



UASIN GISHU COUNTY ASSEMBLY

REQUEST FOR PROPOSAL ADVERTISEMENT

The County Assembly of Uasin Gishu wishes to lease offices that will accommodate Members of County Assembly. The offices should be located in an environment that is conducive for efficient Services delivery.

No	Proposal Description	Proposal No.	Bid Bond	Eligibility
1.	Request for Proposal (RFP) for lease of office space for County Assembly of Uasin Gishu.	UGCA/RFP/033/2018-2019	100,000	Open

Interested eligible candidates may obtain further information and inspect Proposal documents at Procurement office, County Assembly of Uasin Gishu during normal working hours.

A complete set of Proposal documents can be obtained by interested candidates for free by downloading from the County Assembly of Uasin Gishu website: www.ugcountyassembly.or.ke

County Assembly of Uasin Gishu now invites Request for Proposal (RFP) from interested parties with properties in the above mentioned preferred locations that meet the following minimum criteria:

Technical Specifications

- Location:** Must be within the Eldoret Town CBD area with a radius of 0-2km from the County Assembly of Uasin Gishu Main offices.
- Minimum size:** Should have a minimum floor area of 3060 square metres.
- Building:** premises should be in a serene and secure location and in a good condition.
- Compliance with the Occupational Safety and Health Act (Act. No.15 of 2007)** and all laws, regulations and industry standards relating to the proper construction and Maintenance of premises.
- Air and Lighting:** sufficient number of windows to allow for natural lighting and aeration.
- Water supply:** reliable supply of water, including sufficient water reserve.
- Sanitary rooms:** Must have washrooms/sanitary rooms for staff.
- Power supply:** reliable power supply preferably with standby generator.
- Parking bays:** Ample parking space for a minimum of 20 vehicles.
- Must have a perimeter fence with a gate.
- The building must be available for a period of at least 3-4 years
- The building must sit on a minimum acreage of 1 acre and ownership proof should be provided.
- Must have approved building plans for the building i.e. Architectural, Structural, Mechanical and Electrical Designs.

NB

- A registered Government Valuer shall subject the building to valuation.
- Prospective bidders are advised that this criteria is of paramount importance.

Interested applicants should submit the following mandatory information as part of RFP:

- Certificate of Incorporation/Registration
- Valid Tax Compliance Certificate
- Pin Certificate
- Proof of ownership of the Premises
- Other mandatory requirements as detailed in the proposal

RFPs will be assessed against the firm's/building's capability of meeting the above minimum criteria and the financial bid submitted.

Completed proposal and accompanying documents (**Original and 1 Copy**) should be enclosed in a plain sealed envelope clearly marked with Proposal name and reference number and be deposited in the tender box located at the reception of the County Assembly of Uasin Gishu headquarters and addressed to:

**COUNTY ASSEMBLY CLERK
COUNTY ASSEMBLY OF UASIN GISHU
P.O. BOX 100-30100
ELDORET**

So as to be received on or before **27th September 2018 at 10.00 a.m.**

The request For Proposals will be opened immediately thereafter in the presence of tenderers or their representatives who choose to attend at the County Assembly of Uasin Gishu chambers located at the headquarters.

**Shadrack Choge
CLERK TO COUNTY ASSEMBLY**