



REQUEST FOR PROPOSAL

FOR

PROVISION OF LEGAL ADVISORY SERVICES

SENDING DATE: 31st March 2026

Address:

Lycee Français Denis Diderot - French School

P.O. Box 47525,

Argwings Kodhek Road,

00100 GPO Nairobi

Kenya

Tenders shall be emailed to the following emails address:

tenders@lyceefrançaisnairobi.com

CLOSING DATE – 9th April 2026



1. Introduction

1.1 Invitation to Bid

Lycée Français Denis Diderot - French School, invites qualified and experienced Kenyan law firms to submit a proposal for the provision of Legal Advisory Services.

LFDD is an AEFÉ-accredited French international school in Nairobi. Agence pour l'enseignement français à l'étranger (AEFE) is a public institution under the French Ministry of Education responsible for coordinating French schools abroad.

The School's governance structure currently comprises:

- A French Parents' Association (APE) under French Law 1901 (not registered in Kenya)
- A Kenyan Company Limited by Guarantee (CLG), incorporated in 2020 but not fully operational
- Legacy governance arrangements creating legal, tax, and administrative ambiguities

LFDD seeks to:

- Regularize and operationalize the CLG
- Clarify APE–CLG governance roles
- Ensure compliance with Kenyan law and AEFÉ requirements
- Establish a robust and legally sound governance framework

2. Instructions to Bidders

2.1 Intent to Respond

Bidders are requested to confirm their intention to participate in this RFP by notifying the contact person listed in Section 7, either accepting the invitation or declining participation.

Bidders must designate a primary contact person for this process, including their name, title, telephone number, and email address.

If a bidder chooses not to participate, they are expected to treat this document as confidential and not share or retain any part of it.

LFDD may, at its discretion, arrange a clarification call or meeting to support bidders in preparing their submissions. Any costs incurred in participating in such sessions shall be borne by the bidder. To ensure fairness and transparency, LFDD reserves the right to share clarifications and responses with all participating bidders.

2.2 Two-Stage Selection Process

This Request for Proposal (RFP) is structured as a **two-stage selection process**:

Stage 1 – Prequalification



Bidders are required to submit a summary proposal including:

- Firm profile and relevant experience
- Proposed approach and methodology
- Organisation structure and team composition
- Relevant experience with similar institutions
- Indicative fee structure (hourly rates / monthly retainers)

LFDD will shortlist **2 to 3 firms** for the final stage.

Stage 2 – Final Evaluation & Interviews

Shortlisted firms will be invited to:

- Present their approach
- Participate in interviews
- Submit refined technical and financial proposals

2.3 Submission Requirements

Proposals must be submitted electronically to: tenders@lyceefrancaisnairobi.com. Submission deadline: **9th April 2026 at 17:00 EAT**. Late submissions will be considered non-responsive

All submitted proposals and supporting documents shall become the property of LFDD and will not be returned.

- LFDD reserves the right to:
 - Award Lots separately or jointly
 - Merge Lots where appropriate
 - Appoint one or multiple firms

2.4 General Conditions

- Issuance of this RFP does not constitute a commitment to award a contract
- LFDD reserves the right to:
 - Reject any or all proposals
 - Engage in discussions with any bidder
 - Select one or multiple firms across Lots

Bidders are expected to review the draft terms and conditions outlined in Appendix 1 and indicate any reservations in their submission.

LFDD shall not be liable for any costs incurred by bidders in the preparation or submission of proposals.

This document contains confidential information and is provided solely for the purpose of this RFP. Bidders shall not disclose its contents to any third party without prior written consent.

Neither party shall use the name of the other in any publicity, marketing, or communication without prior written approval

3. Scope of Services – Multi-Lot Structure

Bidders may apply for one or more of the following Lots:

Lot 1 – Labour, Employment & Immigration Law

- HR compliance and employment law
 - Disciplinary procedures and safeguarding
 - Expatriate work permits
 - Employment contracts governance
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Lot 2 – Tax, Regulatory & Corporate Compliance

- VAT exemption for education
 - PAYE, NSSF, SHIF compliance
 - KRA audit support
 - Regulatory filings
 - Tax implications of CLG activation
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Lot 3 – General Legal Counsel, Risk & Dispute Management

- Parent-school disputes
 - Supplier contracts
 - Litigation management
 - Risk advisory
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Lot 4 – Governance Regularization & CLG Activation

Stage 1 – Diagnostic Review (Fixed Fee)

- Review governance documents
- Identify compliance gaps
- Recommend legal pathways
- Provide implementation roadmap

Stage 2 – Implementation (Subject to Approval)

- CLG activation and structuring
- Governance framework (APE–CLG)
- Asset and contract transfer
- Regulatory compliance



4. Required Written Response

Bidders must structure their submission as follows and address all sections. Any inability to comply must be clearly explained.

4.1 Company Information

- Full legal name of the firm
- Registered address and contact details
- Primary and secondary contact persons
- Firm profile, vision, and areas of specialization
- Experience with similar institutions (education, NGOs, international organizations preferred)
- List of key clients (with references)
- Disclosure of any conflicts of interest
- List of any proposed subcontractors (if applicable)

4.2 Technical Proposal

- Understanding of LFDD's requirements
- Proposed approach and methodology
- Organisation structure (include organogram)
- Team composition and qualifications

4.3 Financial Proposal (Indicative at Prequalification Stage)

- Hourly billing rates
- Monthly retainer options (if applicable)
- Fixed fee for **Lot 4 – Stage 1 (Diagnostic Phase)**

4.4 Client Service & Support

- Approach to client relationship management
- Responsiveness and availability
- Service delivery model

5. Evaluation Criteria

Prequalification submissions will be evaluated based on:

Criteria	Weight
Experience in governance, restructuring & education sector	30%
Technical approach & methodology	20%



Team qualifications & partner involvement	20%
Stage 1 methodology & timeline (Lot 4)	15%
Financial proposal (indicative)	15%

Only shortlisted firms will proceed to final evaluation.

6. Information Provided to Bidders

LFDD will provide:

- CLG incorporation documents
- APE statutes
- AEFÉ convention
- Governance records
- Selected contracts

Note: Some documentation may be incomplete.

7. Contact for Clarification

All inquiries should be directed to:

Norah Yagomba

Procurement Manager

Email: tenders@lyceefrançaisnairobi.com

Phone: +254 716 828878

8. Conclusion

LFDD appreciates your interest in supporting the School and looks forward to receiving your proposal.



Appendix 1 – Indicative Terms & Conditions

The following outlines key principles that are expected to form part of any final agreement. These terms are indicative and subject to discussion and agreement with the selected firm.

1. Nature of Engagement

The selected firm will act as an independent legal advisor and not as an employee or agent of LFDD.

2. Fees and Payment

Fees shall be agreed based on the selected proposal and may include hourly rates, retainers, or fixed fees depending on the scope of services.

3. Confidentiality

The selected firm shall maintain strict confidentiality over all information obtained during the engagement.

4. Conflict of Interest

The firm must disclose any actual or potential conflicts of interest prior to engagement and throughout the contract period.

5. Compliance with Applicable Laws

The firm shall comply with all applicable laws and regulations in Kenya.

6. Termination

Either party may terminate the engagement under mutually agreed terms to be defined in the final contract.