



Office of the Registrar of Political Parties



Republic of Kenya

## EXPRESSIONS OF INTEREST (EOI) FOR LEASING OF OFFICE SPACE IN NYERI, KITUI AND NAKURU

ORPP/EOI/T/5/2017-2018

The Office of the Registrar of Political Parties (ORPP) was established by the Political Parties Act, 2011. The Act provides the Institutional, Legal and Regulatory Framework for Registration and Regulation of Political Parties at the National and County Level. Pursuant to this mandate ORPP wishes to open three (3) county offices in Nyeri, Kitui and Nakuru.

ORPP hereby invites Expressions of Interest (EOI) from property owners or their authorized agents for the leasing of office buildings in Nyeri, Kitui and Nakuru with the following requirements:

<b>MANDATORY REQUIREMENTS</b>	
1.	A copy of Certificate of Incorporation or Registration for the bidder. Individual landlords should provide a copy of ID/ Letter of Administration.
2.	A copy of Valid Tax Compliance Certificate
3.	Copies of certificates for rates clearance and ground rent clearance
4.	Proof of ownership of property
5.	Proof of agency relationship for Estate Agents signed by the Principal
6.	Copies of certificates and valid Practising License of Estate Agents Registration Board
7.	Declaration statement that bidder is not debarred by PPRA
8.	Declaration statement that bidder is not involved in fraudulent practices
9.	Copy of occupation permit for the building
<b>TECHNICAL REQUIREMENTS</b>	
<b>Location</b>	
1.	Located within a radius of not more than 1.5km from the town centre
2.	Preferably near other Government offices
3.	Accessible by public means and preferably fronting an accessible road
4.	Conducive neighbourhood for office environment
<b>Building Attributes</b>	
1.	Minimum lettable area of 500 square feet on a wing or same floor
2.	Compliant with relevant Statutes and By-laws
3.	The premises should comply with section 22 (1) of the Persons with Disability Act No. 14 of 2003.

4.	Separate washrooms for each gender per floor or wing
5.	24hr security and preferably supplemented by CCTV surveillance service
6.	Mains services of water and electricity supply
7.	Backup generator and water reservoir
8.	Firefighting, structured cabling, ducts and PABX
9.	Lifts/elevators where necessary
10.	Kitchenette
11.	Ready for occupation on or before 1 <sup>st</sup> February, 2018
12.	At least 1No. Car parking bays
13.	A minimum of 5 years lease with an option of renewal
<b>FINANCIAL REQUIREMENTS</b>	
1.	Rent per square feet per month or rent per month exclusive of VAT
2.	Service charge per square feet per month where necessary
3.	Parking fee per bay per month

ORPP in conjunction with State Department of Public Works (Government Leasing Section) shall carry out due diligence to confirm the details provided and suitability of the proposed premises. Ministry of Lands and Physical Planning shall subsequently ascertain if the rates are within the prevailing market rates of respective counties.

Interested parties who wish to lease office space in the above mentioned locations should submit EOI bids in plain, sealed envelopes, indicating the **Town** and be clearly marked **ORPP/EOI/T/5/2017-2018, EOI FOR LEASING OF OFFICE SPACE** and deposit in ORPP tender box located on 1<sup>st</sup> Floor, Lion Place Building, Westlands on Karuna Close off Waiyaki Way on or before Wednesday 29<sup>th</sup> November 2017 at 10.00am and be addressed to:

**THE REGISTRAR OF POLITICAL PARTIES  
LION PLACE BUILDING, WESTLANDS  
P.O. BOX 1131-00606,  
NAIROBI**

Bids shall be opened thereafter at the ORPP Boardroom in the presence of bidders' or their representatives who choose to attend the opening.

**REGISTRAR OF POLITICAL PARTIES**