

Nunquam Dormio

The Kenya Harlequin Rugby Club

Request for Proposal (RFP) KHRC/KE/01-2021

Leasing of the Bar and Club House Facility

Planned Timetable for the RFP	
Issue of Request For Proposals (RFP)	2 nd August 2021
Deadline for Questions from Suppliers	6 th August 2021
Deadline for Responses to Suppliers Questions	11 th August 2021
Deadline for Submission of RFP	16 th August 2021
Evaluation of RFP	17 th – 25 th August 2021
Award Letter for winning respondent	30 th August 2021

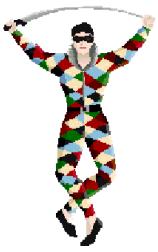
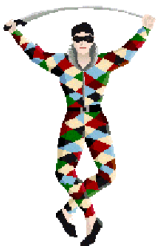


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GENERAL INFORMATION

Kenya Harlequin Rugby Club at R.F.U.E.A Ngong Rd (QUINS) (hereinafter referred to as "QUINS") is interested in leasing out its Bar and Club House facility to a competent and qualified with adequate technical and financial capability. The required services and performance conditions are described in the Scope of Work.

QUINS goals are to provide the members and the public with the best and most satisfactory service from the Vendor and ensure that the club receives adequate and appropriate compensation from the Vendor allowed to operate on club property.

Bidders are advised to keenly take into consideration the rich rugby culture of Kenya Harlequin Rugby Club formed in 1952 when preparing their response to this RFP. The club would not like to lose any of its rugby culture for the sake of this RFP.

Kenya Harlequin Rugby club believes that the open competition for services and products provides the club with the best results for its Return on Investment. The Rugby club is interested in receiving responsive and competitive proposals from experienced and qualified firms to provide catered alcohol beverage service at **Kenya Harlequins Bar/Club house** located within the R.F.U.E.A grounds Ngong Rd. What follows is a description of the technical environment, contractor staffing, qualifications, and performance expectations **Annex A, B & C**.

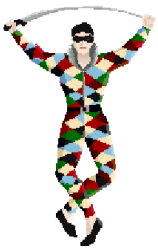
INSTRUCTIONS TO SUBMITTING FIRMS

A. Examination of Proposal Documents:

By submitting a proposal, the prospective firm represents that it has thoroughly examined and become familiar with the services required under this RFP and that it can deliver quality services to Kenya Harlequin Rugby club in a creative, cost-effective & service-oriented manner.

B. Questions/Clarifications:

Please direct any questions regarding this RFP to the Chairman of the Valuation COMMITTEE, Bar Member Kenya Harlequin Rugby club, via e-mail at bids@quins.co.ke **Questions must be received by 4:30 p.m. on Friday 6th August 2021**. All questions received prior to the deadline will be collected, and responses will be emailed by **Wednesday 11th August 2021**.



C. Submission of Proposals:

Two original copies must be submitted to Kenya Harlequin Rugby Club in a sealed envelope at the Clubhouse, on R.F.U.E.A Ground Ngong Rd, **not later than 4:30 p.m. on Monday 16th of August 2021.** Bids must be clearly marked Proposal for Leasing of the Kenya Harlequin Bar and Club House. Each copy shall be placed in a **sealed outer envelope indicating the RFP No. KHRC/KE/01-2021** containing two sealed inner envelopes – one envelope marked **Technical Proposal** and the other envelope **Financial Proposal** with contents as follows:

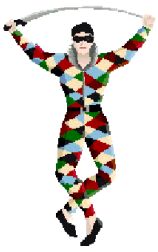
1. Technical Proposal:

This shall comprise the following:

- a. **A one-page cover letter, signed by an individual authorized to bind the firm** affirming inter alia) that all information regarding policies, staff, qualifications, equipment, and capacity are current and complete and accurate ii) that if selected as a Contractor, will comply with all applicable provisions of **Annex A**, ii) whether it is party to any pending or current litigation, which might adversely affect its performance on this project.
- b. **The Technical Proposal Proper:** This must contain relevant information about the goods/ services that will be provided by the Contractor i.e., how it proposes to perform the works or meet the needs specified in **Annex A** without ***providing any financial information.*** Information should be presented clearly and concisely. Bidders are advised to format their proposal with chapters corresponding to the evaluation criteria. Bidders are encouraged develop certain theme nights on their proposal, taking into consideration the rugby aspect of the club house. The proposal should consider Thursday which is currently a club night and Saturday which is usually a game day and peak day of the week.

