



**MINISTRY OF LANDS, PUBLIC WORKS, HOUSING AND URBAN
DEVELOPMENT**

STATE DEPARTMENT FOR HOUSING AND URBAN DEVELOPMENT

REQUEST FOR EXPRESSIONS OF INTEREST

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

TENDER NO. MLPWHUD/SDHUD/ADMN/019/2022-2023

The State Department of Housing and Urban Development under the Ministry of Lands, Public Works, Housing and Urban Development 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.

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/Upperhill, Hurlingham, Kilimani and Milimani areas, to express their interest in providing office space.

Eligible candidates who wish to express interest in leasing out office accommodation to the Government can obtain more information on the EOI from the State Department's website **www.housingandurban.go.ke**

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 the prospective bidder is not debarred;
- vii. Declaration statement that bidder is not involved in fraudulent practices;
- viii. A copy of certificate of occupation permit from the 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 and Milimani areas.
2. Minimum lettable area should be 5,000 square meters 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. Provision of a Kitchenette
8. Adequate lift/elevator facilities for all floors
9. CCTV Surveillance System and 24-hour security (both internally and externally)
10. Available parking bays (Specify number and parking allocation criteria)
11. Prospective Bidder(s) should indicate the approximate date the space will be ready for occupation.
12. Provide drawings or layout of available space and completion certificate in the case of new buildings.
13. Specify other terms of offer which the procuring entity needs to be aware of at pre-contract stage.
14. Prospective Bidder(s) are to indicate availability of C-Suite and Ordinary suites in the buildings.
15. Prospective Bidder(s) should indicate, tenancy rates, service charge and parking rates.
Bidders may also indicate fit-out rates and furnishing rates as an option. For furnishing rates Prospective Bidder(s) to note that a priced furniture catalogue shall be provided for adoption should Procuring Entities decide to take full office accommodation.
16. Prospective Bidder(s) are required to demonstrate the nature of their buildings e.g. whether newly partitioned to enable Procuring Entities make a determination on the nature of their partition requirements.
17. Prospective Bidder(s) should indicate if the building is green-rated. If so bidders to provide the rating, and if not provided, a schedule of the proposed timeframe

when the building will be green-rated. Bidders are informed that the State Department has adopted IFC Edge Green Building Certificate. In three (3) years' time all office accommodation for GOK must meet the IFC Edge minimum standards.

FINANCIAL REQUIREMENTS

Prospective 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.

Completed Expression of Interest document in Original (Tape bound, paginated and/or serialized), and a PDF copy which is a replica of the submitted bid document must be enclosed in plain sealed envelopes, marked with the tender number and bearing no indication of the bidder must be deposited in the Tender Box on **6th Floor, Wing "B" Ardhi House, Ngong Road, Nairobi** or sent by post so as to reach the address below on or before **9th January, 2023 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 6th 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**