

REQUEST FOR PROPOSALS (RFP)

To: Whom It May Concern
From: AIMS Ghana
Our ref.: CE-GH-ITC-RFP-2024-05-20-WEB-DESIGN-AND-DEVELOPMENT
Date: 20th May 2024 N° of pages including this page: 16

Re: Proposal Request for the Design and Development of WordPress-based Websites for the African Institute for Mathematical Sciences

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

May 20, 2024

The African Institute for Mathematical Sciences (AIMS) Centre of Excellence in Ghana is seeking proposals from web application design and development firms to design and develop WordPress-based websites for the six (6) AIMS Centres across Africa.

Emphasis must be put on implementing a single multi-site instance of WordPress.

Please submit your proposal via email by **17:00 GMT on Friday, 28 June 2024** to webdesign@aims.edu.gh

Kindly note that costs incurred by you in preparing and submitting the proposal will not be reimbursed.

Yours sincerely,



Dr. Prince Koree Osei
Centre President,
AIMS Ghana.





unesco

Category 2 Centre
of Excellence

**African Institute for Mathematical Sciences Ghana
(AIMS Ghana)**

Background of AIMS

The African Institute for Mathematical Sciences is a pan-African network of Centres of Excellence for postgraduate training, research and outreach in the mathematical sciences. Its mission is to enable Africa's brightest students to flourish as independent thinkers, problem solvers and innovators, capable of propelling Africa's future scientific, educational and economic self-sufficiency.

The first AIMS-NETWORK Centre opened in Cape Town, South Africa in 2003. Since 2011, AIMS-Network has opened additional Centres in Senegal, Ghana, Cameroon and Rwanda. Each AIMS Centre provides an intensive and broad education to over 50 African students each year and prepares them for leadership careers in academia, governance and industry. The AIMS educational program relies on top international lecturers who teach in a 24-hour learning environment.

Background of Project

AIMS Ghana seeks to develop new websites for the AIMS-Network of Centres of Excellence that reflect the evolving digital needs of our academic and research community. The primary objective is to create modern, user-friendly, and easily manageable websites for each Centre using a multi-site WordPress instance as the content management system. The site will serve as the primary digital gateway for current and prospective students, faculty, researchers, staff, donors and other stakeholders. The following are the current websites of the Centres: <https://aims-cameroon.org>, <https://aims.edu.gh>, <https://aims.ac.rw>, <https://aims-senegal.org>, <https://aims.ac.za>.

Scope of Work

Platform:

The website must be built on the latest version of WordPress, enabling a user-friendly interface for content management. AIMS-Network will provide staging/development and production hosting environments.

Design Consistency:

The design must align with the AIMS-Network brand guidelines available at [AIMS Brandguide](#). Individual Centre sites will have a unique design identity and all Centres will share a common design ethos. The websites should maintain a professional and academic aesthetic appropriate for a higher education and research institution.

Content Management

The websites must allow non-IT staff to easily manage content, including creating, editing, and deleting menus and pages, as well as updating profiles/bios, news, events, and other dynamic sections without the need for coding or programming knowledge.

Functionality:

The websites should include the following minimum features:

- Academic programme listings and events



Research programmes listings and events

- Admission information
- News and events sections
- Profiles/biographies of selected individuals
- Contact information and forms
- Site Search functionality
- Responsive design
- Bi-lingual (English and French) content for the Cameroon and Senegal websites

Content Support and Maintenance

The selected vendor will provide support with search engine optimisation (SEO), content strategy, content calendar, content review and recommendations to the AIMS-Network Communications Team with the goal to boost organic traffic across our web assets for six months post-launch. The selected vendor will also provide complimentary bugfixes and technical support for six months post-launch.

WordPress-specific Requirements

- Customised page and post templates shall be created to enable the creation of new pages and posts that match the main site theme without the need to edit code.
- Where possible, native WordPress tools must be used instead of third-party plugins. All third-party plugins must be approved in writing by AIMS before installation on the website backend during the development stage. In particular, no plugins that generate WordPress shortcodes shall be used unless approved in writing.
- All theme customisations must be made in a child theme
- All plugins, widgets and tools requiring a commercial license shall be licensed in the name of AIMS-Network.

Accessibility and Compliance:

The websites shall be accessible according to the latest web accessibility standards and comply with all relevant legal requirements. The websites shall comply with the latest version of the Search Essentials Guidelines published by Google Inc.

Testing and Acceptance:

The website shall be audited using the tools and technical specifications detailed below and approved in writing before it is formally accepted by AIMS-Network.

