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REPUBLIC OF KENYA

REQUEST FOR EXPRESSIONS OF INTEREST (EOI) FOR LEASING OF OFFICE SPACE IN MOMBASA, KISUMU, ISIOLO AND ELDORET.

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 four (4) county offices in Mombasa City, Kisumu City, Isiolo Town and Eldoret Town.

ORPP hereby invites Expressions of Interest (EOI) from property owners or their authorized agents for the leasing of office buildings in Mombasa, Kisumu, Isiolo and Eldoret with the following minimum requirements:

1. Must have minimum space of approximately 500 Square Feet located on a single corridor/ wing on the same building for each of the city or town.
2. Be located in the Central Business District/Commercial Centre of the respective cities and towns.
3. Be in a quiet and secure environment with 24-hr security guard and surveillance service.
4. The building should be approved by the relevant authorizing bodies; be properly licensed and registered as commercial / office premises under the relevant laws.
5. The premises should comply with section 22 (1) of the Persons with Disability Act No. 14 of 2003.
6. The premises should have all the required amenities: Sufficient air circulation and lighting, reliable power and water supply, lifts / elevators if space offered is on a floor higher than ground floor and a standby generator.
7. The premises should have adequate firefighting equipment.
8. The premises should be available for lease for a period of three (3) years renewable.
9. The premises should have sanitary rooms for Ladies and Gentlemen, further sanitary rooms should also have suitable facilities for Persons with Disability.
10. The building should be available for occupation on or before 1st December 2016.

NOTE: The EOI is open to Estate Agents registered in Kenya who have appropriate and valid accreditations or Individual landlords with capacity to enter into a contract for the lease of office premises.

ELIGIBILITY CRITERIA

To be eligible, one must submit the following:

- i. Copy of Certificate of Registration in the case of a company.
- ii. Copy of Valid Tax Compliance Certificate (Will be confirmed through TCC checker on KRA website).
- iii. Proof of ownership of the premises i.e. Copies of Title documents.
- iv. Copy of Certificate of Registration with Estate Agents Registration Board.
- v. Provide evidence of Building Occupation Approval documentations (Building plans and approved use should be commercial)

Interested parties who wish to lease office space in the above mentioned locations should submit EOI bids in plain, sealed envelopes, indicating the City or Town and be clearly marked **ORPP/EOI/1/2016-2017, EOI FOR LEASING OF OFFICE SPACE TO ORPP** and be addressed to:

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

and be deposited in ORPP tender box located on **1st Floor, Lion Place Building, Westlands along Waiyaki Way off Karuna Close** on or before **Tuesday 25th October 2016 at 12.00pm**. Bids shall be opened thereafter at the ORPP Boardroom in the presence of bidders' or their representatives who choose to attend the opening.

LUCY K. NDUNGU EBS
Registrar of Political Parties