



**MERU COUNTY
REVENUE BOARD**

P.O. BOX 120-60200, MERU, KENYA.
Tel. +254722346837
Email: revenueboard@meru.go.ke

REQUEST FOR PROPOSAL FOR LEASING OF OFFICE SPACE IN MERU TOWN

RFP NO: RFP/MCRB/01/2016-2017

**ALL CANDIDATES ARE ADVISED TO READ
CAREFULLY THIS TENDER DOCUMENT IN ITS
ENTIRETY BEFORE MAKING ANY BID**

AUGUST 2016.

CLOSING DATE: FRIDAY 9TH SEPTEMBER, 2016

TABLE OF CONTENTS

	Page
INTRODUCTION	1
SECTION I. Letter of Invitation	3
SECTION II. Information to Tenderers.....	3
Appendix to information to Tenderers.....	12
SECTION III Technical Proposal	15
SECTION IV. Financial Proposal	26
SECTION V Terms of Reference	34
SECTION VI. Standard Forms of Contract	35

SECTION I - LETTER OF INVITATION

Tender Ref: **RFP/MCRB/01/2016-2017**

Tender name: **Request for Proposal for Leasing of Office Space in Meru Town**

MERU COUNTY REVENUE BOARD (MCRB) invites proposals for **the Leasing of Office Space in Meru Town** with the following minimum requirements:

- 1.1 The office space required is between 6,000 and 7,000 square feet (for usable area exclusive of common areas), located within the same building and on consecutive floors.
- 1.2 The building should be approved by the relevant authorizing bodies; be properly licensed and registered as commercial/office premises under the Laws of Kenya and in particular to comply with section 22(1) of the Persons with Disability Act (2003).
- 1.3 The premises should have adequate security (24 hours); adequate parking for approximately 30 vehicles; sufficient air circulation and lighting; reliable power and water supply (with alternative power source); provision for trunking (to allow laying of network, electrical and data cables); separate cloakrooms for male and female persons; elevator/lifts, if space offered is on a floor higher than ground floor; availability of kitchen space.
- 1.4 Ready for occupation 1st November 2016.

Interested eligible candidates may obtain further ~~information from and inspect~~ the Request for Proposal documents at the **Supply Chain Office County Government of Meru during normal office working hours from 8:00 am to 5:00 pm on weekdays**. The documents are also available on the website www.meru.go.ke, free of charge.

Prices quoted should be net ~~inclusively all taxes and land rates~~, must be in Kenya Shillings and shall remain valid for 150 days from the closing date of the Request for Proposal.

Completed Proposal documents are to be enclosed in plain sealed envelopes, marked with the Proposal Number and Name and be deposited in the **tender Box situated at the Ground Floor of the County Government of Meru Headquarters Building along Kenyatta Avenue, Meru Town** or be addressed to;

**THE CHIEF EXECUTIVE OFFICER
MERU COUNTY REVENUE BOARD
P.O BOX 120-60200
MERU**

so as to be received on or before **FRIDAY 19th September, 2016 AT 11:00AM**.

The tenders will be opened immediately thereafter in the presence of the candidates or representatives who choose to attend at **the County Hall situated at the Ground Floor of the County Government of Meru Headquarters Building, along Kenyatta Avenue, Meru Town**.

The request for proposals (RFP) includes the following documents:

- (1)Section I - Letter of invitation
- (2)Section II - Information to Bidders
- (3)Appendix to Bidders information
- (4)Section III - Technical proposals
- (5)Section IV - Financial proposal
- (6)Section V - Standard Contract Form

THE CHIEF EXECUTIVE OFFICER

MERU COUNTY REVENUE BOARD

SECTION II – INFORMATION TO BIDDERS (ITB)

Table of Contents

- 2.1 Introduction
- 2.2 Clarification and amendment of RFP document
- 2.3 Preparation of Technical Proposal
- 2.4 Financial proposal
- 2.5 Submission, Receipt and opening of proposals
- 2.6 Proposal evaluation general
- 2.7 Evaluation of Technical proposal
- 2.8 Public opening and Evaluation of financial proposal
- 2.9 Negotiations
- 2.10 Award of Contract
- 2.11 Confidentiality
- 2.12 Corrupt or fraudulent practices

SECTION II: - INFORMATION TO BIDDERS (ITB)

