFFICE RELOCATION SERVICES**

**17. YOUR OFFER SHOULD ALSO BE ACCOMPANIED WITH COMPLETED AND SIGNED SUPPLIERS REGISTRATION FORM (form attached).**

**18. Terms and Conditions**

You must state in your financial offer, your acceptance of the attached AIMS-Ghana terms and conditions.

**Note: Offers not addressed and sent as required will NOT be considered.**

Questions regarding the RFP may be addressed in writing to [relocation-inquiries-2022@aims.edu.gh](mailto:relocation-inquiries-2022@aims.edu.gh) All questions must be submitted no later than 5 days prior to the date for submission of proposals.



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Thank you.

Best regards,

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**Dr. Prince K. Osei**  
**Centre President**



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Enclosures:

- i. Supplier Registration Form
- ii. AIMS-NEI terms and general conditions



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## 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.**

<b>1</b>	<b>NAME OF COMPANY:</b>				
	Mailing Address:				
	Country:				
	Contact Person(s):				
	Telephone:				
	E-mail:				
	Web site:				
	Tax Identification Number (TIN):				
<b>2</b>	<b>TYPE OF ORGANISATION: (Please check)</b>				
	<input type="checkbox"/> Individual	<input type="checkbox"/> Private Limited Liability Company	<input type="checkbox"/> Non-Profit Organization	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Partnership	<input type="checkbox"/> Public Limited Liability Company	<input type="checkbox"/> Other*	<input type="checkbox"/>	<input type="checkbox"/>
	* (Please explain)				
	Year Established:				
	Under the laws of:				
	Quoted on the Stock Exchange of:				
	Please attach copy of registration certificate				
<b>3</b>	<b>TYPE OF BUSINESS: (Please check)</b>				
	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Construction	<input type="checkbox"/> Trading	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Consultancy	<input type="checkbox"/> Service Provider	<input type="checkbox"/> Other*	<input type="checkbox"/>	<input type="checkbox"/>
	* (Please explain)				
	Please describe your company's major business activity:				
	Please indicate the main commodities/services your company offers:				
<b>4</b>	<b>SIZE OF BUSINESS:</b>				
	Please provide a copy of your latest audited financial statements.				
	Turnover (last financial year)	Ended:	YYYY/MM/DD	US\$:	
	(previous financial year)	Ended:	YYYY/MM/DD	US\$:	
	(previous financial year)	Ended:	YYYY/MM/DD	US\$:	
	No. of Employees:	No. of Branches:			
	No. of International Offices:				
	Location of Factories:				
	No. of Plants:				
	No. of Warehouses:				
	Countries to which you do not export:				

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<b>5 AFFILIATED/HOLDING/SUBSIDIARY COMPANIES:</b>			
<i>Name</i>	<i>Address</i>	<i>Nature of Affiliation</i>	
1.	1.	1.	
2.	2.	2.	
3.	3.	3.	
Please attach an organisation chart			
<b>6 PERSONS AUTHORISED TO SIGN BIDS, OFFERS AND CONTRACTS:</b>			
<i>Name</i>	<i>Position</i>	<i>Telephone</i>	<i>Email</i>
<b>7 BANKING INFORMATION:</b>			
Name:			
Address:			
Account Number:		SWIFT Code:	
IBAN:			
<b>8 REFERENCES:</b>			
<i>Date</i>	<i>Service or Product</i>	<i>Value (US\$)</i>	<i>Contact (Email &amp; Telephone)</i>
Please specify your quality assurance standards:			
<b>9 NAMES OF OFFICERS, OWNERS OR PARTNERS:</b>			
Owner(s):			
Chief Executive Officer:			
Chief Financial Officer:			
<b>10 PAYMENT TERMS:</b>			
<ul style="list-style-type: none"><li>➤ The AIMS-NEI shall make payments within 30 days following receipt of goods in good order and all requested documentation.</li><li>➤ Payments shall be made only against supplier's invoice and shall be subject to conformity of goods to specifications.</li><li>➤ 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.</li><li>➤ Please note that any non-acceptance of these terms may preclude your company from being considered as a potential supplier.</li></ul>			
<b>11 QUALITY ASSURANCE:</b>			
Please attach any certificates or documents which denote quality assurance.			
<b>12 TERMS AND CONDITIONS:</b>			
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.			
<b>13 CERTIFICATION:</b>			
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 AIMS-NEI's payment terms of 30 days credit:			



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	<b>Name and Title:</b>	
	<b>Date:</b>	
	<b>Signature:</b>	

**List of Supplies and Services Provided**

<b>PROVIDED</b>	<b>COMMODITY/SERVICE</b>
<b>Goods:</b>	
<b>Services:</b>	

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





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## **AIMS GHANA GENERAL TERMS AND CONDITIONS FOR ALL SERVICE CONTRACTS**

### **1. 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 Ghana.

### **2. ASSIGNMENT OF PERSONNEL**

The service provider shall not assign any persons other than those accepted by the AIMS Ghana for work performed under this contract.

