



REQUEST FOR PROPOSAL (RFP) FOR GARBAGE COLLECTION SERVICES FOR THE ALMA

FOR

THE ALMA MANAGEMENT COMPANY LIMITED

ISSUE DATE: 26TH NOVEMBER 2020

DUE DATE: 16TH DECEMBER 2020

THE CHANCERY BUILDING, 6TH FLOOR, VALLEY ROAD

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SECTION A: LETTER OF INVITATION

26 November 2020

RE: THE ALMA MANAGEMENT COMPANY – LETTER OF INVITATION TO SUBMIT PROPOSALS FOR THE GARBAGE SERVICES FOR THE ALMA

Cytonn Properties, on behalf of The Alma Management Company Limited are requesting for proposal submissions from qualified garbage collector for 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 garbage collection services. Prospective bidders desiring any explanation or interpretation of this solicitation should make the request in writing no later than 5th December 2020. Bidders are expected to attend a **mandatory** site visit scheduled for **12th December 2020 at 11.00 am** to inform their scope fully.

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 procurement@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 GARBAGE COLLECTING FIRM

a. Purpose

The purpose of this “Request for Proposal” (RFP) is to solicit a qualified provider of Garbage Collection services at Alma Apartments.

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.

d. Scope of Work and Deliverables

The Garbage Collection Firm will be required to provide full Garbage Collection services in The Alma, the facility. The supplier shall carry out all garbage/ refuse collection hereunder between the hours of **6.a.m** and **6.p.m** on request by Client.

Without prejudice to the generality of the forgoing the supplier shall not copy, disseminate, reproduce, tamper with or remove from the Client any document, books, letters, papers, financial or other statement, computer or other prints-outs or any other records including equipment or any movable assets form any of the Client’s premises.

e) Personnel

The supplier shall take every reasonable precaution to ensure that all persons employed by it shall be efficient, sober and honest.

The supplier shall ensure that his/her employees or agents are aware of and comply with the confidentiality and non-disclosure provisions contained in this agreement.

The contractor shall obtain from its employees or agents as will be assigned duties under this agreement or who may in any way obtain access to any such confidential information, enforceable undertakings in terms at least as extensive and binding upon such employees or agents as the contractor is bound to the Client hereunder.

f) Term

1. The initial term of the License shall be up to one (1) years renewable, subject to negotiation and based upon the mutual agreement of the parties. The option to extend the term of the License will be subject to the Garbage collecting Firm compliance with minimum performance standards outlined in Section D of this Request for Proposals and the terms of the existing license agreement.
2. Notwithstanding the foregoing, at any time the CP, as applicable, may, upon prior written notice to the provider, elect to terminate the License.

g) Indemnity

The Contractor shall indemnify CP against:

- a) Any claim for compensation in terms of Workmen’s Compensation legislation for any loss which the Contractor is liable.

b) Any claim by any employee of the Contractor for any loss or damage resulting from any bodily injury and/or damage to property caused by the garbage collector’s staff.

h) Waste Collection Time and Frequency

The Supplier shall inform the customers of their collection schedule prior to the commencement of the operation. In addition, collection and transportation shall be conducted at least 2 times a week. Waste collection and transportation will only be done between 6am and 6pm.

i) Garbage Bags/liners

The supplier shall provide appropriate number of garbage bags/liner bags to the residents. The garbage liner bags should have the Contact details including name, address and phone number of the supplier.

SECTION C: SUBMISSION OF REQUIREMENTS

i) Mandatory Garbage Collecting Firm 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. Other Business Registration Certificates (NCA, OSHA, ERC, CAK)
- e. 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
- f. Copy of Current Valid County business permit
- g. Company CR12(last 12 months)
- h. Statement of non-performance
- i. Statement of litigation

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

SECTION D: EVALUATION AND SELECTION CRITERIA

The Evaluation Team will compare and evaluate all Proposals to determine the Proponent’s strength and ability to provide the Services in order to determine the Proposal which is most advantageous to the Alma (including best value based on quality, service and price), using the following criteria:

a) Experience, Reputation and Resources

b) Technical

The ability of the Proponent to undertake the services to the quality standards required by the service protocols and specifications and the other terms of the project agreement.