2.1 Introduction

- 2.1.1 The Bidding firms are invited to submit a technical proposal and a financial proposal for the leasing of **office space in Meru Town** as specified in the Terms of Reference .The best ranked technical proposal with the highest combined technical and financial scores on the proposals shall be invited to negotiate a contract. The proposal will be the basis for contract negotiations and ultimately for a signed contract with the selected firm
- 2.1.2 T h e bidders must familiarize themselves with local conditions and take them into account in preparing their proposals. To obtain first hand information on the requirement and on the local conditions, bidders are encouraged to liase with the procurement office regarding any information that they may require before submitting a proposal
- 2.1.3 Please note that (i) the costs of preparing the proposal and of negotiating the Contract, including any visit to the Client are not reimbursable by MCRB as a direct cost of the Proposal; and (ii) MCRB is not bound to accept any of the proposals submitted.
- 2.1.6 The MCRB"s employees, committee members, board members and their relative (spouse and children) are not eligible to participate.
- 2.1.7 The price to be charged for the tender document is free of charge
- 2.1.8 The procuring entity shall allow the tenderer to review the tender document free of charge before purchase.

2.2 Clarification and Amendment of RFP Documents

- 2.2.1 Bidders may request a clarification of any of the ~~RFP~~ documents from MCRB Procurement office in writing via the only up to Seven (7) days before the proposal submission date. The University will respond by cable, telex, facsimile or electronic mail to such requests and will send written copies of the response (including an explanation of the query but without identifying the source of inquiry) to all invited Tenderers who intend to submit proposals.
- 2.2.2 At any time before the submission of proposals, the MCRB may for any reason, whether at its own initiative or in response to a clarification requested by an invited firm, amend the RFP. Any amendment shall be issued in writing through addenda. Addenda shall be sent by mail, cable, telex or facsimile to all participating bidders and will be binding on them. The University may at its discretion extend the deadline for the submission of proposals.

2.3 Preparation of Technical Proposal

2.3.1 The bidder's proposal shall be written in English language

2.3.2 In preparing the Technical Proposal, bidders are expected to examine the documents constituting this RFP in detail. Material deficiencies in providing the information requested may result in rejection of a proposal.

2.3.3 While preparing the Technical Proposal, bidders must give particular attention to the following mandatory requirements:

1. Copy of Certificate of Incorporation/Registration,
2. Firms/individuals must provide a valid Copy of Tax Compliance certificates.
3. Certificate of Registration with the Estate Agents Registration Board of Estate Agents in case of Property Manager/Estate Agents.
4. Proof of ownership of the Premises for Landlords

2.3.4 The Technical Proposal shall provide the following information using the attached Standard Forms;

(i) A brief description of the proposed building as per the requirements located in a secure location that is well developed with basic infrastructure and in good condition, ready for occupation not in a post- construction phase. The Building must be designed by a registered Architect. provided and furnish copies of approved drawings of the building as indicated below:

- Architectural drawings
- Structural drawings
- Electrical and any other documents (plans) related to the building

(ii) Any comments or suggestions on the Terms of Reference.

(iii) Documentation regarding the buildings compliance :

- Premises properly licensed and registered as a commercial property under the laws of Kenya
- With all laws, regulations by the county of Nairobi and industry standards relating to the proper construction and maintenance of building premises.
- All land rates and other service charges must not be in arrears (Prospective bidders are required to provide evidence of the same by attaching copies of utility bills for the last three (3) months.

(iv) Nature of Title- should either be freehold or leasehold with a remaining lease period of at least 25 years.

2.3.5 The Technical Proposal shall not include any financial information.

2.4 Preparation of Financial Proposal

- 2.4.1 In preparing the Financial Proposal, bidders are expected to take into account the requirements and conditions outlined in the RFP documents. The Financial Proposal should follow Standard Forms (Section D). It lists all costs associated with the Leasing including; (a) Monthly/yearly Rent ,rates and service charge for a five year lease and;
(b) the escalation cost per annum.
- 2.4.2 The Financial Proposal should clearly identify as a separate amount, the local taxes, duties, fees, levies and other charges imposed under the law on the bidder.
- 2.4.3 Bidders shall express the price of their services in Kenya Shillings.
- 2.4.4 The Proposal must remain valid for 150 days after the submission date. During this period, the bidders are expected to keep available, at their own cost, the professional staff proposed for the assignment. The Client will make his best effort to complete negotiations within this period. If the Client wishes to extend the validity period of the proposals, the bidder shall agree to the extension.

