



REQUEST FOR PROPOSAL: OUTSOURCING FOR AN ORGANIZATIONAL STRUCTURE & STRATEGY TRAINER

CYTONN INVESTMENTS MANAGEMENT PLC
STATE HOUSE AVENUE, LIAISON HOUSE (3RD FLOOR)
P.O. BOX 20695 – 00200
NAIROBI, KENYA

SECTION A: Background

Cytonn Investments is an independent investments management firm, with offices in Nairobi - Kenya and D.C. Metro - U.S. We are primarily focused on offering alternative investment solutions to global and local institutional investors, individual high net-worth investors, and diaspora investors interested in the East-African region.

Our investments are in real estate and private equity. Real estate investments are made through our development affiliate, Cytonn Real Estate, where we currently have over Kshs. 82 billion (USD 820 mn) of projects under mandate across ten projects. In private equity, we invest in banking, insurance, education, hospitality and technology. Our financial services investments in Sub Saharan Africa are made through our Cytonn Financial Services Fund (CFSF) through which we are the 6th largest shareholder in NIC Bank in Kenya. Investments in education and hospitality are made through Cytonn Education Services and Cytonn Hospitality, respectively.

Cytonn seeks to solicit proposals from reputable firms with adequate experience in training in Organizational Structure and Strategy to take the Board of Directors through the theme 'The Cytonn Group Strategy and Operating Structure'.

SECTION B: Objectives and Scope of work

The trainer will have the responsibility to:

- (i) Provide an overview of Organizational Structure and its relationship to a Company's Strategy in line with the theme;
- (ii) Train on the relevance of a sound Organizational Structure and Strategy and its effect on a company;
- (iii) Advise on whether the current Cytonn Group structure supports the strategy and vice versa as well as a review the strategic plan and the progress of its implementation;
- (iv) Train on the role, responsibilities and liabilities of the Board, individual Board members, the Chairman, the Chief Executive Officer, the Company Secretary, various committees of the Board and indeed Management, in relation to the formation, and implementation of the Cytonn Group Strategy and Operating Structure;
- (v) Provide a way forward on how to align Cytonn Group structure to Strategy and/or vice versa;
- (vi) Any other training that the Trainer may deem fit and appropriate for the Board of Directors in light of the theme.

SECTION C: Financial Proposal

In preparing the financial proposal, service providers are expected to consider all costs and expenses associated with the assignment.

The service providers shall express their price in Kenya Shillings, while those in percentage shall be applicable in Kenya Shillings as well.

The Proposals must remain valid for 60 days after the submission date. During this period, the service providers are expected to keep available the professional staff proposed for the assignment. Cytonn Investments Management Plc will complete negotiations during this period.

SECTION D: Agreement

The service providers selected to provide the above-referenced services will be expected to enter into a contract before commencement of works.

SECTION E: Rejection of Proposals

Cytonn Investments Management Plc reserves the right to reject all of the proposals received as a result of this RFP. Cytonn Investments Management Plc does not intend to award a contract solely based on responses to this RFP or otherwise pay for the information solicited or obtained in response to this RFP.

SECTION F: Incurred Cost

Cytonn Investments Management Plc will not be liable for any cost incurred by the service provider for any work performed through and including the execution of the contract for professional services, prior to the execution of a contract.

SECTION G: Completeness of the Submitted Proposal

The proposal shall address all items completely and thoroughly, and shall be signed by an officer of the firm authorized to bind the service provider to its provisions.

SECTION H: Service Provider Responsibilities

The service provider shall provide all professional services as described under the Scope of Services and shall maintain those capabilities until notification that their proposal was unsuccessful. Exclusion of any service for the project may serve as cause for rejection.

SECTION I: Acceptance Of RFP Content

Cytonn Investments Management Plc will review the Proposals and make a recommendation based upon an evaluation of the following criteria:

- Details of the firm
- Mandatory Documents (*tax compliance certificate from KRA, Proof of Physical address, business licence, PIN certificate of the firm, VAT certificate of the firm, CR 12*)
- Experience in works of similar nature
- Past performance record
- Feedback from the listed references
- Demonstrations of technical competency
- Size and categories (by qualification and experience) of staff
- Availability of key staff with the relevant experience
- Capacity to carry out the work, proposed scope of services being offered to carry out the works effectively

SECTION J. Compensation

Cytonn Investments Management Plc and the selected service provider will formalize the scope of services and negotiate a fee.

SECTION K: Responses

To be considered, the proposal should be submitted in soft copy to Cytonn Investments Management Plc through corporate@cytonn.com and copied to procurement@cytonn.com by 5.00pm on 19th March 2018. No hard copies will be accepted.

SECTION L: Non-Collusion

It is understood that you/your firm understands that the business discussions between yourself and ourselves and 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.

In case of any queries, kindly contact the undersigned.

Bryan Gitia

Assistant, Corporate Finance and Strategy

A handwritten signature in blue ink, appearing to be 'Bryan Gitia', with a horizontal line extending to the left.