### **3. OBLIGATIONS**

The service provider and all individuals assigned by it to perform services under this contract:

- a) Shall neither seek nor accept instructions from any authority external to the AIMS Ghana in connection with the performance of its/their services under this contract.
- b) Shall refrain from any action which may adversely affect the AIMS Ghana and shall fulfil its/their commitments with the fullest regard for the interests of the AIMS Ghana.
- c) 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.
- d) 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.
- e) Shall not advertise or otherwise utilize to its/their advantage the fact that it is or has been a service provider with the AIMS Ghana.
- f) Shall not, in any manner whatsoever use the name, emblem or official seal of the AIMS Ghana or any abbreviation of the name of the AIMS Ghana 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 Ghana President & CEO or his/her designate.
- g) Shall not communicate at any time to any other person (legal or natural), Government or authority external to the AIMS Ghana any information known to it/them by reason of its/their association with the AIMS Ghana which has not been made public, except in the course of their duties or by authorisation of the AIMS Ghana President & CEO or his/her designate; nor shall service providers or assigned individuals at any time use such information to its/their private advantage.
- h) When performing the services on AIMS Ghana premises or at any location when representing the AIMS Ghana, shall act in a manner consistent with the values of the African Institute for Mathematical Sciences | Global Secretariat - The Next Einstein Initiative (AIMS Ghana) and shall abide by the rules of conduct set out in the AIMS Ghana's Code of Conduct (a copy of which has been provided by the AIMS Ghana). 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.
- i) The obligations set out in sub-clauses (e), (f) and (g) above shall continue upon expiration or termination of this contract with the AIMS Ghana.

### **4. REPRESENTATIONS AND WARRANTIES**

The service provider represents and warrants:

- a) 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.
- b) 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.



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- c) 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.
- d) It respects the basic social rights and working conditions of its employees, servants, agents and sub-service providers.
- e) There are no material claims or allegations outstanding against the service provider that might adversely affect the AIMS Ghana or its reputation.

#### **5. TITLE RIGHTS**

- a) During the term of this contract, the service provider shall disclose to the AIMS Ghana 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 Ghana by the service provider.
- b) The AIMS Ghana 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 Ghana by the service provider. At the request of the AIMS Ghana, the service provider shall assist in securing such property rights and transferring them to the AIMS Ghana in compliance with the requirements of applicable law. At the request of the AIMS Ghana, 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 Ghana in compliance with the requirements of applicable law.
- c) All materials prepared as well as, all data collected and processed in the course of the service provider's work for the AIMS Ghana is the property of the AIMS Ghana. 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 Ghana President & CEO or his/her designate.
- d) Title to any equipment and supplies which may be furnished by the AIMS Ghana shall rest with the AIMS Ghana and any such equipment shall be returned to the AIMS Ghana 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 Ghana upon the termination or expiration of this contract. Such equipment, when returned to the AIMS Ghana, 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.

#### **6. TAX EXEMPTION**

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

#### **7. 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 Ghana due to such delay may be withheld from any amounts owed to the service provider.

#### **8. TERMINATION OF CONTRACT**

- a) 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.
- b) This contract may be terminated by the AIMS Ghana with immediate effect at any time if the service provider has breached any of his contractual obligations with the AIMS Ghana or if in the reasonable opinion of the AIMS Ghana the service provider has brought or is reasonably likely to bring the AIMS Ghana's reputation into disrepute.

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- c) 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 Ghana. Additional costs or damages incurred by the
- d) AIMS Ghana resulting from the termination of the contract by the service provider or by the AIMS Ghana in accordance with para (b) above, may be withheld from any amount otherwise due to the service provider by the AIMS Ghana.

#### **9. 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 Ghana may under the terms of this contract, terminate the same forthwith by giving the service provider written notice of such termination.

#### **10. 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 Ghana 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 Ghana 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 Ghana.

#### **11. INDEMNIFICATION AND INSURANCE**

- a) The service provider shall indemnify, hold harmless and defend at its own expense the AIMS Ghana, 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.
- b) 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 Ghana 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.

#### **12. OFFICIALS NOT TO BENEFIT**

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

#### **13. 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 Ghana'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 Ghana.

#### **14. 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.

**15. GOVERNING LAW**

This contract shall be governed by Ghana law.

**16. AIMS Ghana 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 Ghana.