Pursuant to the provision of the Urban Areas and Cities Acts No.13 of 2011, and the County Governments (Amendment) Act No.1of 2016, The County Government of Meru wishes to lease offices that will accommodate all functions of Municipal Board and Municipal Court under one roof in an environment conducive for efficient services delivery.

<table>
<thead>
<tr>
<th>No</th>
<th>Proposal Description</th>
<th>Proposal No.</th>
<th>Bid Bond</th>
<th>Department</th>
<th>Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Request for Proposal (RFP) for Lease of Office Space for the Municipal Board and Municipal Court</td>
<td>CGM/ RFP/ 002/2018-2019</td>
<td>100,000/=</td>
<td>Lands, Physical Planning, Urban Development, Housing and Public Works</td>
<td>Open</td>
</tr>
</tbody>
</table>

Interested eligible candidates may obtain further information and inspect Proposal documents at Procurement office, County Government of Meru during normal working hours. A complete set of Proposal documents can be obtained by interested candidates for free by downloading from the County Government of Meru website: www.meru.go.ke.

County Government of Meru 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**

1. **Location:** Must be within the Meru Municipality but outside the CBD area with a radius of 0 - 0.2km from the main road.
2. **Minimum size:** Should have a minimum floor area of **1095** Square Metres.
3. **Building:** premises should be in a serene and secure location and in a good condition.
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.**
5. **Air and Lighting:** sufficient number of windows to allow for natural lighting and aeration.
6. **Water supply:** reliable supply of water, including sufficient water reserve.
7. **Sanitary rooms:** Must have washrooms/sanitary rooms for staff.
8. **Power supply:** reliable power supply preferably with standby generator.
9. **Parking bays:** Ample parking space for a minimum of 50 vehicles.
10. **Must have a perimeter fence with a gate.**
11. **The building must be available for a period of at least 60 months**
12. **The building must sit on a minimum acreage of 1acre and ownership proof should be provided.**
13. **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 criterion is of paramount importance.

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

i. Certificate of Incorporation/Registration
ii. Valid Tax Compliance Certificate
iii. Pin Certificate
iv. Proof of ownership of the Premises
v. 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 Government of Meru headquarter and addressed to:

**COUNTY SECRETARY**
**COUNTY GOVERNMENT OF MERU**
**P. O. BOX 120-60200**
**MERU**

So as to be received on or before **Friday 26th October 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 Government of Meru chambers located at the headquarters.

Ag. Head of Supply Chain Management
**FOR: COUNTY SECRETARY**