2. The Financial Proposal:

This must contain financial information about the services that will be provided by the Contractor. The firm must state its monthly leasing price offer, pricing of drinks and beverages to be sold and payment terms, letter of recommendation from an established bank. Proof/Ability to finance huge stock levels during tournaments and game days will be an added advantage to the proposal. ***The bidder must also specify what form of commitment they are willing to offer to support their proposed monthly lease payment e.g., cash deposit, bank guarantee.***



3. Bidders Conference:

This will be held on an agreed date at **the Quins Clubhouse** on R.F.U.E.A grounds Ngong Road. The purpose of the conference is for bidders to clarify any issues on the RFP that may not be clear to them. A walk-through visit of the premises will also be conducted on this day.

- I. It shall be the responsibility of respondent to ensure that proposals are fully in compliance with all applicable laws, enactments, rules, and regulations of any relevant governmental or regulatory body.
- II. Hard Copy Proposals must be delivered ***either by hand or by courier*** in **two individually sealed envelopes with one marked Technical Proposals and other Financial Proposal** and should be addressed as follows.
- III. **KENYA HARLEQUIN RUGBY CLUB**
P.O. BOX 42999-00200
NAIROBI
R.F.U.E.A GROUNDS, NGONG ROAD
RFP No. KHRC/KE/01-2021
- IV. All offers must be typed and submitted in duplicate **on or before the Monday 16th August 2021, , at 4:30 p.m.** Handwritten bids will be rejected. Inclusion of financial bids with technical bids in the same envelope may also result in disqualification of a proposal.
- V. Firms may send one representative with proper authorization to observe the opening on a date to be communicated. The purpose of the public opening is to record the proposals submitted by the due date and time. No price will be extrapolated or announced at the time of public opening. Therefore, only technical proposals will be opened to record the name of proposers. **Financial proposals will not be opened at the public opening.**
- VI. Submission of electronic proposals: An electronic copy of the proposal **MUST** be submitted by **email** to the following address: bids@quins.co.ke only. **Please note that this email address is a dedicated one for receiving electronic proposals/RFP clarifications only.** the subject line of the email shall read, "Kenya Harlequins Rugby Club RFP – Kenya Harlequins Bar and Club House Leasing "Proposal." **Proposals must be received no later than Monday 16th August 2021, at 4:30 p.m.** All proposals received after that time will not be accepted.



D. Withdrawal of Proposals:

A firm may withdraw its proposal at any time before the due date for submission of proposals as provided in the RFP by delivering a written request for withdrawal signed by, or on behalf of the prospective firm.

E. Rights of Kenya Harlequin Rugby Club:

This RFP does not commit the club to enter into a contract, nor does it obligate the club to pay for any costs incurred in the preparation and submission of proposals or in anticipation of a contract.

The club reserves the right to:

1. Make the selection based on its sole discretion;
2. Reject any and all proposals without prejudice;
3. Issue subsequent Requests for Proposal;
4. Postpone opening for its own convenience;
5. Remedy technical errors in the Request of Proposal process;
6. Approve or disapprove the use of particular sub-contractors;
7. Negotiate with any, all, or none of the prospective firms;
8. Solicit best and final offers from all or some of the prospective firms;
9. Accept other than the lowest offer; and
10. Waive informalities and irregularities in the proposal process.

F. Contract Type:

It is anticipated that a standard form professional services agreement contract will be executed after the club's review and approval of the recommended Bar Vendor.

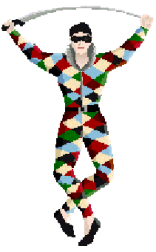
G. Collusion:

By submitting a proposal, each prospective firm represents and warrants that; its proposal is genuine and not a sham or collusive or made in the interest of or on behalf of any person not named therein; that the prospective firm has not directly, induced or solicited any other person to submit a sham proposal or any other person to refrain from submitting a proposal; and, that the prospective firm has not in any manner sought collusion to secure any improper advantage over any other person submitting a proposal.