The points to be awarded for each criterion are detailed herein:

MAIN EVALUATION	
1.0	Mandatory requirements
1.1	Certificate of Incorporation / Business Registration
1.2	Verified Business PIN (Taxpayer Registration Certificate)
1.3	Copy of Current Valid Tax Compliance Certificate
1.4	Other Business Registration Certificates (NCA, OSHA, ERC,CAK etc)
1.5	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
1.6	Copy of Current Valid County business permit
1.7	Company CR12(last 12 months)

1.8	Statement of non-performance
1.9	Statement of litigation
2.0	Experience - Previous Sites Offered garbage collection Services (30 Marks)
2.1	RELEVANT EXPERIENCE
	(maximum of 4 no. projects undertaken in the last five (5) years that best represent experience same as in the project under evaluation) (Each project gets 5 marks)
2.1.1	Project no. (insert)
	Name & location of project
	Services offered
	Project size (Number of units managed
	Project references
	Name
	Phone Number
	Email address
	Contract Period
2.1.2	Project no. (insert)
	Name & location of project
	Services offered
	Project size (Number of units managed
	Project references
	Name
	Phone Number
	Email address
	Contract Period
2.1.3	Project no. (insert)
	Name & location of project
	Services offered
	Project size (Number of units managed
	Project references
	Name
	Phone Number
	Email address
	Contract Period
2.1.4	Project no. (insert)
	Name & location of project
	Services offered
	Project size (Number of units managed
	Project references
	Name
	Phone Number
	Email address
	Contract Period
2.2	Current Projects Offered Garbage Collection Services (20 Marks)

2.2.1	Project no. (insert)
	Name & location of project
	Services offered
	Project size (Number of units managed)
	Project references
	Name
	Phone Number
	Email address
	Contract Period
2.2.2	Project no. (insert)
	Name & location of project
	Services offered
	Project size (Number of units managed)
	Project references
	Name
	Phone Number
	Email address
	Contract Period
3.0	KEY PERSONNEL TO BE DEPLOYED ON THE PROJECT (40 Marks)
3.1.1	Key Head Office Staff (Provide details of any relevant certification &/or accreditations of key staff) Director (Manager) Relevant academic and Experience (Attach CV & Copy of academic Certificates)
	Name
	Highest Level of Education
	<i>Degree/Diploma</i>
	<i>Certificate</i>
	<i>Trade test</i>
	Professional Registration
	<i>None</i>
	Year Of Experience
3.1.2	Key Site Personnel 1 : (Attach CV & Copy of academic Certificates)
	Name
	Highest Level of Education
	<i>Degree/Diploma</i>
	<i>Certificate</i>
	<i>Trade test</i>
	Professional Registration
	<i>None</i>
	Year Of Experience
	<i>≥10years = 2 marks</i>
	<i><10years = 1 marks</i>
4.0	Statements of methodology (10 Marks)
	Work plan and methodology on how the bidder intends to execute and manage the contract if awarded in Conformity with terms of reference (TORs) A. Provide a clear methodology for Garbage collection.
	Proof of ownership of at least 2 lorries or trucks to carry garbage - (provide copy of log books as proof)

SECTION E: AGREEMENT

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

SECTION F: GARBAGE COLLECTING FIRM RESPONSIBILITIES

The Garbage Collecting 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. The Garbage Collection Firm shall also advise on the selection of other staff (where need be), who will work hand in hand to ensure the project goals are achieved.

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: COMPENSATION

The Supplier Firm is expected to outline its proposed fee for the assignment during the submission of proposals.

SECTION I: NON-COLLUSION

It is assumed that the Garbage Collection Firm 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 procurement@cytonn.com with properties@cytonn.com with the subject of the email as:

“Request for Proposal for Cleaning Services for The Alma” or deliver a hard copy at our office at The Chancery Building, 6th Floor, along Valley Road Nairobi, by **16th December 2020**.

Questions or clarifications should be addressed to procurement@cytonn.com with properties@cytonn.com in copy. We encourage interaction and questions before the submission deadline on **16th December 2020**.

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