



**REQUEST FOR PROPOSAL (RFP) FOR LEASING OF COMMERCIAL SPACE IN THE ALMA**

**APARTMENTS, RUAKA, OFF LIMURU ROAD**

**ISSUE DATE: 14<sup>TH</sup> DECEMBER 2020**

**DUE DATE: 31<sup>ST</sup> DECEMBER 2020**

THE CHANCERY BUILDING, 6<sup>TH</sup> FLOOR, VALLEY ROAD

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## SECTION A: LETTER OF INVITATION

14 December 2020

**RE: THE ALMA MANAGEMENT COMPANY – LETTER OF INVITATION TO SUBMIT PROPOSALS FOR THE COMMERCIAL SPACE LEASING IN THE ALMA**

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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; **fitness centre (gym and aerobics), retail store, bar, beauty shop and barber 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 commercial hub. Prospective bidders desiring any explanation or interpretation of this solicitation should make the request in writing no later than 27<sup>th</sup> December 2020. 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 of the commercial hub 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 [procurement@cytonn.com](mailto:procurement@cytonn.com) with [properties@cytonn.com](mailto:properties@cytonn.com) in copy.

**Cytonn Investments Management PLC, 6<sup>th</sup> Floor, The Chancery, Valley Road, P.O Box 20695-00200,  
Nairobi, Kenya  
[procurement@cytonn.com](mailto: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.

### 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 Bidding firms are invited to submit a technical proposal and a financial proposal for the leasing of the commercial 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 2020.

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

## SECTION C: SUBMISSION OF REQUIREMENTS

Certain minimum qualifications have been established in order for proposals to be considered for the Lease as described in this RFP:

- a) Tenant shall have three or more years of continuous experience in the development, management and operation of a high quality retail operation.
- b) Tenant must have demonstrated managerial, and staffing resources to maintain high quality, successful operation.
- c) Tenant must have demonstrated financial capacity to finance improvements and operating costs for the project that it proposes.

### e. Technical Proposal

The Proposer shall structure the Technical Proposal as follows:

1. Expertise of Firm/Organization – this section should provide details regarding management structure of the organization, organizational capability/resources, and experience of organization/firm, the list of projects/contracts (both completed and on-going, both domestic and international) which are related or similar in nature to the requirements of the RFP, and proof of financial stability and adequacy of resources to complete the services required by the RFP. The same shall apply to any other entity participating in the RFP as a Joint Venture or Consortium.

2. Proposed Methodology, Approach and Implementation Plan – this section should demonstrate the Proposer’s response to the Terms of Reference by identifying the specific components proposed, how the requirements shall be addressed, as specified, point by point; providing a detailed description of the essential performance characteristics proposed; identifying the works/portions of the work that will be subcontracted; and demonstrating how the proposed methodology meets or exceeds the specifications, while ensuring

appropriateness of the approach to the local conditions and the rest of the project operating environment. This methodology must be laid out in an implementation timetable that is within the duration of the contract.

All proposers are therefore required to Confirm that the Proposer has obtained license of this nature in the past, and have an expectation of obtaining all the necessary licenses, should their Proposal be rendered the most responsive.

3. Management Structure and Key Personnel – This section should include the comprehensive curriculum vitae (CVs) of key personnel that will be assigned to support the implementation of the proposed methodology, clearly defining the roles and responsibilities vis-à-vis the proposed methodology. CVs should establish competence and demonstrate qualifications in areas relevant to the TOR.

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.

**f. Financial Proposal**

The Financial Proposal shall be prepared using the attached standard form (Section 7). It 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.

<b>MAIN EVALUATION</b>	
<b>1.0</b>	<b>Expertise of the Firm/ Organization (20 Marks)</b>
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"> <li>- Financial stability</li> <li>- loose consortium, holding company or one firm</li> <li>- age/size of the firm</li> <li>- strength of project management support</li> <li>- project financing capacity</li> <li>- project management controls</li> </ul>
1.3	Relevance of: <ul style="list-style-type: none"> <li>- Specialised Knowledge</li> <li>- Experience on Similar Programme</li> </ul>
<b>2.0</b>	<b>Proposed Methodology, Approach and Implementation Plan (20 Marks)</b>
<b>2.1</b>	To what degree does the Proposer understand the task?
<b>2.2</b>	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?
<b>3.0</b>	<b>Management Structure and Key Personnel (20 Marks)</b>
<b>3.1</b>	<b>Task Manager</b>
	General Qualification
	Suitability for the Project
	Training Experience
	Professional Experience in the area of specialisation
	Knowledge of the region
<b>3.2</b>	<b>Senior Expert</b>
	Suitability for the Project
	Training Experience
	Professional Experience in the area of specialisation
	Knowledge of the region
<b>3.3</b>	<b>Junior Expert</b>
	General Qualification
	Suitability for the Project
	Training Experience
	Professional Experience in the area of specialisation
	Knowledge of the region
<b>4.0</b>	<b>Statements of methodology (10 Marks)</b>
	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 [procurement@cytonn.com](mailto:procurement@cytonn.com) with [properties@cytonn.com](mailto:properties@cytonn.com) with the subject of the email as:

**“Request for Proposal for Security Services for The Alma”** or deliver a hard copy at our office at The Chancery Building, 6th Floor, along Valley Road Nairobi, by **31<sup>st</sup> December 2020**.

Questions or clarifications should be addressed to [procurement@cytonn.com](mailto:procurement@cytonn.com) with [properties@cytonn.com](mailto:properties@cytonn.com) in copy. We encourage interaction and questions before the submission deadline on **31<sup>st</sup> December 2020**.

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