



TECHNICAL PROPOSAL
TO PROVIDE IMMIGRATION CONSULTANCY SERVICES

SUBMITTED TO:
JACARANDA HEALTH
BY: PHINA CONSULTANTS LIMITED (PCL)



EXECUTIVE SUMMARY

Moving to Kenya and settling in can be complicated. Navigating the Kenyan immigration process can be challenging. Our highly experienced team of consultants will help you navigate your Kenyan Immigration process on your behalf. You can rely on our expertise and proven experience to ensure that your application has every merit to succeed.

We take the burden off our client's shoulders by assisting in obtaining legal immigration documents efficiently. This allows your staff to proceed with their settling in the country without having to engage in the hustle of compliance.

Our costs are customer friendly and turn-around time reliable.



PREAMBLE

Phina Consultants Limited is thrilled about the opportunity to help you achieve efficient and seamless Immigration services. Having worked with several organizations some in the same industry as Jacaranda Health, we believe a partnership with your organization would have a tremendous impact on your organization's overall productivity.

As one of the leading providers of Immigration Consulting firms in Kenya, we stand out in mitigating ways that could pose challenges in our service delivery to clients. At times this may require our team working at extraordinary hours to enable us hit timelines and delays that may be caused by the Immigration systems downtime. As stated in the executive summary, Phina Consultants intends to help Jacaranda Health's expatriates to navigate and settle in Kenya seamlessly with the right and legal immigration documents. To do this, we have outlined a proposed set of deliverables, our timelines, our team, and the costing to ensure the partnership between Phina.

Consultants and Jacaranda Health is successful.

Below is a list of some of our clients, we have attached some reference letters for your review:

- Cowatersogema International Inc
- Living Water Africa
- Ochwo and Advocates
- Mariestopes Kenya
- Mount Kenya Safari Club
- Dalbit Petroleum
- Hillcrest International School
- Ecart Services



OUR CORE VALUES

We are guided by:

- Professionalism
- Timeliness
- Excellent client service
- Integrity when dealing with clients



TO OUR CLIENTS

- We act as a liaison between the Client and the Government of Kenya through Department of immigration, Kenya Revenue Authority, State Law Office in handling documents and matters related to immigration, business registration and tax compliance provisions for our clients. In doing this, we promote a collaborative client-focused quality and results oriented approach consistent with the statutory regulations, rules and statutes.
- We provide regular briefs to corporate clients on immigration formalities to ensure that the information is continuously updated to guide staff in completing relevant statutory forms governing various privileges and exemptions.
- We monitor status of documents submitted to government authorities to ensure efficient and timely provision of service.
- We ensure co-ordination of actions and strict adherence to service deadlines.
- We keep abreast of changes in administrative rules, regulations, procedures and provide their interpretation.
- We maintain and ensure accuracy of the clients' data stored in our electronic database for future reference and retrieval.
- We track the expiry dates of documents so as to remind the client to initiate action for renewal of the same in good time.

OUR IMMIGRATION SERVICE PORTFOLIO/ TIMELINES/COST

Turn around period is dictated by the magnitude of the assignment at hand and by the scope of coverage. However, we strive to meet any specific deadlines and time limits set by our clients. Here below is a general guideline:

SERVICE	TIMELINE	OUR PRICE	GOVERNMENT FEE
Work Permit	3 Weeks	Ksh. 85,000	Ksh. 200,000 per year Permit Processing fee Ksh,10,000
Work Permit Renewal	3 weeks	Ksh. 85,000	Ksh 200,000 per year Permit Processing fee Ksh,10,000
Dependant pass	2 weeks	Ksh. 30,000	Ksh. 5,000
Permanent Residency	6months	Ksh. 100,000	
Citizenship (Application and Submission Only)	2 days	Ksh 10,000	-
Special Pass	2 Week	Ksh. 30,000	Ksh. 15,000 per month
Student Pass	1 Week	Ksh. 30,000	Ksh, 5,000
Alien Card Registration	4 Weeks	Ksh. 5,000	Ksh. 2,000
Visa Extension	1 day	Ksh. 3,000	
Re-entry pass	2 days	Ksh. 2,500	Ksh 2,000
Single Visa	2 days	Ksh. 20,000	51USD
Multiple Journey Visa	2 days	Ksh 20,000	101 USD
Referred Visa	21 days	Ksh. 15,000	51 USD
Internship/Research Pass	2weeks	Ksh. 30,000	Ksh. 15,000 per year



OTHER SERVICES

- Approval from Ministry of Education
- Clearance by Tourism Regulatory Authority
- Company/ Business registration



WHY CHOOSE US?

1. Custom Solutions

We realize that every business is unique. That is why at Phina Consultants Ltd we take pride in customizing our solution to meet the individual, company and organizational needs of our clients. We collaborate, think outside the box, and design solutions that is cost effective and efficient.

2. Highest Quality

We only hire the best to ensure we represent your business with the utmost professionalism. We aim for the best, and most cost-effective staff!

3. Total Data Security

We maintain strict information security controls which mitigate and eliminate threats in order to protect our client's data



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