Performance***Pingdom tools: <https://tools.pingdom.com>***

- The overall grade shall be A
- The overall grade for all sub-categories of tests shall be A
- The maximum page load time for all pages shall be less than 1.5 seconds.



Chrome Lighthouse and Google PageSpeed Insights

- The overall grade in both tools shall be at least 95/100
- Time to Interactive metric shall be at most 1.5 seconds

General performance metrics

- Images must be properly sized
- Render-blocking page resources must be eliminated
- Unused CSS code must be removed
- Image formats with better compression, such as WebP, JPEG XR and JPEG 2000, shall be used where possible.

Search Engine Optimization***Chrome Lighthouse/Google PageSpeed Insights***

- The overall grade shall be a minimum of 95/100
- Meta descriptions must be included on all pages to summarize page content concisely.
- Pages shall not be blocked from indexing unless otherwise confirmed by the Director of IT in writing.
- All pages must use legible font sizes to avoid the need to pinch and zoom on mobile devices. Font sizes less than 12px are too small to be legible and must be avoided.
- Interactive elements like buttons and links should be large enough and have enough space around them to be easy enough to tap without overlapping with other elements.
- All pages shall have valid rel=canonical, Canonical URLs suggesting which URL to show in search results.

WebPageTest.org

- The overall grade shall be A on all metrics in the “Optimization Summary”:

Security

- Chrome Lighthouse and Google PageSpeed Insights
- The overall grade shall be a minimum of 95/100.
- All identified security vulnerabilities in libraries associated with the website shall be fixed before acceptance.
- Links to cross-origin destinations shall be made safe by adding rel=“noopener” or rel=“noreferrer”.

Sucuri SiteCheck: <https://sitecheck.sucuri.net/>

- No malware shall be detected by the scan
- No injected spam shall be detected by the scan



Deliverables

- A fully functional multi-site WordPress website that complies with the specifications and acceptance criteria stated in this document.
- Transfer of the complete website source code, configuration files, database, and login credentials to AIMS-Network.
- Search Engine Optimisation (SEO) plan
- Content support and maintenance plan
- Complete transfer of exclusive user rights over all elements of websites including themes, plugin licenses, text, images, and website source code to AIMS-Network.
- Search Engine Optimisation (SEO) support for six (6) months
- Documentation and training tailored separately for both IT and non-IT staff on managing updating the website.

Timeline

The website shall be designed, implemented, handed over and go live not more than 6 weeks after a contract is fully signed between the AIMS Ghana and the Service Provider.

Alternatives:

Alternative content management systems or website backend frameworks will not be accepted.

Requests for Clarification:

Bidders are required to submit any request for clarification or any question in respect of this RFQ by e-mail to inquiries-webdesign@aims.edu.gh. No bid should be submitted to another address. Bidders are requested to keep all questions concise. AIMS Ghana will compile the questions received. AIMS Ghana may, at its discretion, copy any reply to a question to all other invited bidders at once.

Language:

All documents, markings and labelling should appear in English.

Required Documents:***Pre-qualification Documents and Criteria (Your bid will be rejected if you do not provide these documents):***

- Proven experience in developing WordPress websites: at least five (5) complete websites in production supported by letters of recommendation or certificates of completion for each website.
- Proven experience in developing websites in the education sector: at least three (3) complete websites in production for clients in the education sector supported by letters of recommendation or certificates of completion for each website.
- Signed and stamped list of at least five (5) clients, with their contact information (phone number and email) to which the bidder has previously delivered complete websites (preferably



- Portfolio of past projects: a list of past web application projects with screenshots of and URLs to the projects.
- Ability to work within the specified timeline: your bid application/cover letter must include a clear statement of your ability to work within the specified timeline.
- Availability for post-launch support and maintenance: your bid application/cover letter must include a clear statement of your availability for post-launch support and maintenance.
- Signed and stamped quotation or pro-forma invoice.
- Signed and stamped AIMS Ghana Supplier Registration Form (Annex B).
- Business registration/incorporation certificate.

Other Required Bid Documents

- Company profile.

Distribution of documents and certificates

Offers must be submitted in one full set (single PDF file with all pages arranged according to the listed order above).

Cost breakdown:

IMPORTANT: Your financial offer must include the following information:

- Unit price before tax per item
- Discount where applicable
- Price before taxes and charges (after deduction of any discounts)
- All applicable taxes
- All applicable charges
- Total price

Currency:

All costs must be quoted in Ghana Cedis (GHS) for bidders registered in the Republic of Ghana. Bidders registered outside Ghana must quote in United States Dollars (USD).

Implementation Timeline

AIMS Ghana requires the successful bidder to commence work on the websites on 12 July, 2024. The final website must be launched before or by 30th August 2024.

