



**Kimisitu Investment
Company PLC**

Your umbrella in fair weather

REQUEST FOR QUOTATION (RFQ)

Provision of Company Secretarial Services



1. Background

Kimisitu Investment Co. PLC ("the Company") invites quotations from qualified and experience Company Secretary service providers to provide professional company secretarial and corporate governance services. The appointment is intended to support the Board of Directors, Board Committees, and Management in meeting statutory, regulatory, and governance obligations in accordance with Kenyan law and best practice.

2. Objective

To appoint a competent, independent Company Secretary to provide comprehensive company secretarial and governance support services.

3. Scope of Services

A. Statutory & Regulatory Compliance

- i. Act as Company Secretary in line with the Companies Act, 2015.
- ii. Maintain and update statutory registers (members, directors, beneficial owners, charges).
- iii. Timely filing of statutory returns and notifications with the Registrar of Companies.
- iv. Advisory on compliance obligations under applicable laws and governance codes.
- v. Support compliance with beneficial ownership disclosure requirements.

B. Board & Committee Support

- i. Preparation of annual Board and Committee calendars.
- ii. Preparation and circulation of notices, agendas, and board packs.
- iii. Attendance at Board and Board Committee meetings and preparation of minutes as and when required.
- iv. Maintenance of Board and Committee minutes, resolutions, and action trackers.

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for circulation
to members.

C. Governance legal Advisory and Opinions

- i. Advice on directors' duties, conflicts of interest, and governance best practice.
- ii. Vetting of directorship Candidates.
- iii. Support Board induction and continuous governance training.
- iv. Support periodic Board/Committee evaluations and governance reviews.
- v. Provision of legal advisory support and written opinions on governance, corporate, and regulatory matters affecting the Company's operations, where the service provider is duly qualified to offer such legal services, or coordination with external legal counsel where required.
- vi. Conduct background and reference checks on directors, senior management, key partners, and service providers, as may be requested by the Company, in line with applicable laws and data protection requirements.

D. Corporate Actions & Shareholder Matters

- i. Support AGMs and special meetings (notices, proxies, minutes, filings) and presiding over the day's activities.
- ii. Drafting and filing of Board and shareholder resolutions.
- iii. Support corporate actions such as changes in directors, shareholding, and share capital.

E. Records Management

- i. Safe custody and maintenance of statutory records and corporate documents.
- ii. Reviews and Maintenance of governance charters, Board/Committee TORs, and policies.

Additional Value-Add Services

- i. Annual compliance checklist and compliance calendar.
- ii. Periodic governance and regulatory updates to the Board.
- iii. Support during regulatory reviews, audits, or inspections.
- iv. Advisory support on governance framework reviews and updates.

4. Eligibility

Bidders must confirm:

- i. Valid ICPSK membership and practicing certificate.
- ii. No conflict of interest with the Company.
- iii. Availability to attend all scheduled Board and Committee meetings as and when required

5. Submission Requirements

Qualified bidders should submit:

- i. Confirmation of continued eligibility and ICPSK compliance.

- ii. Technical proposal outlining approach and service delivery methodology.
- iii. Financial proposal (annual retainer and charge-out rates for additional services).
- iv. Proposed SLA/engagement terms.
- v. Any value-added services at no or minimal additional cost.
- vi. Key Assumptions

6. Evaluation Criteria

Evaluation will be based on:

- i. Understanding of scope and responsiveness to Company needs.
- ii. Experience with similar boards and governance environments.
- iii. Cost and value for money.
- iv. Availability and quality of proposed lead Company Secretary.
- v. Value-added services.

7. Contract Period

Initial term of **one (1) year**, renewable subject to performance and Board approval.

8. Confidentiality

All information shared under this RFQ shall be treated as confidential.

9. Submission Deadline

Quotations to be submitted by: **Friday, March 20, 2026, 5.00PM EAT**

Via

Email: procurement@kimituinvest.co.ke
with the subject "**Application for Company Secretarial Services**"

Or

On a sealed envelope addressed to:
Procurement and Operations Committee
Kimisitu Investment Co. PLC
4th Floor, EAE Plaza, Valley Road.
P.O Box 37159-00200, Nairobi, Kenya