



Cytonn Diaspora LLC

www.cytonndiaspora.com

+1 443 707 9197

+1 301 982 2560

REQUEST FOR PROPOSALS - TAX ADVISORY SERVICES

INTRODUCTION

Cytonn Diaspora LLC requests applications from qualified firms interested in offering tax advice

BACKGROUND TO CYTONN INVESTMENTS MANAGEMENT LIMITED 'CYTONN INVESTMENTS'

Cytonn Investments is an independent investment management firm, with offices in Nairobi - Kenya. 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.

BACKGROUND TO CYTONN DIASPORA LLC AND CYTONN INVESTMENTS LLC

Cytonn Diaspora LLC, an affiliate of Cytonn Investments Management, was founded to connect Kenyans in the Diaspora with investment opportunities in Kenya. Its offices are at 6411 Ivy lane, Greenbelt Maryland.

Cytonn Investments LLC, an affiliate of Cytonn Investments Management, was founded to provide advisory services to individual and institutional investors. Its offices are at 6411 Ivy lane, Greenbelt, Maryland.

Both Cytonn Diaspora LLC and Cytonn Investment LLC are fully owned by Cytonn Investments Management Limited of P.O. Box 20695-00200, Nairobi, Kenya. The companies are held under trust, with Edwin Harold Dayan Dande, of P.O. Box 20695-00200 Nairobi, Kenya acting as the Trustee.

Recognition of Income & Expenses

Income

No income has been earned by both Cytonn Diaspora LLC and Cytonn Investments LLC

Expenses

Direct Expenses

These are costs incurred to cater for the general administration of Cytonn Diaspora LLC. They include the rent expenses, telephone, internet, consultancy fees and other auxiliary office supplies.

Indirect Expenses

These are the costs that are incurred by the shareholding company, Cytonn Investments Management Limited, to assist the company in the selling and distribution of the products catered for the Kenyans in the diaspora. They include, but are not limited to, accommodation costs, travelling expenses, meals and refreshments expense and marketing costs.

Recognition of Assets & Liabilities

Recognition of Assets

Current Assets

The current assets are represented by cash at bank and monies received from the financiers.

Non-Current Assets

The non-current assets are the furniture and fittings for the set-up of the Cytonn Diaspora LLC Office

Capital & Non-Current Liabilities

The shareholding of Cytonn Diaspora LLC is based on capital injection from Cytonn Investments Management Limited.

Services needed

We would like to express our interest in engaging you to;

1. Prepare and file tax returns and payroll taxes both federal and states by 10th March, 2017 or before the deadline, if earlier;
2. Advice on prevailing tax laws, the current operations and suggest changes to ensure an optimal tax structure is achieved in order to minimize tax liabilities by 15th February, 2017;
3. Help in tax planning and implementing strategies to ensure tax compliance;
4. Help in inter companies transfer pricing policies and procedures;
5. Dealing with all tax correspondences and notices from tax authorities;
6. Provide leadership in tax audits, when called upon

REQUEST FOR INFORMATION

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

- i. Detail your firm's experience in providing tax advisory services
- ii. Provide names and contact information for other, similarly sized clients of your firm
- iii. Identify the lead representative(s) who will be assigned to our job if you are successful in your bid and provide a curriculum vitae for the said representative
- iv. Please disclose the name and contact information of any partners who may be identified in the execution of services for this RFP.

TERMS AND CONDITIONS

RFP Clarifications and Addendums

Cytonn Diaspora LLC reserves the right to clarify or change the RFP or issue addendums to the RFP at any time before the last day in issuing the RFP.

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

Rejection of Proposals

Cytonn Diaspora LLC reserves the right to reject any or all of the proposals received, 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 LLC.

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 the Cytonn Diaspora LLC and the selected supplier.

Cost Requirements

Kindly set forth your fee proposal for the advisory services

Include the value of any discounts and value adds you may offer.

Describe how you will bill for this and any additional costs incurred in relation to this project.

GENERAL INFORMATION

Contacts

All bidder communications should be directed to the following contacts:

**The Diaspora Coordinator,
Cytonn Diaspora LLC
Suite 112, 6411 Ivy lane, Greenbelt
Maryland - 20770
Email: diaspora@cytonn.com**

Response Date and Location

The RFP documents should be submitted to our offices or by email by 5.00pm 15th February, 2017

The RFPs should be addressed to:

**The Diaspora Coordinator,
Cytonn Diaspora LLC
Suite 112, 6411 Ivy lane, Greenbelt
Maryland - 20770
Email: diaspora@cytonn.com**