Payment

The standard payment cycle of AIMS Ghana is within 30 calendar days of receiving an invoice and supporting documents. The selected vendor shall accept payment in accordance with the payment procedures of Ghana.



Validity:

All offers must remain valid until 30 days after the publication of this RFP, before which a Purchase Order if placed, should be accepted by the selected bidder. You must clearly state the validity period of your financial offer in your proposal.

Bid Acceptance

AIMS Ghana may, at its discretion, extend the deadline for the submission of bids, by notifying all prospective bidders in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by AIMS Ghana at its own initiative or in response to a clarification requested by a prospective service provider.

Please note that AIMS Ghana is not bound to select any of the firms submitting bids and does not bind itself in any way to select the firm offering the lowest price. Furthermore, the contract will be awarded to the bid considered most responsive to the needs, as well as conforming to AIMS Ghana's general principles, including economy and efficiency and best value for money.

Special Requirements:

- All documents should clearly state "For Academic Use Only."
- Quotations submitted after the submission 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.
- **IMPORTANT: All enquiries regarding information on this RFP must be submitted in writing to inquiries-webdesign@aims.edu.gh. No bid should be submitted to another address.**
- After this RFP has been released, contact between a Vendor and AIMS Ghana 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, and this document should not be construed in any way as an offer to contract with your firm.

Conditions for submitting offers:

Bids in one full set (a single PDF file with all pages arranged according to the listed order in "Required documents and certificates" above) must be sent no later than **17:00 GMT on Friday, 28 June, 2024** to webdesign@aims.edu.gh. Only bids submitted to this email address will be considered.

Offers not addressed, packaged, and sent as such may be disqualified from the tender process.

Faxed bids will not be accepted.

Confirmation:

Please send an acknowledgement of receipt of this document and your intention to bid to inquiries-webdesign@aims.edu.gh





unesco

Category 2 Centre
of Excellence

**African Institute for Mathematical Sciences Ghana
(AIMS Ghana)**

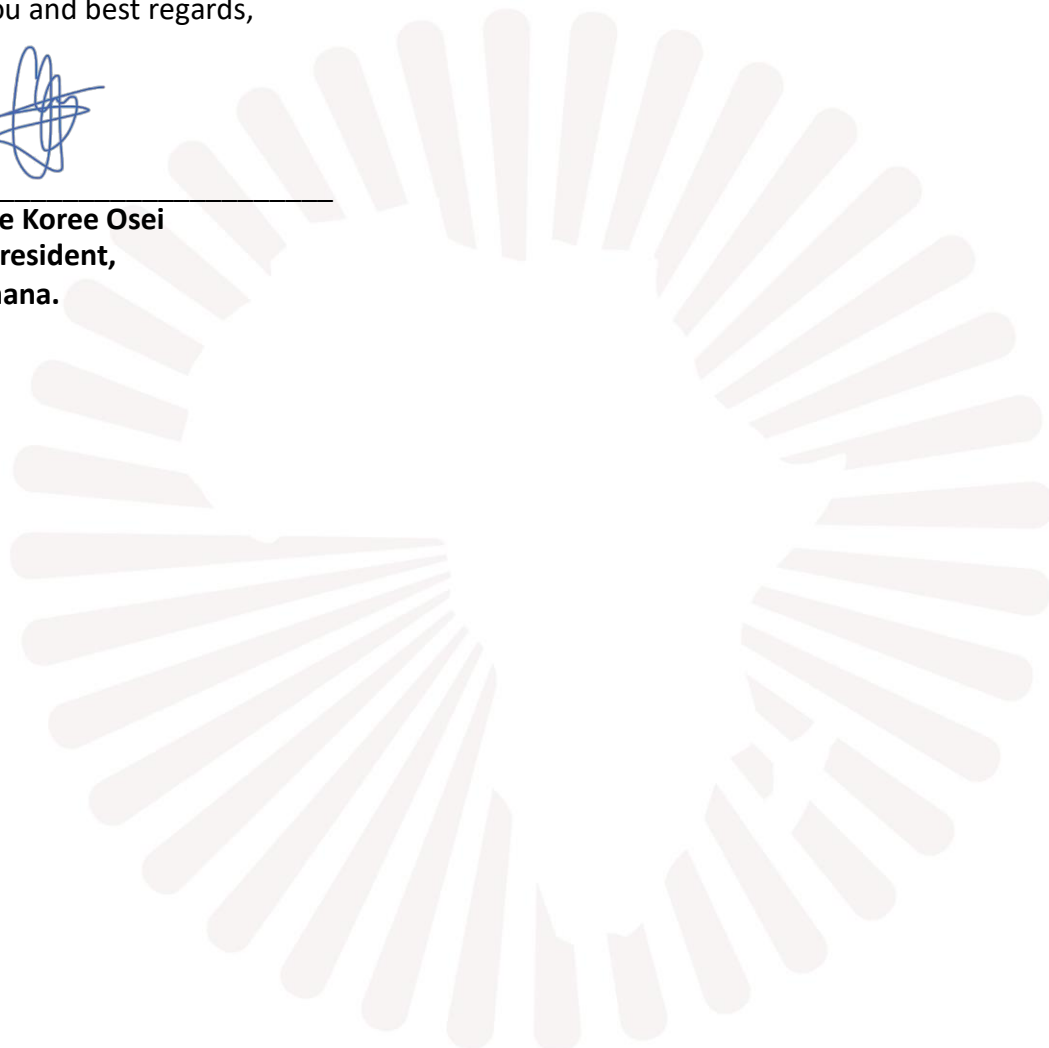
Additional Terms and Conditions:

