

REQUEST FOR PROPOSAL (RFP) FOR RESTAURANT MANAGEMENT SERVICES FOR ROMA COURT

1. INTRODUCTION

Roma Court comprises of newly refurbished fully furnished and serviced apartments located in Hurlingham, approximately 5 minutes away from Yaya Centre. This letter serves as a formal invitation to submit proposals for the management of the restaurant located within Roma Court. The aim is to identify a restaurant manager(s) who will manage the restaurant based on professionalism, integrity, accountability and quality services that will guarantee maximum returns, while maintaining the restaurant to the highest standards. Award of contract will be contingent on the Client and Restaurant Manager's Agreement on the scope of work. Kindly confirm receipt of the letter of invitation and your intended participation. All communication should be directed to **romamanagement4@gmail.com**.

2. INFORMATION TO RESTAURANT MANAGERS

i. Purpose

The purpose of this "Request for Proposal" (RFP) is to solicit a restaurant manager(s) who will provide the most visionary and cost-effective solution for restaurant management.

ii. Property Description

Roma Court comprises of fully furnished and serviced apartments located in Hurlingham approximately 5 minutes away from Yaya Centre. The apartments are distributed as follows:

- 16 studio apartments
- 20 one bedroom apartments
- 2 two bedroom apartments

Its distinct features include a restaurant, a gym and an entertainment area offering a perfect recreational setting.

3. TECHNICAL AND FINANCIAL PROPOSAL

You are hereby invited to send us a proposal on restaurant management service. The proposal should include the following:

- a. Experience in operating similar or relevant business, examples of any recent catering work undertaken or current business model;
- b. Vision for the restaurant;
- c. Proposed marketing plan for the restaurant;
- d. Proposed layout of the kitchen and restaurant.

e. Proposed list of catering equipment, furniture and fittings that require to be purchased and installed;

e. Suggested menus and pricing for all the menu items;

f. A proposed budget for the first two years of operations;

g. The proposed implementation timetable showing clearly the milestone activities and the responsibilities for the Client and the Bidder;

h. Proposed hours of operation;

e. Proposed staff structure and recruitment plans;

f. Confirmation that all required licenses and insurances shall be procured;

g. Confirmation that all food safety protocols and all regulatory requirements by both national and county governments shall be adhered to;

h. Confirmation that prevailing Ministry of Health COVID 19 protocols shall be adhered to.

4. SUBMISSION OF REQUIREMENTS

The mandatory requirements are as follows:

a. Certificate of Incorporation/ Business Registration Certificate

b. Verified Business PIN (Taxpayer Registration Certificate)

c. Copy of Current Valid Tax Compliance Certificate

d. Other Business Registration Certificates

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)

The above documents must be submitted together with the proposals.

5. COMPENSATION

The Restaurant Manager is expected to outline the proposed restaurant management fees for the assignment during the submission of proposals.

- a. Breakdown your cost as below:
 - i. Management fee
 - ii. Any other associated cost with breakdown
- b. The firm shall express their price in Kenya Shillings, while those in percentage shall be applicable in Kenya Shillings as well.
- c. The Proposals must remain valid for 90 days after the submission date.

6. EVALUATION AND SELECTION CRITERIA

The quality-based selection shall involve invitation of qualified property managers to submit their preliminary project proposals. The evaluation shall be based on the technical and financial proposals submitted.

7. AGREEMENT

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

8. INCURRED COSTS

Roma Court will not be liable, under any circumstance, for any costs incurred by respondents in replying to this RFP.

9. CONFIDENTIALITY

It is assumed that the Restaurant Manager understands that the business discussions between themselves and Roma Court Limited 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.

10. RESPONSES

A soft copy of the same shall be sent to **romamanagement4@gmail.com**, with the subject of the email as: "Request for Proposal for Restaurant Management Services for Roma Court" by 13th September 2021. No hard copies will be accepted. Questions or clarifications should be addressed to **romamanagement4@gmail.com**. We encourage a site visit before the submission

deadline on 13th September 2021. This can be prearranged by sending an email to **romamanagement4@gmail.com** together with your company profile. The site visit shall be strictly by appointment. Roma Court is not bound to accept the lowest or any proposal. For more information visit www.romacourt.co.ke.