2.5 Submission, Receipt, and Opening of Proposals

- 2.5.1 The original proposal (Technical Proposal and, Financial Proposal; shall be prepared in indelible ink . It shall contain no interlineations or Overwriting, except as necessary to correct errors made by the firm itself. Any such corrections must be initialed by the persons or person authorized to sign the proposals.
- 2.5.2 For each proposal, the Tenderers shall prepare the **Two Originals** of each proposal (Technical & Financial) and **Two Copies** of Each Proposal (Tech & Fin) as indicated in Appendix “A”. Each Technical Proposal and Financial Proposal shall be marked “**ORIGINAL**” or “**COPY**” as appropriate. If there are any discrepancies between the original and the copies of the proposal, the original shall govern.
- 2.5.3 The original and all copies of the Technical Proposal shall be placed in a sealed envelope clearly marked “**TECHNICAL PROPOSAL,**” and the original and all copies of the Financial Proposal in a sealed envelope clearly marked “**FINANCIAL PROPOSAL**” and warning: “**DO NOT OPEN WITH THE TECHNICAL PROPOSAL**”. Both envelopes shall be placed into an outer envelope and sealed. This outer envelope shall bear the submission address and other information indicated in the Appendix “TTC” and be clearly marked, “**DO NOT OPEN, EXCEPT IN PRESENCE OF THE TENDER OPENING COMMITTEE ON FRIDAY 19th SEPTEMBER, 2016 AT 11:00AM AT THE COUNTY HALL**”

2.5.4 The completed Technical and Financial Proposals must be delivered

Tender Box situated at the Ground Floor of the County Government of Meru Headquarters Building, along Kenyatta Avenue, Meru Town on or before **FRIDAY 19th SEPTEMBER, 2016 AT 11:00AM**. Any proposal received after the closing time for submission of proposals shall be returned to the respective tenderer unopened.

2.5.5 After the deadline for submission of proposals, the Technical Proposal shall be opened immediately by the opening committee. The Financial Proposal shall remain sealed and deposited with a responsible officer of the client department up to the time for public opening of financial proposals.

2.6 Proposal Evaluation General

2.6.1 From the time the bids are opened to the time the Contract is awarded, if any bidder wishes to contact MCRB on any matter related to his proposal, he should do so in writing at the address indicated in the Appendix “TTC”. Any effort by the firm to influence MCRB in the proposal evaluation, proposal comparison or Contract award decisions may result in the rejection of the bidder’s proposal.

2.6.2 Evaluators of Technical Proposals shall have no access to the Financial Proposals until the technical evaluation are concluded.

2.7 Evaluation of Technical Proposal

2.7.1 The evaluation committee appointed by the Client shall evaluate the proposals on the basis of their responsiveness to the Terms of Reference, applying the evaluation criteria as follows

	Points
1. Specific experience of the Tenderer related to the assignment	(5-10)
2. Building’s compliance to Specifications	(20-40)
3. Compliance with legal requirements	(30-40)
4. Accreditation /Authorization	(0-10)
Total Points	100

Each responsive proposal will be given a technical score (St). A proposal shall be rejected at this stage if it does not respond to important aspects of the Terms of Reference or if it fails to achieve the minimum technical score indicated in the Appendix “TTC”.

2.8 **Public Opening and Evaluation of Financial Proposal**

- 2.8.1 After Technical Proposal evaluation, MCRB shall notify those bidders whose proposals did not meet the minimum qualifying mark or were considered non-responsive to the RFP and Terms of Reference, indicating that their Financial Proposals will be returned after completing the selection process. MCRB shall simultaneously notify the bidders who have secured the minimum qualifying mark, indicating the date and time set for opening the Financial Proposals and stating that the opening ceremony is open to those Tenderers who choose to attend. The opening date shall not be sooner than seven (7) days after the notification date. The notification may be sent by registered letter, cable, telex, facsimile or electronic mail.
- 2.8.2 The Financial Proposals shall be opened publicly in the presence of the bidders' representatives who choose to attend. The name of the bidder, the technical Scores and the proposed prices shall be read aloud and recorded when the Financial Proposals are opened. MCRB shall prepare minutes of the public opening.
- 2.8.3 The evaluation committee will determine whether the financial proposals are complete (i.e. whether the bidder has costed all the items of the corresponding Technical Proposal and correct any computational errors. The cost of any unpriced items shall be assumed to be included in other costs in the proposal. In all cases, the total price of the Financial Proposal as submitted shall prevail.
- 2.8.4 While comparing proposal prices between local and foreign firms participating in a selection process in financial evaluation of Proposals, firms incorporated in Kenya where indigenous Kenyans own 51% or more of the share capital shall be allowed a 10% preferential bias in proposal prices. However, there shall be no such preference in the technical evaluation of the tenders. Proof of local incorporation and citizenship shall be required before the provisions of this sub-clause are applied. Details of such proof shall be attached by the bidder in the financial proposal.
- 2.8.5 The formulae for determining the Financial Score (Sf) shall, unless an alternative formulae is indicated in the Appendix "TTC", be as follows:-
- $Sf = 100 \times \frac{Fm}{F}$ where Sf is the financial score; Fm is the lowest priced financial proposal and F is the price of the proposal under consideration. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T=the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + p = I) indicated in the Appendix. The combined technical and financial score, S, is calculated as follows:- $S = St \times T \% + Sf \times P \%$. The firm achieving the highest combined technical and financial score will be invited for negotiations.
- 2.8.6 The tender evaluation committee shall evaluate the tender within 14 days of from the date of opening the tender.

