



REQUEST FOR PROPOSAL (RFP) FOR A LEARNING CENTER FOR THE ALMA

FOR

THE ALMA APARTMENTS MANAGEMENT COMPANY LIMITED

ISSUE DATE: 12th FEBRUARY 2024

DUE DATE: 20TH FEBRUARY 2024



THE ALMA BY CYTONN, RUAKA
P.O BOX 20695 - 00200 NAIROBI, KENYA
CELL: +254 (0) 700 810 818

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02/12/2024RE: THE ALMA APARTMENTS MANAGEMENT COMPANY – LETTER OF INVITATION TO SUBMIT PROPOSALS FOR A LEARNING CENTER FOR THE ALMA

Cytonn Properties, on behalf of our client at The Alma, is requesting for a proposal for a learning center at the Alma Apartments

The Alma is a comprehensive residential development consisting of nine blocks with 477 units of modern 1bd, 2bd, and 3bd apartments & impeccable finishing. XX apartments are now completed and occupied. The community is strategically positioned in the heart of the fastgrowing Ruaka neighbourhood. Some of the future project features include; Day care, Clubhouse, Commercial hub, Swimming pool among others.

To provide a comprehensive lifestyle to our tenants and clients, we would wish to introduce a learning center for the children, teens and young adults. To that end, this letter serves as a formal invitation to submit proposals for learning center services. Prospective bidders desiring any explanation or interpretation of this solicitation should make the request in writing no later than **20th February 2024**. Bidders are expected to attend a site visit any day from **8-5p.m** to see the location and see the opportunities that the learning center will provide.

The Alma is home for more than 250 hundred young families with more than 50 Kids taking either CBC or IGCSE curriculum. Majority available on weekends, holidays and during the schools breaks

We seek for proposals to individuals/Schools to provide learning activities at Alma to include, but not limited to,

- Music lessons
- Skating classes
- Tuition classes
- Chess
- Cookery
- Ballet dance classes
- Art
- Any other activity / development you may have in mind

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.

SECTION B: SUBMISSION OF REQUIREMENTS

i) Mandatory learning Center 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 School / learning center – 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. Skills offered
- f. Proposed Fees structure
- g. Proposed sound proofing methods used to prevent noise pollution especially for music lessons/classes

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 C: RESPONSES

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

“Request for Proposal for a Learning Center at The Alma” or deliver a hard copy at our office at The Alma, Ruaka, along Limuru Road Nairobi, by **20th February 2024**.

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 **20th February 2024**.

Cytonn Properties is not bound to accept the lowest or any proposal.