

COUNTY ASSEMBLY OF SIAYA

P.O. BOX 7-40600

SIAYA

EXPRESSION OF INTEREST

FOR

LEASING OF OFFICES

CAS/ RFP / RENTAL/ 1/ 2018/2019

(N.B: CLOSING DATE EXTENDED TO 21ST NOVEMBER 2018)

IFMIS PORTAL REF. NO: 695914.1

EXPRESSION OF INTEREST FOR LEASING OF OFFICE SPACE / BUILDING FOR COUNTY ASSEMBLY OF SIAYA MCAs.

The County Assembly of Siaya invites Expression of Interest (EOI) from interested person, persons/or firms for the purposes of leasing an office block.

The interested bidders may submit their offers in the appropriate format below and forward the same back to the County Assembly of Siaya through the address indicated below

Expression Of Interest complete in all aspects must be submitted in sealed envelope which must be either delivered by hand so as to reach not later than 12:00 P.M. on 19th October 2018.

The County Assembly of Siaya will not be held responsible for late delivery or loss of the documents so mailed.

The Expression Of Interest should be submitted in sealed envelopes in accordance with the procedure detailed herein. The envelope should contain the following documents:

- ✓ Covering letter
- ✓ Information in Annexure - 1 duly signed and stamped if any and
- ✓ Requisite / expected Fee

The Envelope should be addressed to:

**THE CLERK,
COUNTY ASSEMBLY OF SIAYA
P.O BOX 7-40600
SIAYA.**

TERMS & CONDITIONS

COUNTY ASSEMBLY OF SIAYA is desirous in renting/leasing a suitable Office block on.

The preferred office block **MUST**;

1. Be located within Siaya town.
2. Be a permanent building.
3. Be spacious enough to accommodate 12 partitioned rooms each measuring 23.06 square meters per room.
4. Be in a secure environment and all external doors must have steel double leave shutters opening to the outside
5. Be easily accessible
6. Have electricity and piped water
7. Have clean toilets/pit latrines
8. Be well ventilated with all windows secured with steel casement and grills
9. Be complete in every aspect to be put to immediate use.

10. Have suitable provision and adequate space for parking.
11. The rent shall be gross inclusive of the taxes if any.
12. The owner will ensure proper repairs/maintenance of the building as may be required by department of Public Health.
13. Be free from all encumbrances, claims and legal disputes etc.
14. Documentary proof of up to date electricity charge payment bill, holding tax clearance (wherever it is being paid) etc. must be submitted along with this EOI document,
15. All existing and future rates, taxes including property taxes, assessment charges in respect of the said premises shall be paid by the owner thereof.
16. The electricity and water supply lines/connection shall be provided by the owner at his cost and expenses if need be.
17. The Assembly reserves the right to consider/reject any such proposal without assigning any reason.

Commencement & Termination

1. The agreement for renting/leasing of the office block shall come into force immediately after it is executed after the contract is signed and shall remain in force for the period agreed upon.
2. The agreement may be terminated by giving three months’ notice by either of the parties to this agreement. However, during such notice period the buildings/accommodation shall remain in the possession of the Assembly

Terms of payment

1. The rent charges shall be paid at the fixed rate at the end of each month or as per the lease agreement entered into with the party on the terms & conditions mutually agreed upon.
2. Interested parties should return the complete expression of interest document, including Annexure-1, duly filled in and signed at the bottom of each page as a sign of having accepted the terms and conditions. These documents should be sealed in an envelope superscripted "Expression of Interest for leasing of office block"

1. Full Particulars of the Legal Owner of the premises

- a) Name
- b) Address(es)
- c) Telephone Numbers
- d) Business/ Co.
- e) Residential
- f) Telephone
- g) E-Mail Address

2. Status of the applicant with regard to the building offered for hiring (enclosed power of attorney also if the applicant is other than Owner). Complete details of the Building

- a) Company's Postal Address
- b) Location
- c) No. of Floors

4. Total Area offered for rent

5 .Whether Property tax, all Municipal Taxes, Local Taxes are paid up to date (give proof)

6. Particulars of completion certificate, Year of construction, age of the building etc. (Enclose evidence)

7. Facilities for vehicle parking (mention details)

- a) Whether sanitary and water supply installations have been provided?
- b) Whether electrical installation and fittings, Power Plugs, switches etc. are provided or not
- c) Whether the building has been provided with sufficient light in all rooms or not? If yes, give the Nos. of windows and doors per floor.

9. Sanctioned Electricity Yes or No

- a) Details of Power Back-up facility / Generator with capacity(if available)
- b) Arrangements for regular repairs and maintenance of such Power Back up facility.
- c) Details of Fire Safety Mechanism along with particulars of Fire Department Certificate (Copy of Certificate to be enclosed)
- d) Specify the lease period (minimum one year).

10. Whether the building has been properly constructed as per the approved plans? If yes, mention in detail.

11. Whether property tax, all municipality tax, local taxes are included in the rent? .Furnish details of such viz,, Property tax, all Municipal Taxes, and other Local Taxes being levied and paid in respect of the accommodation offered.

12. Any other salient aspect of the building which the party may like to mention.

Declaration:

(i) I/We have read and understood the detailed terms and conditions applicable to the subject on offer as supplied with the bid documents and agree to abide by the same in totality.

(ii) It is hereby declared that the particulars of the building etc. as furnished against the individual items are true and correct as per my knowledge and belief and in the event of any of the same being found to be not true, I/We shall be liable to such consequences/lawful action as the Department may wish to take.

SIGNATURE OF LEGAL OWNER/POWER OF ATTORNEY HOLDER (tick as appropriate)

(NAME IN BLOCK LETTERS)

(DESIGNATION AND SEAL WHERE APPLICABLE)