



**REQUEST FOR PROPOSAL TO LEASE AND OPERATE THE HIVE EXPRESS
RESTAURANT AT ALMA, RUAKA**

CLOSING DATE & TIME:

**FRIDAY 11th August, 2023, AT 17.00
HOURS**

SECTION A: INTRODUCTION

a. Property Description:

The Hive Express Restaurant is located within the Alma in Ruaka. It serves the Alma residents and its environs. Established in 2022, the restaurant has been able to satisfactorily serve its clients.

b. Purpose:

The purpose of this “Request for Proposal” (RFP) is to solicit interested bidders who will provide the most value in terms of leasing the aforementioned property; Please NOTE THAT THE EQUIPMENT IS ALSO AVAILABLE FOR SALE.

c. Scope of Lease:

The lease period for the restaurant will be for a minimum term of six (6) years subject to satisfactory performance including timely payments, adherence to hotel industry regulations and practice, and as will be further elaborated in the lease agreement. The scope of evaluation for the said restaurant is as follows:

1. Visit the Hive Express to evaluate the restaurant and the equipment
2. The vendors shall also provide their lease or buying options (Optional) for the equipment in the restaurant.

Prospective bidders desiring any explanation or interpretation of this request should make the request in writing not later than 11th August, 2023.

The prospective bidders are requested to share their proposals and quotes not later than 11th August, 2023. Site visits can be made from Monday to Friday 8:00 a.m. - 5:00 p.m.

SECTION B: FINANCIAL REQUIREMENTS

a. Deposit:

Interested parties are required to submit a deposit equivalent to 3 months' lease amount as a security measure against potential damages or default.

b. Rent Payments:

Rent shall be part of the lease amount.

SECTION C: EVALUATION AND SELECTION CRITERIA

a. Financial Capability

Prospective lessees must demonstrate financial stability. Submissions should include financial statements, references from previous lessors, and any other relevant documentation.

b. Proposed lease amount per month

c. Rent Free Fit Out Period

d. Lease Duration

e. Rental Increment value per period

SECTION D: AGREEMENT

The bidder selected to lease according to the above-referenced terms would be expected to enter into a contract with The Hive Express Restaurant or its Nominee upon award.

SECTION E: LEASE

The bidder shall specify the monthly lease amount in the proposal. The final lease amount will be determined by the outcome of the competitive RFP process. The bidder shall also specify the lease Increment Value per period in the proposal.

SECTION F: NON-COLLUSION

It is assumed that the bidder understands that the business discussions between themselves and The Hive Express Restaurant may contain sensitive and proprietary information and which shall need to be kept confidential at all times, other than where; the information is or becomes public knowledge (without fault of the Party concerned); or if and to the extent that information is required to be disclosed by a Party to a regulatory or governmental authority or otherwise by law (in which case that Party shall keep the other Party informed of such disclosure). This obligation is not limited in time and shall continue even after these business discussions cease to exist. In addition, each Party shall use all reasonable efforts to ensure that its employees,

agents and representatives (and those of its Affiliates) comply with these confidentiality obligations.

SECTION G: BID PROCESS

To participate in the bidding process, a non-refundable bidding fee of Kshs 3,000 is required to obtain the bidding form and submit it for evaluation.

Completed RFP documents with subject, “**REQUEST FOR PROPOSAL TO LEASE AND OPERATE THE HIVE EXPRESS RESTAURANT**” and addressed to the procurement@cysuites.com or deliver a hard copy at our office at Cysuites Apartment Hotel, along Church Rd, Westlands, before the bid submission deadline on **11th August, 2023**.

Questions or further clarifications should be addressed to procurement@cysuites.com. We encourage interaction and questions before the bid submission deadline on **11th August, 2023**.

Bidders are required to attach copies of the following documents as part of their proposal: Mandatory Requirements

- i. Copy of Certificate of Incorporation or Registration for existing facilities
- ii. Copy of a Valid Tax Compliance Certificate
- iii. Audited Accounts for the last three(3) years for existing facilities or bank statement for individuals
- iv. Copy of Single Business License for existing facility or facilities
- v. At least two CVs of Director/s or Key Managers
- vi. Copy of Pin Certificate

Failure to submit any of the above will result in disqualification. Any proponent specifically exempted from any of the items listed above may provide written proof of the same.

SECTION H: APPLICATION FORM

BIDDER'S DETAILS

1.) Company Information	Response
a. Company Name:	
b. Legal Entity Type:	
c. Registration Number:	
d. Date of Incorporation:	
e. Registered Office Address:	
f. Telephone Number:	
g. Email Address:	
h. Website (if applicable):	
<p><u>Comments:</u></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	
2.) Contact Person	Response
a. Full Name:	
b. Position/Title:	
c. Telephone Number:	
d. Email Address:	
<p><u>Comments:</u></p>	

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3.) Company Financial Information	(Attach separately the audited financial or bank statements for the past three years, or any other material that you believe will assist us to assess the financial health of the bidder)
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Comments:

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4.) Bank Reference	Response
a. Bank Name:	
b. Account Number:	
c. Branch Name:	

Comments:

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5.) Proposed Lease Details	Response
a. Proposed lease amount per month	
b. Lease Duration	
c. Rent Free Fit Out Period	
d. Rental Increment value per period	
e. Proposed use of the space	

Comments:

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7.) Experience and Track Record:	Response
a. Description of Company's Experience in Managing Similar Properties or Businesses:	

<p>b. Contact Information for at Least Two References from Previous Lessors or Clients:</p>	
<p><u>Comments:</u></p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	
<p>8.) Any Additional Information</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p> <p>.....</p>	