SCOPE OF SERVICE

The Kenya Harlequin Rugby club is pleased to offer an opportunity for well-qualified business entities to provide and operate bar and beverage services at the club house facilities

The Objective of this Request for Proposal (RFP) is to award a five-and-a-half-year contract to rent and run the Kenya Harlequin Bar and Club House facility.



A. Required Services:

The Agreement requires the vendor to provide alcohol and non-alcohol beverage service to patrons and members frequenting the facilities. Numerous events such as private birthdays, gatherings, Rugby matchdays, and other private parties are held in these facilities. The Bar Vendor must be able to accomplish the following:

1. Provide professional service to the public which enhances the event experience.
2. Offer and provide a full range of bar and beverage services at various cost options.
3. Assist and coordinate planning activities to ensure all bar and beverage services are executed to the satisfaction of the customer.
4. Provide high quality, friendly, and professional services at reasonable prices.
5. Provide all necessary furnishing and equipment to create an attractive and inviting concession.
6. Reach out to the community to increase the usage of the Bar and Club House through the use of marketing and advertising.
7. Work in unison with Kenya Harlequins Rugby Club during the normal course of business and as unforeseen issues arise.
8. Provide professional services whilst strictly following the Ministry of Health Covid-19 Protocols and Guidelines.

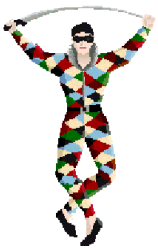
B. Experience and Qualifications:

The proposer must demonstrate the ability to successfully operate a bar and beverage service and address the following items:

1. Years and quality of experience in similar and relevant businesses.
2. Whether bartenders, waiters, staff, supervisors have received alcohol awareness training, and other insurance company provided training.
3. All applicable licenses, permits, and certification are current at the time of proposal submittal.
4. Ability to obtain insurance with coverage values that meet minimum requirements evidenced by a letter from an underwriter confirming that the Firm can be insured for the amount required by the City.

C. Required Operating Responsibilities:

The following are selected areas of operating responsibilities which will be required of the successful proposer(s). If selected as the winning proposal, the proposer must be willing and able to commit to the following Required Operating Responsibilities.



1. Hours of Operation

Bar Vendor shall offer bar and beverage services to the public only during the government and agreed upon stipulated hours with the Club.

The Bar Vendor must provide a minimum of two (2) hours of service each day (not exceeding the contracted opening hours) and must cease alcoholic service one (1) hour prior to the end of the contracted hours. Under no circumstances shall the Bar Vendor be allowed to serve alcohol on a 24hrs basis.

2. Record Keeping and Tracking of Sales

The Bar Vendor will be required to maintain a system of tracking sales, which may include at a minimum, utilizing a non-resettable cash register dedicated to this bar and beverage service on which it shall record all gross sales, including hosted bar sales. The cash register shall be sufficient to supply an accurate recording of all sales on tape. All cash registers shall have a price display which is and shall remain at all times visible to the public. Printed receipts shall be provided to the patron for all transactions.

3. Pricing

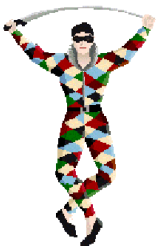
All prices charged for alcoholic and non-alcoholic beverages shall be prominently posted and shall be comparable to prices charged in similar establishments in the City of Nairobi. Concessionaire shall, upon execution of Agreement, provide the City with a list of prices for all bar and beverage services. This list shall be updated whenever prices are changed and made available to patrons requesting service.

The proposed services and products price list shall describe the services and products necessary to perform the services as described in the Scope of Services, an example of such a list is attached (Exhibit B). The information to be submitted must include:

- The type of liquor, wine, and beverages that will be provided;
- Proposed Operating hours from Monday - Sunday; and
- Detailed description of services, including equipment and materials necessary for providing the services.

4. Equipment

All equipment, furnishings (utensils, appliances, stemware, beverage serving ware and other equipment necessary for alcohol and beverage service) and expendables required for the bar and beverage concession shall be provided by the Vendor at its sole expense and shall remain its personal property.



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Vendor shall minimize the paper items (straw covers, serving cartons, etc.) distributed with products. Styrofoam products should not be used in accordance with the Nairobi City eco-friendly policy.

Bar Vendor shall, at all times and at its expense, provide all maintenance, repair, and service required on equipment, furnishings (utensils, appliances, stemware, beverage serving ware and other equipment necessary for alcohol and beverage service, including any beverage service carts and/or portable bar used in the Premises) and keep and maintain such equipment in good repair and in a clean, sanitary, and orderly condition and appearance.