Please state in your offer, your acceptance of the attached AIMS Ghana Terms and General Conditions in Annex A below. Failure to do so may result in disqualification of your offer from further evaluation.

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

Thank you and best regards,

Dr. Prince Koree Osei
Centre President,
AIMS Ghana.



ANNEX A
**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-Network President 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-Network President 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 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.

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.
- (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.

4. 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 because 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, regarding 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-Network President 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.

5. 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.

6. 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.

7. 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.
- (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 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.

8. 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



9. 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 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.

10. INDEMNIFICATION AND INSURANCE

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

11. 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.

12. 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.



13. 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 Accra, Ghana, 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.

14. GOVERNING LAW

This contract shall be governed by Ghana law.

15. 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.

16. ANTI-CORRUPTION POLICY

AIMS Ghana has a ZERO tolerance for any corrupt practice or behaviour by any of the AIMS Ghana employees and its vendors and contractors. AIMS Ghana completely prohibits offering, giving or agreeing to give to any employee of AIMS Ghana 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 Ghana; or showing or not showing favour or disfavour to any person in relation to any contract it enters into with any vendor or contractor;

If any of AIMS employees contact the vendor or the contractor for any gift or commission or consideration of any kind (financial and non-financial), then the vendor must report that matter immediately to the Internal Auditor, AIMS Global Network at sali@nexteinstein.org with a copy to AIMS-Network Chief Financial Officer at rauditto@nexteinstein.org.

17. RELATED PARTY DECLARATION

The bidder 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.



ANNEX B
SUPPLIER PROFILE / REGISTRATION FORM

**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:				
	E-mail:				
	Web site:				
	Tax Identification Number (TIN):				
2	TYPE OF ORGANISATION: (Please check)				
	<input type="checkbox"/> Individual		<input type="checkbox"/> Private Limited Liability Company		<input type="checkbox"/> Non-Profit Organization
	<input type="checkbox"/> Partnership		<input type="checkbox"/> Public Limited Liability Company		<input type="checkbox"/> Other*
	* (Please explain)				
	Year Established:				
	Under the laws of:				
	Quoted on the Stock Exchange of:				
	Please attach copy of registration certificate				
3	TYPE OF BUSINESS: (Please check)				
	<input type="checkbox"/> Manufacturing		<input type="checkbox"/> Construction		<input type="checkbox"/> Trading
	<input type="checkbox"/> Consultancy		<input type="checkbox"/> Service Provider		<input type="checkbox"/> Other*
	* (Please explain)				
	Please describe your company's major business activity:				
	Please indicate 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:	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:			
5	AFFILIATED/HOLDING/SUBSIDIARY COMPANIES:			
	<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			
6	PERSONS AUTHORISED TO SIGN BIDS, OFFERS AND CONTRACTS:			
	<i>Name</i>	<i>Position</i>	<i>Telephone</i>	<i>Email</i>
7	BANKING INFORMATION:			
	Name:			
	Address:			
	Account Number:		SWIFT Code:	
	IBAN:			
8	REFERENCES:			
	<i>Date</i>	<i>Service or Product</i>	<i>Value (US\$)</i>	<i>Contact (Email & Telephone)</i>
	Please specify your quality assurance standards:			
9	NAMES OF OFFICERS, OWNERS OR PARTNERS:			
	Owner(s):			
	Chief Executive Officer:			
	Chief Financial Officer:			
10	PAYMENT TERMS:			
	<ul style="list-style-type: none"> ➤ 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 AIMS-NEI's payment terms of 30 days credit:
	Name and Title:
	Date:
	Signature:

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.

