



Cytonn Investments Management Limited/ Cytonn Diaspora

www.cytonndiaspora.com

254 709 101 000

+1 301 982 2560

**REQUEST FOR APPLICATIONS FOR THE DIASPORA PARTNERS
PROGRAMME**

INTRODUCTION

Cytonn Diaspora requests applications from qualified firms interested in selling products and services to Kenyans in the Diaspora

BACKGROUND TO CYTONN INVESTMENTS

Cytonn Investments is an independent investment management firm, with offices in Nairobi - Kenya and D.C. Metro - U.S. We are primarily focused on offering alternative investment solutions to global institutional investors, individual high net-worth investors, local institutional investors and diaspora investors interested in the East-African region. We currently have over Kshs. 74 billion of investments and projects under mandate, mainly in real estate. Cytonn Real Estate is the real estate development affiliate of Cytonn Investments whose objective is to provide investment grade real estate developments by coupling both the demand and the supply side of the market. You can get more information on Cytonn Investments by visiting our website: <http://cytonn.com/>

BACKGROUND TO CYTONN DIASPORA

Cytonn Diaspora, an affiliate of Cytonn Investments Management, was founded to connect Kenyans in the Diaspora with investment opportunities in Kenya.

Cytonn Diaspora alleviates the problems facing Kenyans in the Diaspora seeking attractive investment opportunities back home by:

- being a credible and trusted institutional partner with whom to transact,
- providing investment solutions that offer stable and attractive returns, and
- a platform tailored for the Kenyans in the diaspora to safely and conveniently transact and invest through a trusted representative

PARTNERS PROGRAMME BACKGROUND

Through the Partners Programme, Cytonn Diaspora aims to grow its platform to include local and international businesses keen on serving the community of Kenyans living in the Diaspora. As Cytonn Diaspora Partners, interested firms will gain the opportunity to market their products and services through the Cytonn Diaspora online platform, subject to the terms and conditions stipulated in the Diaspora Partner Contract.

Cytonn Diaspora seeks partners to complement its offerings to Kenyans worldwide in the following categories:

- Real estate: Project finance, Construction Loans, Structuring
- Real estate: Project Management, Procurement
- Real estate: Construction
- Event Management
- Healthcare: Health Insurance, Elder care
- Finance: Diaspora Banking, Insurance, Wealth Management
- Utilities: Money Transfer
- Logistics: Parcel and document delivery
- Any other categories relevant to the Diaspora
- Transportation: Car rental and general transport
- Careers: Any local firms seeking the unique talents of Kenyans in the Diaspora

The On-boarding Process

- Partnership applications will be reviewed by Cytonn Diaspora on a rolling basis.
- Applications will be subject to due diligence review by our legal team.
- Successfully vetted applicants will then sign execute the Diaspora Partnership Contract to commence the relationship
- The Diaspora Partnership contract establishes the partnership relationship between the successful applicant and Cytonn Diaspora and sets minimum service quality and ongoing requirements
- After contract execution, Partners are encouraged to prepare their Cytonn Diaspora Partners online profile

Any firms interested in joining the Partners Programme should commit to:

- Abiding by the obligations established in the Diaspora Partner Contract
- Adhering to the minimum quality delivery and responsiveness standards established in the Diaspora Partner Contract

- Adhere to any stipulations established in the Diaspora Partner Contract

Additionally, successful Cytonn Diaspora Partner firms will benefit from:

- Listings on the Partners' module of the Cytonn Diaspora online Platform
- Leverage the Cytonn Diaspora brand to reach the wide audience of Kenyans in North America, Western Europe, The Middle East, Asia

REQUEST FOR INFORMATION

In responding to this request, Cytonn Diaspora requests the following information:

- Detail your firm's business and experience
- Provide samples of work you have done before within the past two years
- Provide names and contact information for other, similarly sized clients of your firm
- Provide customer reviews of your firms' product or service offerings
- Provide any legal registrations/licenses applicable to your field of business
- Identify any contact persons responsible for the relationship with Cytonn Diaspora

TERMS AND CONDITIONS
RFP Clarifications and Addendums

Cytonn Diaspora reserves the right to clarify or change the RFP or issue addendums to the RFP at any time before the last day of tender submission.

Cytonn Diaspora also reserves the right to cancel or reissue the RFP. All such addenda will become part of the RFP.

Rejection of Proposals

Cytonn Diaspora reserves the right to reject any or all the proposals, to waive any minor informalities or irregularities contained in any proposals, and to accept any proposal deemed to be in the best interest of Cytonn Diaspora.

Proposal Validity Period

Submission of a proposal will signify the bidder's agreement that its proposal and the content thereof are valid for 90 days following the submission deadline unless otherwise agreed in writing by both parties. The proposal will form part of the contract that is negotiated between Cytonn Diaspora and the Diaspora partner.

Response Format

Bidders should follow a standard format for response to enable the evaluation process to be executed with relative ease.

GENERAL INFORMATION

Contacts

All bidder communications should be directed to the following contacts:

The Diaspora Coordinator, Cytonn Investments Limited
6th Floor, The Chancery, Valley Road,
P. O. Box 20695 - 00200,
Nairobi, KE.
Email: diaspora@cytonn.com

Response Date and Location

The RFP documents should be submitted to our offices, Liaison House, State House Rd on 3rd Floor. by 5.00pm 25th November 2016.

The RFPs should be addressed to:

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Email: diaspora@cytonn.com