



REQUEST FOR PROPOSAL (RFP) FOR LEASING OF THE BEAUTY SHOP SPACE AT THE ALMA

APARTMENTS, RUAKA, OFF LIMURU ROAD

ISSUE DATE: 1st FEBRUARY 2021

DUE DATE: 15th FEBRUARY 2021

THE CHANCERY BUILDING, 6TH FLOOR, VALLEY ROAD

P.O BOX 20695- 00200 NAIROBI, KENYA

CELL: +254 (0) 709 101 000

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SECTION A: LETTER OF INVITATION

01 February 2021

RE: THE ALMA MANAGEMENT COMPANY – LETTER OF INVITATION TO SUBMIT PROPOSALS FOR THE BEAUTY SHOP LEASING AT THE ALMA

Cytonn Properties, on behalf of The Alma Management Company Limited are requesting for proposal submissions from interested and qualified entities (“Tenant”) with expertise in operating a **beauty shop** in the Cytonn Apartments - The Alma, a 477 comprehensive lifestyle development located in Ruaka for the year 2021.

Cytonn Properties LLP is a facility and property management entity providing rental property supervision and management, which includes rent and service charge collection, tenancy relations management, service providers’ management and property maintenance among other property management needs.

The Alma is a comprehensive residential development consisting of nine blocks with 477 units of modern 1bd, 2bd, and 3bd apartments & impeccable finishing. The project is strategically positioned in the heart of the fast-growing Ruaka neighbourhood. It is only a 20minutes drive from the CBD and 40 minutes’ drive during rush hour. The adjacent suburbs Runda, Rosslyn and Muthaiga also make the location quite secure and attractive for investors. Some of the project features include; Day care, Clubhouse, Commercial hub, Swimming pool among others. Phase 1 consists of Blocks A, B and G and consists of 113 units and Phase 2 consists of Block C, D, E & F.

This letter serves as a formal invitation to submit proposals of feasible solutions for the beauty shop. Prospective bidders desiring any explanation or interpretation of this solicitation should make the request in writing no later than 14th February 2021. It will be difficult for prospective bidders to tour the site because the area is an active construction zone. Site visits will be **strictly by appointment only**.

The aim is to identify bidders who will offer expertise and personalized techniques for managing a beauty shop in the property founded on professionalism, integrity, accountability and quality services that will guarantee maximum security within the facility, while maintaining the property at the highest standards to attract the best tenants and home owners possible.

This RFP contains specific submission requirements, the scope of service, period of service, terms and conditions and other pertinent information for submitting a proper and responsive proposal.

Kindly confirm receipt of the letter of invitation and your intended participation.

All communication should be directed to rdo@cytonn.com with properties@cytonn.com in copy.

**Cytonn Investments Management PLC, 6th Floor, The Chancery, Valley Road, P.O Box 20695-00200,
Nairobi, Kenya
procurement@cytonn.com | +254709101000**

SECTION B: INFORMATION TO BIDDERS

a. Purpose

The purpose of this “Request for Proposal” (RFP) is to solicit interested entities who will provide the most visionary and cost-effective solution in the commercial hub- beauty shop space.

b. Introduction to Alma Management Company

Management Company means the Limited Liability Company known as Alma Apartments Management Company and constituted fully of the Owners for the purpose of administering, managing, maintaining its Common Areas and holding the reversionary interest.

Alma Management Company Limited is focused on delivering a quality and aspirational real estate development that encourages great community living right from concept development, policy advocacy, product design & innovation, procurement, project management and facilities management.

c. Property Description

The Alma is a comprehensive residential development with modern 1bd, 2bd, and 3bd apartments & impeccable finishing. The project is strategically positioned in the heart of the fast-growing Ruaka neighborhood.

The commercial hub will house a retail store, a fitness center (gym & aerobics), beauty shop, barber shop, daycare, and, a community hall. The total area is 1,341 meters square.

d. Scope of Work and Deliverables

The Bidding firms are invited to submit a technical proposal and a financial proposal for the leasing of the beauty shop space as specified in the Terms of Reference showing **specifically the services they intend to provide**. The commercial space is currently under construction and is targeted to be complete by April 2021.

SECTION C: SUBMISSION OF REQUIREMENTS

a. Mandatory Beauty Shop Requirements

- a. Certificate of Incorporation/ Business Registration Certificate (attach copy)
- b. Verified Business PIN (Taxpayer Registration Certificate)
- c. Copy of Current Valid Tax Compliance Certificate
- d. Evidence of having a Registered office – either copies of lease agreements together with copies of receipts for payment of rent for the last 3 months OR copy of ownership document of the property indicated as the registered offices
- e. Copy of Current Valid County business permit
- f. Music copyright license

The above documents must be submitted together with the proposals. Companies are strongly advised that only bids meeting the above requirements will be evaluated.

b. Technical Proposal

The proposer is required to submit a proposal written in English language and include the following information;

- a. An Executive Summary of the Business Plan that:
 - i. Provides a summary profile of the firm/organization, including year founded, form of organization, number and location of offices and existing facilities, number of employees, scope of operation, and general condition of firm’s financial condition. List any professional organization accreditations held by the firm/organization.
 - ii. Briefly describe your history and background, demonstrating a minimum of 2 years prior experience managing a beauty shop
 - iii. The capacity to handle the project-number of permanent employees and years of experience.