- 2.8.7 Contract price variations shall not be allowed for contracts not exceeding one year (12 months).
- 2.8.8 Where contract price variation is allowed, the variation shall not exceed 10% of the original contract price
- 2.8.9 Price variation requests shall be processed by the procuring entity within 30 days of receiving the request.

2.9 **NEGOTIATIONS**

- 2.9.1 Negotiations will be held at the same address as “**MERU COUNTY REVENUE BOARD**” indicated in the Appendix “TTC”. The aim is to reach agreement on all points and sign a contract.
- 2.9.2 Negotiations will include a discussion of the Technical Proposal, the proposed Terms of Reference, payment terms and financial cost. MCRB and firm will then work out final Terms of Reference, payment terms and financial costs. The negotiated agreement will form part of the Contract. Special attention will be paid to getting the most the firm can offer within the available budget and to clearly defining the inputs required from the Client to ensure satisfactory implementation of the assignment.
- 2.9.3 Unless there are exceptional reasons, the financial negotiations will not involve the remuneration rates for staff (no breakdown of fees).
- 2.9.4 The negotiations will conclude with a review of the draft form of the Contract. To complete negotiations MCRB and the selected firm will initial the agreed Contract. If negotiations fail, MCRB will invite the firm whose proposal received the second highest score to negotiate a contract.
- 2.9.5 The MCRB shall appoint a team for the purpose of the negotiations.

2.10 **Award of Contract**

- 2.10.1 The Contract will be awarded following negotiations. After negotiations are completed, MMU will promptly notify other bidders on the shortlist that they were unsuccessful and return the Financial Proposals of those bidders who did not pass the technical evaluation.
- 2.10.2 The selected firm is expected to commence the assignment on the date and at the location specified in Appendix “A”.
- 2.10.3 The parties to the contract shall have it signed within 30 days from the date of notification of contract award unless there is an administrative review request.
- 2.10.4 MCRB may at any time terminate procurement proceedings before contract award and shall not be liable to any person for the termination.
- 2.10.5 MCRB shall give prompt notice of the termination to the tenderers and on request give its reasons for termination within 14 days of receiving the request from any tenderer.
- 2.10.6 To qualify for contract awards, the tenderer shall have the following:
 - (a) Necessary qualifications, capability experience, services, equipment and facilities to provide what is being procured.
 - (b) Legal capacity to enter into a contract for procurement

- (c) Shall not be insolvent, in receivership, bankrupt or in the process of being wound up and is not the subject of legal proceedings relating to the Foregoing.
- (d) Shall not be debarred from participating in public procurement.

2.11 Confidentiality

2.11.1 Information relating to evaluation of proposals and recommendations concerning awards shall not be disclosed to the bidders who submitted the proposals or to other persons not officially concerned with the process, until the winning firm has been notified that it has been awarded the Contract.

2.12 Corrupt or fraudulent practices

2.12.1 MCRB requires that the bidders observe the highest standards of ethics during the selection and award of the leasing contract and also during the performance of the assignment. The tenderer shall sign a declaration that he has not and will not be involved in corrupt or fraudulent practices.

2.12.2 MCRB will reject a proposal for award if it determines that the bidder recommended for award has engaged in corrupt or fraudulent practices in competing for the contract in question.

2.12.3 Further a bidder who is found to have indulged in corrupt or fraudulent practices risks being debarred from participating in public procurement in Kenya.

Appendix to information to Bidders

Note on the Appendix to Information to Bidders

1. The Appendix to information to Bidders is intended to assist the MCRB in providing specific information in relation to corresponding claims in the information to Bidders included in Section II and the appendix has to be prepared for the leasing contract.
 2. MCRB will specify in the appendix information and requirements specific to the circumstances of the University, the requirements of the leasing service and the proposals evaluation criteria that will apply to the Request for Proposal for Leasing services.
 3. In preparing the appendix the following aspects should be taken into consideration.
 - (a) The information that specifies or complements provisions of Section II to be incorporated.
 - (b) Amendments of Section II as necessitated by the circumstances of the specific consultancy to be also incorporated
- (c) Section II should remain unchanged and any changes or amendments should be Introduced through the Appendix.

Appendix to Information to Bidders

The following information for Leasing of a building in Nairobi and selection of bidders shall complement or amend the provisions of the information to bidders, wherever there is a conflict between the provisions of the information and to bidders and the provisions of the appendix, the provisions of the appendix herein shall prevail over those of the information to Bidders.

