



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

STATE DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

REQUEST FOR EXPRESSION OF INTEREST

**TENDER NAME: LEASING OF OFFICE SPACE FOR GOVERNMENT INSTITUTIONS  
IN NAIROBI COUNTY**

**TENDER NO. MTHUDPW/SDHUD/POAD/016/2020-2021**

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 update the list of prequalified buildings offering office space leasing services to Government Institutions in Nairobi County for two (2) financial years.

The Department is looking for competitively priced buildings that are situated in secure and accessible localities. Eligible property owners or their authorized agents are hereby invited for the leasing of office space in Westlands, the Central Business District (CBD), Community/Upperhill, Hurlingham, Kilimani, Milimani, Ngong road and Karen to express their interest in providing office space. Government institutions with excess space are encouraged to apply while bidders who prequalified for provision of office accommodation for the 2020-2021 FY need not to re-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**

1. The building should be located in any of the following specified areas: Westlands, the Central Business District (CBD), Community/Upperhill, Hurlingham, Kilimani, Milimani, Ngong Road and Karen areas.
2. Minimum lettable area should be minimum 5,000 square feet preferably on either one floor or wing
3. The building must be compliant with Persons living with Disability Act no. 14 of 2003
4. Connection to Mains water supply and sewer and or borehole and adequate reservoir (Specify capacity)
5. Connection to mains electricity and power backup generator capable of adequately supporting the building's electrical and building services systems (Specify KVA)
6. Separate washrooms for either gender per floor or wing
7. Kitchenette
8. Adequate lift/elevator facilities for all floors
9. CCTV Surveillance System and 24hour security (both internally and externally)
10. Available parking bays (Specify number and parking allocation criteria)
11. Bidder(s) should indicate the approximate date the space will be ready for occupation.
12. Provide drawings or layout of available space.
13. Specify other terms of offer which the procuring entity needs to be aware of at pre-contract stage.

## **FINANCIAL REQUIREMENTS**

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

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

Completed Expression of Interest document in Original and Copy in plain sealed envelopes, marked with the tender number and bearing no indication of the bidder must be deposited in the Tender Box on 6<sup>th</sup> Floor, wing "B" Ardhi House, Ngong Road, Nairobi or sent by post so as to reach the address below on or before **5<sup>th</sup> March, 2021 at 11.00 a.m.**

**THE PRINCIPAL SECRETARY,  
STATE DEPARTMENT FOR HOUSING AND URBAN DEVELOPMENT.  
P.O. Box 30119-00100  
NAIROBI**

The Expression of Interest will be opened immediately thereafter the closing date and time in the boardroom located at 6<sup>th</sup> floor wing "B" Ardhi house Ngong road in the presence of bidders or their representatives who wish to attend.

**Head Supply Chain Management Services  
FOR: PRINCIPAL SECRETARY**