



The Alma
SIMPLY EXCEPTIONAL



**REQUEST FOR PROPOSAL (RFP) FOR VARIOUS LEASING OF COMMERCIAL
SPACE IN THE ALMA APARTMENTS, RUAKA, OFF LIMURU ROAD**

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SECTION A: LETTER OF INVITATION

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

The Project Management team, on behalf of The Alma Management Company Limited are requesting for proposal submissions from interested and qualified entities (“Tenant”) with interest in renting space for a Mini Mart, Shops, Daycare, Gym, Aerobics, Restaurant, Offices, in the commercial hub.

The Alma is a 477 units comprehensive lifestyle development located in Ruaka; at completion we expect to have approximately 2,000 individuals at the complex. Phase 1, 2, and 3 of the project are already complete and occupied, with Phase 4 ongoing. The project is strategically positioned in the heart of Ruaka neighborhood. 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.

This letter serves as a formal invitation to submit proposals to rent space in the commercial hub. Prospective bidders desiring any explanation or interpretation of this solicitation should make the request in writing or visit the site office at The Alma at the Project and Facilities Management office.

Kindly confirm receipt of the letter of invitation and your intended participation. All communication should be directed to pm@cytonn.com.

SECTION B: INFORMATION TO TENDERERS

The commercial hub will house the spaces listed in the table below. The areas are in SQM

	Ground Floor	1st Floor	2nd Floor	3rd Floor	4th Floor	Total
Mini Mart	124					124
Shop 1	49					49
Shop 2	68					68
Daycare		276				276
Kitchen		18				18
Gym			139			139
Aerobics			137			137
Restaurant			107			107
Offices				217	192	409
Total Area						1,327

SECTION C: INVITATION TO TENDER

- a) The Project Management invites sealed tenders from eligible bidders for renting of space "Requirements" section.
- b) Prices quoted should be exclusive of all taxes and must be expressed in Kenya shillings and shall remain valid for (90) days from the closing date of the tender.
- c) Completed tender documents in two hard copies and a soft copy are to be enclosed in plain sealed envelopes, marked "Bidding to Rent Space" and emailed to pm@cytonn.com

SECTION D: INSTRUCTION TO TENDERERS

a. Cost of tendering

The Tenderer shall bear all costs associated with the preparation and submission of its tender, and the project management team will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

b. Contents of tender documents

The Tenderer is expected to examine all instructions, forms, terms, and specifications in the tender documents. Failure to furnish all information required by the tender documents or to submit a tender not substantially responsive to the tender documents in every respect will be at the tenderer's risk and may result in the rejection of its tender

c. Clarification of Documents

A prospective candidate making enquiries of the tender document may notify the project management team in writing or by post or email at the entity's address indicated in the Invitation for tenders. The project management team will respond in writing to any request for clarification of the tender documents.

The Project Management team shall reply to any clarifications sought by the tenderer within 3 days of receiving the request to enable the tenderer to make timely submission of its tender.

d. Amendment of documents

At any time, before the closure of the tender process, the project management team, for any reason, whether at its own initiative or in response to a clarification requested by a prospective tenderer, may modify the tender documents by issuing an addendum.

All prospective tenderers who have obtained the tender documents will be notified of the amendment by post or email and such amendment will be binding on them.

In order to allow prospective tenderers reasonable time in which to take the amendment into account in preparing their tenders, the project management team, at its discretion, may extend the deadline for the submission of tenders.

e. Tenderers Eligibility and Qualifications.

The documentary evidence of the tenderers qualifications and experience to perform the contract if its tender is accepted shall establish to The Project Management team satisfaction that the tenderer has the financial and technical capability necessary to perform the contract.

f. Format and Signing of Tender

The tenderer shall prepare and submit two copies of the tender.

The tender document shall be typed or written in indelible ink and shall be signed by the tenderer or a person or persons duly authorized to bind the tenderer to the contract. All pages of the tender, except for un-amended printed literature, shall be initialed by the person or persons signing the tender.

The tender shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the tenderer, in which case such corrections shall be initialed by the person or persons signing the tender.

g. Deadline for Submission of Tenders

Currently the deadline for submission of tenders is open. The Project Management reserves the right to change deadline for submission of the tenders as this is pegged on the completion of the Commercial space. The tentative date of completion of the Commercial Spaces is September/October 2022. The change in the deadline of submission will be communicated to all tenderers that have expressed interest to allow them time to make any amendments or submit their tenders in good time. All tenderers are encouraged to submit their tenders early or before the completion of the Commercial Space to avoid being locked out.

h. Modification and withdrawal of tenders

The tenderer may modify or withdraw its tender after the tender's submission, provided that written notice of the modification, including substitution or withdrawal of the tender's received by The Project Management team prior to the deadline prescribed for the submission of tenders.

No tender may be modified after the deadline for submission of tenders.

No tender may be withdrawn in the interval between the deadline for submission of tenders and the expiration of the period of tender validity specified by the tenderer on the Tender Form.

The Project Management team may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.

The Project Management team shall give prompt notice of the termination to the tenderers and will not give reasons for termination.

i. Clarification of tenders

To assist in the examination, evaluation and comparison of tenders The Project Management team may at its discretion, ask the tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance shall be sought, offered, or permitted.

j. Award Criteria

The Project Management team will award the contract to the successful tenderer whose tender has been determined to be substantially responsive and has been determined to be the duly qualified evaluated tender, provided further that the tenderer is determined to be qualified to perform the contract satisfactorily.

The Project Management team reserves the right to accept or reject any tender and to annul the tendering process and reject all tenders at any time prior to contract award, without thereby incurring any liability to the affected tenderer or tenderers or any obligation to inform the affected tenderer or tenderers of the grounds for the procuring entity’s action. If the procuring entity determines that none of the tenderers is responsive; the procuring entity shall notify each tenderer who submitted a tender.

A tenderer who gives false information in the tender document about its qualification or who refuses to enter into a contract after notification of contract award shall be considered for debarment from participating in future procurement.

SECTION E: PRESENTATION OF PROPOSALS

The proposal should be submitted in two hard copies, bound, typed and completely printed. A soft copy should also be attached. The proposal is made up of three different sections:

- a) Company Profile
- b) Experience in the proposed use of Space
- c) Financial Proposal
- d) Disclosure form and certification

COMPANY PROFILE	
Please provide a copy of your company profile which should include the following: <ul style="list-style-type: none"> •Certificate of incorporation •PIN and VAT certificates •Tax Compliance certificate 	
Provide comprehensive company certified audited financial statements for the last 3 years (if any)	

1. Technical Proposal

Experience with the proposed use of space

2. Financial Proposal

Proposed rent per SQM and service charge

SECTION F: EVALUATION AND SELECTION CRITERIA

The following criteria, not necessarily listed in order of importance, will be used to evaluate proposals. The Project Management 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.

SECTION G: 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, desired square footage and state the fit out period.

SECTION H: 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 I: RESPONSES

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

“Request for Proposal for (state the service here) for The Alma” or deliver a hard copy at our office at The Chancery Building, 6th Floor, along Valley Road Nairobi.

Questions or clarifications should be addressed to pm@cytonn.com.

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