Clause Reference

2.1 The name of the Client is: **MERU COUNTY REVENUE BOARD**

2.1.1 The method of selection is: **COMPETITIVE BIDDING VIA (REQUEST FOR PROPOSAL**

RFP

2.1.2 Technical and Financial Proposals are required: **Yes**

2.1.3 A pre-proposal conference will be held: **No**

The name(s), Address and telephone number of the Client's official is:

The Chief Executive Officer

**Meru County Revenue
Board , P.O Box 120-60200
MERU**

2.1.4 Taxes: [**Specify firm's liability: nature, sources of information**]:

2.1.5 Bidders must submit **two** original and **two** additional copies of each proposal (Technical & Financial).

2.1.6 The proposal submission address is:

**MERU COUNTY
REVENUE BOARD
P.O BOX 120-60200,
MERU.**

Information on the outer envelope should also include:

Tender Ref: RFP/MCRB/01/2016/2017

Tender name: Request for Proposal for Leasing of Office Space in Meru Town

2.1.7 Proposals must be submitted no later than the following

date and time: **FRIDAY 19TH SEPTEMBER 2016**
AT 11.00 A.M.

2.1.8 The address to send information to the Client is:

THE CHIEF EXECUTIVE OFFICER
MERU COUNTY REVENUE BOARD
P.O BOX 120-60200
MERU

2.1.9 The minimum technical score required to pass [**60 SIXTY**]:

2.2.0 ~~Alternative formulae~~ for determining the financial scores: **NONE**

The weights given to the Technical and Financial Proposals are:

T= 0.7 (0.80 to 0.90)

F= 0.3 (0.10 to 0.20)

2.2.1 **There will be a Negotiation between MCRB and the best evaluated Bidder to enable the negotiation of Contract terms and Conditions before the Lease agreement is finalized.**

2.2.2 The Lease is expected to be for a minimum period of **FIVE (5) YEARS** with the option of renewal upon expiry of the lease upon mutual agreement by both parties. The Lease is expected to commence (Immediately upon the completion of the tendering Process).

SECTION III: - TECHNICAL PROPOSAL

Notes on the preparation of the Technical Proposals

- 3.1 In preparing the technical proposals the bidder is expected to examine all terms and information included in the RFP. Failure to provide all requested information shall be at the bidders own risk and may result in rejection of the bidders" proposal.
- 3.2 The technical proposal shall provide all required information and any necessary additional information and shall be prepared using the standard forms provided in this Section.
- 3.3 The Technical proposal shall not include any financial information unless it is allowed in the Appendix to information to the Tenderers or the Special Conditions of contract.

SECTION III -TECHNICAL PROPOSAL

Table of Contents

1. Technical proposal submission form
2. The mandatory Evaluation Criteria
3. Detailed Service Specifications
4. The Technical Evaluation Criteria

TECHNICAL PROPOSAL SUBMISSION FORM

To: _____ [Name and address of Client] _____ Date] _____

Ladies/Gentlemen:

We, the undersigned, offer to provide the Leasing services for _____ [Title of Proposal] in accordance with your _____ Request for Proposal dated [Date] and our Proposal. We are Hereby submitting our Proposal, which includes this Technical Proposal, [and a Financial Proposal sealed under a separate envelope-where applicable].

We understand you are not bound to accept any Proposal that you receive. We remain,

Yours sincerely,

_____ [Authorized Signature]:

_____ [Name and Title of Signatory]

: _____ [Name of Firm]

: _____ [Address:

2. Mandatory Evaluation Criteria

S.NO.	MANDATORY REQUIREMENT	Compliance By Provision of documents		Evaluation Committee Observation
1	Must submit a copy of Certificate of Incorporation/Registration Business name	YES/NO		
2	Must submit a copy of PIN Certificate or Tax payers registration certificate Issued by KRA.	YES/NO		
3	Must submit a copy of a Valid Tax Compliance certificate	YES/NO		
4	Must be located in in Meru Town CBD or Makutano Shopping Centre in Meru Town	YES/NO		
Recommendation				
	COMPLIANT /NON COMPLIANT			

NB:// Any bidder who does not satisfy all the minimum mandatory requirements will not be considered for further technical evaluation.