5. Signage

The address and phone number of the Bar Vending company will be prominently displayed along with the notation that all complaints regarding changes and service, should be referred directly to the company. However, reports in writing by patrons or anyone concerned on over-serving or failure to provide receipts for transactions shall be directed to the Kenya Harlequin Rugby Club Bar Member on the email barmember@quins.co.ke

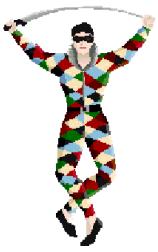
6. Receipts

Bar Vendor shall offer receipts to the customers for every transaction. Bar Vendor shall at all times place a sign within twelve (12) inches of cash register, in clear view to the public, and in minimum one-inch lettering, which states: The Bar Vendor is encouraged to put in place a prepaid card system which will be swiped by patrons to purchase drinks.

D. Contractual Provisions:

The following are selected contractual provisions which will be required of the successful proposer(s). If selected as the winning proposal, the proposer must be willing and able to commit to the following Contractual Provisions

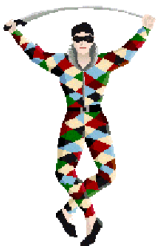
1. The selected Vendor(s) shall pay all taxes of whatever character which may be levied or charged upon the Vendor (s) for the operation of bar and beverage service.
2. The selected Vendor(s) will be required to demonstrate compliance with the City's business tax laws and operating licenses by acquiring and maintaining a Business Tax Registration Certificate or Certificate of Exemption. This certificate must be in force during the entire period of the agreement.
3. The selected Vendor(s) will be required to obtain and maintain appropriate licenses from the Nairobi County Department of Alcoholic Beverage Control. This license must be in force during the entire period of the agreement.



4. During Opening Hours - Provide and maintain a reservation phone service during normal business hours for answering inquiries and taking reservations from prospective patrons and club members.

The Vendor must be able to accomplish the following: -

1. Coordinate, schedule, and confirm each reserved event, and the type of bar service requested, with the patrons and with the club no less than fourteen (14) days prior to the day of the event.
2. Have printed brochures detailing service plans and cost options to be made available at each of the events being hosted.
3. Include information about deposit, cancellation and refund policy in brochures and provide the brochures to the patron(s) after completing the necessary service agreements with the patrons.
4. Provide for all bar service staffing, including all hiring, training, and supervision.
5. Set-up or prepare venue within one (1) hour before the start of any event or opening hours
6. During Opening hours- Provide a Bar Manager and Events Coordinator onsite during hours of the events and normal opening hours to respond to clients' needs. Including but not limited to:
 - a) Provide alcoholic and non-alcoholic beverage service to patrons and club members frequenting the premises for leisure and group events.
 - b) Provide all necessary supplies and equipment, including a portable bar.
 - c) Keep the service area of the premises clean and uncluttered during opening hours and events.
 - d) Provide for all bar service staffing, including all hiring, training, and supervision.
 - e) Discontinue the dispensing of alcoholic beverages to persons deemed disorderly or intoxicated.
 - f) Inform patrons at the beginning of an event, at two hours before the end of the event, and at ninety minutes before the end of the event that alcohol will not be served during the last hour of the event.
 - g) Take reasonable steps to exercise due diligence in assisting patrons deemed intoxicated by providing the necessary assistance to prevent injury to themselves and others and report all incidences promptly to the Department's Facility Manager or Supervisor.
 - h) Be responsible for the conduct of activities during opening hours and events, and ensure compliance with established County, and Government policies and regulations.
 - i) Ensure the service area of the premises is kept clean and uncluttered.
 - j) Dispose of all trash
 - k) All staff will go through the required food handler's inoculation and certification



- l) Covid 19 protocols and signage strictly adhered to.

INSURANCE

The selected Bar Vendor(s) shall acquire and maintain the established insurance and liability limits for this Concession.

