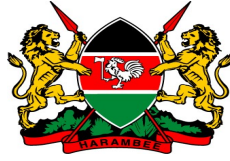


REPUBLIC OF KENYA



**MINISTRY OF TRANSPORT, INFRASTRUCTURE, HOUSING, URBAN
DEVELOPMENT AND PUBLIC WORKS**

STATE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

REQUEST FOR EXPRESSIONS OF INTEREST

**LEASING OF OFFICE SPACE FOR GOVERNMENT INSTITUTIONS IN
NAIROBI COUNTY**

TENDER NO. MTIHU/HUD/3/2019-2020

1. The State Department of Housing and Urban Development under the Ministry of Transport, Infrastructure, Housing, Urban Development and Public Works is mandated with leasing of office accommodation for Government Ministries, Departments and Agencies (MDAs). Pursuant to this mandate, the department wishes to lease office space for Government Institutions in Nairobi County.
2. The State Department hereby invites eligible property owners or their authorized agents for the leasing of office space in **Westlands, the Central Business District (CBD), Community/Upper Hill, Hurlingham, Kilimani and Milimani areas, to express their interest in providing office space.**

NB: Those who are already prequalified for provision of office accommodation in Upper hill /Community Areas in the 2019-2020 FY need not apply.

MANDATORY REQUIREMENTS

- i. A copy of certificate of incorporation or registration for the bidder, a copy of National I.D. Card for individual Land Lord/Ladies;
- ii. A copy of valid tax compliance certificate;
- iii. Copies of current clearance certificates for rates and ground rents;
- iv. Proof of ownership of property in form of either a copy of certificate of lease or certificate of official title;
- v. Where bidder(s) is an Estate Agent, the following are required;
 - Copies of registration certificates with Estate Agents Registration Board (EARB) for two Directors;
 - Copies of current annual practicing certificates from EARB for the above two directors (attach copy of the valid Gazette notice);
 - Proof of Agency relationship with the Principal;
- vi. Declaration statement that bidder is not debarred by PPRA;
- vii. Declaration statement that bidder is not involved in fraudulent practices;
- viii. A copy of certificate of occupation permit from relevant authority.

TECHNICAL REQUIREMENTS

- i. The building should be located in any of the following specified areas: Westlands, the Central Business District (CBD), Community/Upperhill, Hurlingham, Kilimani and Milimani areas.
- ii. Minimum lettable area should be 5,000 square feet preferably on either one floor or wing
- iii. The building must be compliant with Persons living with Disability Act no. 14 of 2003
- iv. Connection to Mains water supply and sewer and or borehole and adequate reservoir (Specify capacity)
- v. Connection to mains electricity and power backup generator capable of adequately supporting the building's electrical and building services systems (Specify KVA)
- vi. Separate washrooms for either gender per floor or wing
- vii. Kitchenette
- viii. Adequate lift/elevator facilities for all floors
- ix. CCTV Surveillance System and 24hour security (both internally and externally)
- x. Available parking bays (Specify number and parking allocation criteria)
- xi. Bidder(s) should indicate the approximate date the space will be ready for occupation.
- xii. Provide drawings or layout of available space and completion certificate in the case of new buildings.
- xiii. Specify other terms of offer which the procuring entity needs to be aware of at pre-contract stage.

FINANCIAL REQUIREMENTS

Bidder(s) should indicate chargeable rates for rent per square foot, service charge and parking fees per bay inclusive of requisite taxes.

Note: Due diligence will be carried out to confirm the details provided.

3. Bidders who wish to express interest may examine and **download expression of interest documents free of charge from the State Department's website: www.housingandurban.go.ke** Bidders who download EOI documents will be required to provide their details by registering at the Supply Chain Management Office located at Ardhi House 6th floor wing "B" during normal working hours.
4. Completed expression of interest documents **enclosed in plain sealed envelopes and clearly marked with the Tender Number and Tender Description** shall be delivered to the address below or be deposited in the **Tender Box located at 6th Floor, Ardhi**. Bulky documents shall be delivered and registered at the office of the **Head Supply Chain Management Services on 6th Floor, Wing B, Ardhi House, 1st Ngong Avenue**.
5. Tenders will be opened at **State Department for Housing and Urban Development Boardroom, located on 6th Floor wing "B" - Ardhi House, 1st Ngong Avenue off Ngong Road**, in the presence of tenderers or their representatives who choose to attend. **The Expression of Interest will be an Open process that will not close**. For any queries or clarifications, visit the Supply Chain Management office during normal working hours or write to **procurementhousingandurban@gmail.com**

**Head Supply Chain Management Services
For: The Principal Secretary
State Department for Housing and Urban Development.
P.O. Box 30119 -00100
NAIROBI, KENYA**