3. DETAILED SPECIFICATION

SERVICE SPECIFICATIONS FOR THE PROPOSED PREMISES FOR LEASING

(SERVICE AND OTHER KEY REQUIREMENTS)

DETAILED SERVICE SPECIFICATIONS

1. **Location:** Be located in the within Meru Town CBD or Makutano Shopping Centre, Meru Town.
2. Minimum size: approximately 6,000 – 7000 square feet located located in the same building and on consecutive floors
3. **Building:** premises should be in a serene and secure location and in a good condition, ready to be occupied and not in post-construction state or requiring major reconstruction or renovation. The building should be suitable for conversion into offices immediately.
4. **Compliance :**
 - a. Premises properly licensed and registered as a commercial office/office premises under the laws of Kenya
 - b. Compliance with all laws, regulation by County of Meru attach certificate of approval from County Architecture and Industry Standards relating to proper construction and maintenance of residential premises.
 - c. Universal access: Complying with section 22 (1) of the Persons living with Disabilities Act (Act No.14 of 2003) and all other laws, regulations and industry standards relating to the access to premises by persons living with disabilities.
 - d. 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.
 - e. All land rates and other services charges must be up to date and not in arrears (**Attach final payments or certificate from prospective tenderer who will be required to provide evidence of the same by attaching copies of utility bills up to date**). For the land rates, copies
5. Proof of payment for the last 3 years must be attached.
Air and Lighting – sufficient number of windows to allow for natural lighting and aeration.
5. **Water supply:** reliable supply of water, including sufficient water reserve.
6. **Sanitary rooms:** At least two sets of sanitary rooms, one set for ladies, one set for Gentlemen.
7. **Power supply:** reliable power supply from the national grid and stand-by

Auxiliary power; standard electric lines voltage power for ordinary commercial premises.

8. **Parking bays:** Availability of at least ten (10) parking bays specially reserved for the MCRB and visitors’ parking.
11. Easy access to public transport to and from the premises.
12. **Elevator:** If the space offered is on a floor higher than the ground level, high speed lifts and /or elevators are required.
13. The Building should be fitted with fibre optic infrastructure and Air Conditioning infrastructure on all floors.
14. **The terms of lease:** The lease of the premises is to be offered on a competitive terms that provide for a reasonable grace period to allow the university comply with all legal and administrative requirements relating to the occupancy of commercial premises by government.
15. The prospective bidder must specify the applicable escalation factor and the minimum lease period

4. TECHNICAL PROPOSAL EVALUATION CRITERIA

LOCATION		
	MAX SCORE	OBSERVATION
Be located in Meru Town CBD or Makutano Shopping Centre Meru	5	
SIZE		
Minimum size 6000 – 7000 ft and located in the same building or consecutive floors	16	
BUILDING		
Premises should be in a serene and secure location and in a good condition, ready to be occupied and not in post-construction state or requiring major reconstruction or Renovation	4	
The building must be designed by a Registered architect	4	
Provide approved Architectural drawings	2	
Structural approved drawings	2	
Electrical approved drawings	2	
COMPLIANCE		
Premises properly licensed and registered as a commercial office/office premises under the laws of Kenya	4	
Universal access: Complying with section 22 (1) of the Persons living with Disabilities Act (Act No.14 of 2003) and all other laws, regulations and industry standards relating to the access to premises by persons living with disabilities.- Provide proof	4	
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.-	4	
For the land rates, copies of proof of payment for the last 3 years must be attached	4	
The Building Must Have:		
a) Air and Lighting – sufficient number of windows to allow for natural lighting and aeration.	2	
b) Water supply: reliable supply water, including sufficient water storage tanks.	2	
c) Power supply: reliable power supply from the national grid and stand-by auxiliary power; standard electric lines voltage power for ordinary commercial premises	2	
d) Sanitary rooms: At least two sets of sanitary rooms, one set for ladies, one set for gentlemen.	2	
e) Parking bays: Availability of at least ten parking bays as part of the premises/facility specially reserved for the MCRB.	9	
f) The Building should be fitted with fibre optic infrastructure, landline telephone infrastructure and Air Conditioning Infrastructure on all floors.	2	
g) Elevator: If the space offered is on a floor higher than the ground level, high speed Lifts and /or elevators are required	2	

OTHER TERMS		
	The terms of lease: The lease of the premises is to be offered on a competitive terms that provide for a reasonable grace period (one month)to allow the tenant comply with all legal and administrative requirements relating to the occupancy of commercial premises by government.	4
a)	The prospective bidder must specify the applicable escalation factor and the minimum lease period	2
b)	Nature of the title: -either freehold or leases hold with remaining lease period of at least 25 years	2
TOTAL		80

Bidders are request to provide documented proof to confirm compliance with the above requirements/specifications.

DUE DILIGENCE

SITE VISIT WILL BE CARRIED OUT BY THE EVALUATION COMMITTEE TO ASCERTAIN THE SUITABILITY OF THE BUILDING AND CONFIRM AUTHENTICITY OF SUPPORTING DOCUMENTS PROVIDED BY THE SUPPLIER FOR EVALUATION

CONFIRM THE INFORMATION IN THE TECHNICAL PROPOSAL.

