



REPUBLIC OF KENYA
MINISTRY OF TRANSPORT, INFRASTRUCTURE, HOUSING AND URBAN
DEVELOPMENT - STATE DEPARTMENT OF PUBLIC WORKS

REQUEST FOR EXPRESSION OF INTEREST FOR LEASING OF OFFICE SPACE IN
NAIROBI
TENDER NO. PWHQ/01/2017-2018

The State Department of Public Works under the Ministry of Transport, Infrastructure, Housing and Urban Development is mandated with Public Office Accommodation Management and Leasing among others. Pursuant to this, the State Department, wishes to lease Office Space for a Government Institution in Nairobi.

The State Department of Public Works invites eligible property owners or their Authorized Agents to express their own interest in providing the Office Space. The interested candidates must provide the following;-

- i) A copy of certificate of incorporation or registration for the bidder. A copy of National I.D. Card or letter of Estate for individual Land Lord;
- 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 annual practicing certificates from Estate Agents Registration Board (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 Public Procurement Regulatory Authority (PPRA);
- vii) Declaration statement that bidder is not involved in fraudulent practices;
- viii) A copy of certificate of occupation permit from relevant authority.

Technical requirement

1. Located in Upper Hill
2. Area to Let approximately 6000 to 8000 square feet preferably on either one floor or wing
3. Compliant with Persons with Disability Act No. 14 of 2003
4. Connected to Mains water supply and sewer and or borehole and adequate reservoir (Specify capacity)
5. Connected to mains electricity and power backup generator capable of adequately supporting the building electrical and building services systems (Specify KVA)
6. Separate washrooms for either gender per floor and or wing

7. Kitchenette fitted with necessary fittings
8. Adequate lift/elevator facilities for all floors
9. CCTV Surveillance System and 24hr. security (Both internally and externally)
10. A minimum of 5 No. parking bays (Specify parking allocation criteria)
11. Ready for possession by 1st May, 2018
12. Provide drawings or layout of available space

Financial

Interested bidder(s) to indicate the Quarterly chargeable rate for rent, fee, service charge and parking lot.

Note: Due diligence will be carried out to confirm the details provided and the suitability of the proposed premises.

Interested bidders may obtain further necessary information at the address given below during office hours between 9.00 A.M to 5.00 P.M. from Monday to Friday.

Detailed Document can be downloaded from the ministry website www.transport.go.ke. or obtained from **9th Floor, Works Building, Ngong Road, Nairobi, room 902** free.

Completed expression of interest document in Original and Copy in plain sealed envelopes, marked tender number must be delivered to the Tender Box on **9th Floor, Works Building, Ngong Road, Nairobi** or sent by post to the addressed below:-

**THE PRINCIPAL SECRETARY
STATE DEPARTMENT OF PUBLIC WORKS
MINISTRY OF TRANSPORT, INFRASTRUCTURE, HOUSING AND
URBAN DEVELOPMENT
P. O. Box 30743-00100
NAIROBI.**

so as to reach the above address on or before **24th April, 2018** at **11.00 A.M.**
Submitted bids will be opened publicly in the **5th Floor Boardroom, Works Building** immediately after the above stated closing date and time in the presence of the tenderers or their representatives who choose to attend.

PRINCIPAL SECRETARY
STATE DEPARTMENT OF PUBLIC WORKS