PROPOSED TERM OF CONTRACT

The proposed term of the contract is **Five and a Half years, with option of renewal.**

SCHEDULE FOR SELECTION

RFP Issuance Date: **2nd August 2021**

Deadline for submittal of Supplier Questions: **6th August 2021**

Deadline for Responses to Questions: **11th August 2021**

Deadline for submittal of Proposals (RFP): **16th August 2021**

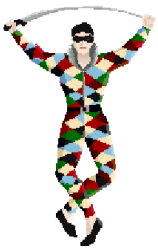
Interviews (if necessary): **26th and 27th August 2021**

Contract Agreement for Review & Approval: **TBC**

METHOD OF SELECTION AND NOTICES

The Valuation Committee will evaluate the information provided in the submitted proposals using the following criteria as a guideline:

- Completeness and Comprehensiveness.
- Responsiveness to Club's issues.
- Potential to benefit the Club.
- Experience of the firm providing similar services to other establishments.
- Cost-effectiveness.
- Quality of proposed staff.



No single factor listed above shall, by itself, be determinative as to whether the club will award a contract to a proposer.

INFORMATION TO BE SUBMITTED

Prospective Firms must submit one digital copy of their proposal via email to bids@quins.co.ke

1. Include a Proposal Summary Section:

This section shall discuss the highlights, key features, and distinguishing points of the Proposal. A separate sheet shall include all the contact people on the Proposal and how to communicate with them.

2. Include a Profile of the Proposing Firm(s) Section:

This section shall include a brief description of the Firm, including size, location of office(s), number of years providing service, the organizational structure of the responsible division, etc.

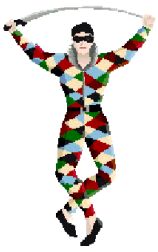
Additionally, this section shall include a listing of any lawsuit and the result of that action resulting from (a) any public project undertaken by the Firm where litigation is still pending or has occurred within the last five years or (b) any type of project where claims or settlements were paid by the Firm or its insurers within the last five years.

3. Include a Qualifications of the Firm Section:

This section shall include a brief description of the Firm's qualifications and previous experience on similar or related projects. Provide a description of pertinent project experience of operating other establishments (maximum of four) that includes a summary of the services performed, the total cost investment, the period over which the establishment has been running, and the name, title, and phone number of business references who you have worked with to be contacted. Give a brief statement of the Firm's special qualities in the alcohol and beverage industry.

4. Include a Work Plan Section:

In this section, present a well-conceived service plan. This section of the proposal shall establish the Firm's understanding of the Club's objectives and work requirements and the Firm's ability to satisfy those objectives and requirements. Describe the proposed approach for addressing the scope of service, outlining the approach that would be undertaken in providing the requested services. Include a timetable for providing the service. Describe related service experience by the



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Firm in similar work. Please describe the role, extent of services (number of people used, engagement duration, and contract value).

5. Include a Project Staffing Section:

In this section, discuss how the Firm would propose to staff this project. Firm's key project team members shall be identified by name, specific responsibilities on the project and their qualifications. An organizational chart for the project team and resumes for key Firm personnel shall be included. Key Firm personnel will be an important factor considered by the evaluation committee. **There can be no change of key personnel once the proposal is submitted, without prior approval of the Bar Member of Kenya Harlequins Rugby Club.**

6. Include a Proposal Costs Sheet and Rates Section:

In this section, include the proposed costs to provide the services desired. Include any other cost and price information that would be contained in a potential agreement with Quins.

In addition, include the costs for any other services that are considered optional additions.

Please notify QUINS immediately if any part of this RFP is missing and/ or is illegible.

This document and its attachment constitute the RFP and it will be how QUINS will determine the qualifying contractor. All responses will be used only for the purpose of identifying the best qualified contractor and will be maintained with confidentiality. The winning proposal shall form a basis of contractual negotiations when negotiations are entered. All proposals received shall be considered a property of QUINS and will not be returned.

This RFP or any part thereof, and all copies thereof must be returned to QUINS upon request. It is understood that this RFP is confidential and proprietary to QUINS, contains privileged information, part of which may be copyrighted, and is communicated and received on the condition that no part thereof, or any information concerning it may be copied, exhibited or furnished to others without the prior written consent of QUINS, Notwithstanding any other provisions of this RFP, recipients of this RFP will be bound by the contents of this paragraph whether or not the firm submits proposals or responds in any other way to this RFP.

The Committee of Kenya Harlequin Rugby Club would like to Sincerely Thank You for taking your time to respond to this RFP, and we look forward to working with you soon.