S.NO	BUILDING –EVALATORS ,, VISIT THE BUILDINGS AND AWARD BASED ON CRITERA	MAX SCORE	Score
1.	A building with more than one storey has a lift	5	
2.	The building should have a fire escape exit and staircase.	5	
3.	The building should have a safety features e.g. fire extinguishers"" fire hose reels fire Assembly point.	5	
4.	The building should facilities for persons with disabilities e.g. accesses ramps	5	
	SUB-Total score in this area	20	
	GRAND TOTAL	100	

The pass mark at this stage will be 60(sixty) marks to proceed to Financial Evaluation.

SECTION IV: - FINANCIAL PROPOSAL

Notes on preparation of Financial Proposal

- 4.1 The Financial proposal prepared by the bidders should list the costs associated with the leasing. These costs normally cover the rent, rates, service charge, any deposit required, taxes applicable cost, of filing the lease agreement. The costs should be broken down to be clearly understood by MCRB.
- 4.2 The financial proposal shall be in Kenya Shillings or any other currency allowed in the request for proposal and shall take into account the tax liability and cost of insurances specified in the request for proposal.
- 4.3 The financial proposal should be prepared using the Standard forms provided in This part:

FINANCIAL EVALUATION CRITERIA.

- (1) Tenderers shall state their tender bid as detailed on a schedule outlined in Bid price schedule
.Tenders shall be ranked according to their evaluated price and the successful tender shall be the tender with the lowest evaluated price from the bidders who qualify at the technical stage. It is worthy to note that the comparison shall be of the price including all costs as well as duties and taxes payable.

SECTION IV - FINANCIAL PROPOSAL STANDARD FORMS

Table of Contents

	Page
1. Financial proposal submission Form	
2. Summary of cost of leasing services	
3. Confidential Business Questionnaire	
4. Lease Offer form	
5. Contract Form	

1. FINANCIAL PROPOSAL SUBMISSION FORM

[Date]

To:

[Name and address of Client]

Ladies/Gentlemen:

We, the undersigned, offer to provide the Leasing services for ()

[Title of Request for Proposal for leasing service] in accordance with your Request for Proposal
Dated

() [Date] and our Proposal. Our attached Financial Proposal is for

the sum of ()

[Amount in words and figures] inclusive of the taxes.

We remain,

Yours sincerely,

[Authorized Signature]

[Name and Title of Signatory]:

[Name of Firm]

[Address]

2. SUMMARY OF LEASING SERVICES COST

Name of Proposal: **LEASE OF COMMERCIAL PREMISES FOR NAIROBI CBD CAMPUS**

THE TENDERER SHOULD INDICATE THE COSTS THAT ARE NECESSARY TO MEET THE REQUIREMENTS OF THE UNIVERSITY AND ACCORDING TO THE REQUIRED SERVICE SPECIFICATIONS

NO.	DESCRIPTION OF CHARGE	TOTALSPACE SQUARE FEET	UNIT PRICE PER SQUARE FOOT (KSHS)	TOTAL SQUARE FEET	TOTAL CHARGE PER MONTH (KSHS)	TOTAL CHARGE PER ANNUM (KSHS)
1	Rental Charge	6,000 -7000 (SPECIFY)				
2	Service Charge					
3	Any other associated charges					
4	Any deposit Required					
Grand Total						

Terms:

- a) The areas specified are only approximates and actual areas shall be captured in the lease agreement once successful applicants are identified.
- b) The prices quoted above shall be inclusive of VAT.
- c) The rent escalation rate **MUST** be disclosed.
- d) The minimum lease period shall be five and a half years renewable on application.
- e) Rent is payable on a Quarterly basis and indicate the deposit required.

3. CONFIDENTIAL BUSINESS QUESTIONNAIRE (MANDATORY)

You are requested to give the particular indicated in Part 1 and either Part 2(a), 2(b), or 2(c) Which ever applies to your type of business

You are advised that it is a serious offence to give false information on this Form.

Part General:

Business Name

.....

Location of business premises

.....

Plot No. Street/Road

.....

Postal Address Tel. No.Fax

Email

Nature of business

.....

Registration Certificate No.

.....

Maximum value of business which you can handle at any one time Kshs.

.....

Name of your bankers Branch

.....

Part 2(a) – Sole Proprietor:

Your name in full Age

.....

Nationality Country of origin

.....

Citizenship details.....

Party 2(b) – Partnership

Give details of partners as follows

	Name	Nationality	Citizenship Details	Shares
1.
2.
3.
4.
5.

.....

Part 2(c) – Registered Company:
Private or public

.....

State the nominal and issued capital of the company –

Nominal Kshs.

Issued Kshs.

Give details of all directors as follows

	Name	Nationality	Citizenship Details	Shares
1.
2.
3.
4.
5.