- b. A summary of the current staff, including the managers and other junior staff and their area of specialization (*Attach resume*).
- c. A summary of: how the organization defines or aspires to provide quality products fit for human consumption;
- d. A proposed schedule for beginning operations;
- e. For background check: the firm should operate in at least three locations within the country. In this, you will be required to submit:
 - i. Description of the development including location and scope,
 - ii. Client’s Reference with telephone number and email details, who is familiar with your proposed team’s performance in completing the assignment,
- f. With this solicitation, CP intends to award one license and does not anticipate award to multiple respondents.

NB: The above details MUST be provided for the client to consider them.

In complying with this section, the Proposer assures and confirms to CP that the personnel being nominated are available for the Contract on the dates proposed. If any of the key personnel later becomes unavailable, except for unavoidable reasons such as death or medical incapacity, among other possibilities, CP reserves the right to consider the proposal non-responsive. Any deliberate substitution arising from unavoidable reasons, including delay in the implementation of the project of programme through no fault of the Proposer shall be made only with CP’s acceptance of the justification for substitution, and CP’s approval of the qualification of the replacement who shall be either of equal or superior credentials as the one being replaced.

c. Financial Proposal

The Financial Proposal shall list all major cost components associated with the services, and the detailed breakdown of such costs.

SECTION D: EVALUATION AND SELECTION CRITERIA

The following criteria, not necessarily listed in order of importance, will be used to evaluate proposals. The CP reserves the right to weigh its evaluation criteria in any manner it deems appropriate.

1. Thoroughness and completeness of proposal; responsiveness to RFP requirements.
2. The scope, extent, applicability and quality of proposer’s experience.
3. Financial resources, history and references of the proponents as well as the feasibility of the proposal.
4. Financial and managerial capacity of respondent to accomplish and maintain all aspects of the operation including initial build-out.
5. Compatibility of proposed operation with the surrounding uses and local community.
6. Competitiveness, appropriateness, feasibility of proposed Lease Fee.
7. Evaluation of professional qualifications, and personal background of the individuals involved in the operation.

MAIN EVALUATION	
1.0	Expertise of the Firm/ Organization (20 Marks)
1.1	Reputation of Organization and Staff / Credibility / Reliability / Industry Standing
1.2	General Organizational Capability which is likely to affect implementation; <ul style="list-style-type: none"> - Financial stability - loose consortium, holding company or one firm - age/size of the firm - strength of project management support - project financing capacity - project management controls

1.3	Relevance of: - Specialised Knowledge - Experience on Similar Programme
2.0	Proposed Methodology, Approach and Implementation Plan (20 Marks)
2.1	To what degree does the Proposer understand the task?
2.2	Have the important aspects of the task been addressed in sufficient detail?
	Are the different components of the project adequately weighted relative to one another?
	Is the proposal based on a survey of the project environment and was this data input properly used in the preparation of the proposal?
	Is the conceptual framework adopted appropriate for the task?
	Is the scope of task well defined and does it correspond to the TOR?
	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation to the project?
3.0	Management Structure and Key Personnel (20 Marks)
3.1	Task Manager
	General Qualification
	Suitability for the Project
	Training Experience
	Professional Experience in the area of specialisation
	Knowledge of the region
3.2	Senior Expert
	Suitability for the Project
	Training Experience
	Professional Experience in the area of specialisation
	Knowledge of the region
3.3	Junior Expert
	General Qualification
	Suitability for the Project
	Training Experience
	Professional Experience in the area of specialisation
	Knowledge of the region
4.0	Statements of methodology (10 Marks)
	A One-page of the concept and proposed execution plan
	Health & safety
	Functionality and practicality of the plan

SECTION E: AGREEMENT

The firm selected to provide the above-referenced services would be expected to enter into a contract with the Alma Management Company upon award.

SECTION F: BIDDING FIRMS RESPONSIBILITIES

The bidding firm shall be capable of providing all professional services including but not limited to those described under the Scope of Services and to maintain those capabilities until notification that their proposal was unsuccessful. Exclusion of any service for the development may serve as cause for rejection.

SECTION G: ACCEPTANCE OF RFP CONTENT

The Alma Management Company will review the proposals and make a recommendation, based upon an evaluation of the following criteria:

- Experience in works of similar nature
- Past performance record
- Details of organization
- Demonstrations of technical competency
- Size and categories (by qualification and experience) of staff
- Availability of key staff with the relevant experience in the services listed
- Capacity to carry out the work and proposed scope of services effectively;

SECTION H: LEASE

The Tenant shall specify the monthly Rental Amount in the proposal. The Rental Amount will be determined by the outcome of the competitive RFP process. Tenant shall specify the monthly Lease Fee in the proposal and desired square footage

SECTION I: NON-COLLUSION

It is assumed that the bidding company understands that the business discussions between themselves and Alma Management Company 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 J: RESPONSES

A soft copy of the same shall be sent to rdo@cytonn.com with properties@cytonn.com with the subject of the email as:

“REQUEST FOR PROPOSAL (RFP) FOR LEASING OF THE BEAUTY SHOP SPACE AT THE ALMA” or deliver a hard copy at our office at The Chancery Building, 6th Floor, along Valley Road Nairobi, by **15th February 2021**

Questions or clarifications should be addressed to rdo@cytonn.com with properties@cytonn.com in copy. We encourage interaction and questions before the submission deadline on **15th February 2021**

Alma Management Company is not bound to accept the lowest or any proposal.