

EMBU COUNTY GOVERNMENT



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CGE/EOI/002/2018-2019

EXPRESSION OF INTEREST (EOI) FOR LEASE OF OFFICE SPACE FOR EMBU COUNTY REVENUE AUTHORITY - ECRA

Introduction

Embu County Revenue Authority (ECRA) is a County Corporation under the County Government of Embu established under the Embu County Revenue Authority Act, 2014. The Authority is a body Corporate with perpetual succession and a common seal responsible for:

- a) Collecting and receiving county revenue;
- b) Administering and enforcing county laws related to revenue;
- c) Assessing, collecting and accounting for all revenue in accordance with county laws related to revenue;
- d) Advising the County Executive Committee on all matters related to administration and collection of revenue under county laws;
- e) Carry out such other roles necessary for implementation of the objects and purpose of this act and perform such other functions as may, from time to time, be assigned by the Executive Member.

Owing to this mandate and expected incremental growth in staff and activities, ECRA wishes to lease offices that will accommodate all its functions under one roof in an environment conducive for efficient delivery of services to its customers.

The preferred location for the offices is the Central Business District of Embu Town Shopping Centre.

Embu County Government now invites expression of interest (EOI) from interested parties with properties in the above mentioned preferred locations that meet the following minimum criteria:

1. The office space required is between 3,000 to 3,500 square feet (for usable area exclusive of common areas), located within the same building and on consecutive floors.
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).
3. The premises should have adequate security (24hours); adequate parking for approximately 10 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.
4. Ready for occupation immediately.

ECRA may also consider a stand- alone facility.

Eligibility: The RFP is open to Estate/ Property Agents registered in Kenya who have appropriate and valid accreditations; or individual landlords with capacity to enter into a contract for lease of office premises.

The lease period is intended to be three **(5) years contract** which will be renewable depending on the prevailing circumstances.

The bidder should also include the cost per square feet per month in a different envelope, ie the cost of leasing.

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

- a) Certificate of Incorporation/ Registration
- b) Valid Tax Compliance Certificate

- c) Certificate of Registration with the Estate Agents Registration Board of Estate Agents in the case of Property Managers/ Estate Agents
- d) Proof of ownership of the Premises for Landlords.

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

The completed documents must be submitted in plain sealed envelopes and clearly marked “**Expression of Interest**” (EoI) for Lease of Office Space for Embu County Revenue Authority” ref: **CGE/EOI/002/2018-2019**, addressed to the address below and deposited in the Tender Box on the Ground Floor of County Government of Embu Headquarters, along Kenyatta highway, Embu Town so as to be received on or before **7th March, 2019 at 10.00 a.m.**

The Chief Executive Officer,
Embu County Revenue Authority,
County Government of Embu Headquarters
P.O. Box 36,60100
Embu
Tel. **2546830686/30656**
Email: revenueboard@Embu.go.ke
Website: www.embu.go.ke

The Request for Proposals received will be opened immediately thereafter in the presence of candidates or their representatives who choose to attend at the County Hall situated at the Ground Floor of the County Government of Embu Headquarters Building, along Kenyatta Highway, Embu Town.

DIRECTOR OF SUPPLY CHAIN MANAGEMENT SERVICES
FOR: COUNTY SECRETARY, COUNTY GOVERNMENT OF EMBU.