Date..... Signature of Tenderer

4. LEASE OFFER FORM

**REQUEST FOR PROPOSAL FOR LEASING OF OFFICE SPACE IN MERU TOWN
CBD**

To:

The Chief Executive Officer,
Meru County Revenue Board,
P.O. Box 120-60200,
Meru, Kenya

Dear Sirs,

We, _____ Messrs. _____ (name _____ of _____ Applicant):
.....
of _____ (Address):
.....

Having read and understood the request for proposal document and having examined the space requirement referred to therein, do hereby offer for the following space for your lease as per the terms of lease agreement.

No.	Space Location Name of The Building and indicate floors on offer	Constructed on LR.No. Grant No.	Area Coverage required (In Sq.ft)	Proposed Rate	Proposed Service Charge

We understand that you reserve the right to accept or reject our application whether it be lower or higher than any other applicant, or of the same amount,

And further, we undertake, in the event of your acceptance of this application or any part thereof, to execute the formal lease Agreement within thirty Days of notification of Acceptance but not earlier than fourteen days from the date of the letter of notification.

Dated this day of 2015

SIGNED:

.....
Name Designation Signature

Who is duly authorized to sign Binding Documents for and on behalf of: -

Messrs.
of P.O. Box

Applicant's Rubber Stamp:

Who Is the legally recognized Landlord of the building : -

Messrs.

Of Postal Address

Town

Witness to above Signature and Details:

.....
Name Designation Signature

CONTRACT FORM

THIS AGREEMENT made on the _____ day of _____ 20_____ between

..... *name of Procurement entity*) Meru County (Hereinafter called “the Procuring entity) of the one part and [*name of tenderer*] of [*city and country of tenderer*] (hereinafter called “the tenderer”) of the other part;

WHEREAS the Procuring entity invited tenders for certain goods] and has accepted a tender by the tenderer for the supply of those goods in the sum of..... [*contract price in words and figures*] (hereinafter called “the Contract Price).

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the Conditions of Contract referred to:

2. The following documents shall be deemed to form and be read and construed as part of this Agreement viz:

- (a) the Tender Form and the Price Schedule submitted by the tenderer
- (b) the Schedule of Requirements
- (c) the Technical Specifications
- (d) the General Conditions of Contract
- (e) the Special Conditions of contract; and
- (f) the Procuring entity’s Notification of Award

3. In consideration of the payments to be made by the Procuring entity to the tenderer as hereinafter mentioned, the tender hereby covenants with the Procuring entity to provide the goods and to remedy defects therein in conformity in all respects with the provisions of the Contract

4. The Procuring entity hereby covenants to pay the tenderer in consideration of the provisions of the goods and the remedying of defects therein, the Contract Price or such other sum as may become payable under the provisions of the Contract at the times and in the manner prescribed by the contract.

IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with their respective laws the day and year first above written.

Signed, sealed, delivered by _____ the _____ (for the Procuring entity
Signed, sealed, delivered by _____ the _____ (for the tenderer in the presence
of _____

LETTER OF NOTIFICATION OF AWARD

Address of Procuring Entity

To:

RE: Tender No.

Tender Name

This is to notify that the contract/s stated below under the above mentioned tender have been awarded to you.

1. Please acknowledge receipt of this letter of notification signifying your acceptance.
2. The contract/contracts shall be signed by the parties within 30 days of the date of this letter but not earlier than 14 days from the date of the letter.
3. You may contact the officer(s) whose particulars appear below on the subject matter of this letter of notification of award.

(FULL PARTICULARS)

SIGNED FOR ACCOUNTING OFFICER

FORM RB

¹ REPUBLIC OF KENYA

PUBLIC PROCUREMENT ADMINISTRATIVE
REVIEW BOARD

APPLICATION

NO.....OF.....20.....

BETWEEN

.....
APPLICANT AND

.....RESPONDENT
(Procuring Entity)

Request for review of the decision of the..... (Name of the Procuring Entity) of

.....dated the...day of20.....in the matter of Tender
No.....of.....20.....

REQUEST FOR REVIEW I/We.....,the
above named Applicant(s), of address: Physical address.....Fax No.....Tel. No.....Email
....., hereby request the Public Procurement Administrative Review Board to review the
whole/part of the above mentioned decision on the following grounds , namely:-

- 1.
- 2.
- etc.

By this memorandum, the Applicant requests the Board for an order/orders that:

- 1.
- 2.
- etc

SIGNED

.....(Applicant)

Dated on.....day of
...../...20...

FOR OFFICIAL USE ONLY

Lodged with the Secretary Public Procurement Administrative Review Board on
.....
day of.....20.....

SIGNED

Board