



**Kenya Bureau of
Standards**

Standards for quality life

QUOTATION FOR RENTING OF OFFICE SPACE

FOR

KENYA BUREAU OF STANDARDS - SOUTH RIFT REGION (KEBS – SRR)

**Kenya Bureau of Standards
South Rift Region
AFC Building - Nakuru
Kijabe Road
P. O. Box 2138 - 20100
NAKURU**

May 2020

1.0 BACKGROUND

Kenya Bureau of Standards (KEBS), a statutory body of the government, established by an ACT of parliament Chapter 496 Laws of Kenya. It has its headquarters in Nairobi, along Popo road –off Mombasa Road. It has regional offices in Mombasa, Kisumu, Nyeri, Nakuru, Eldoret and Garissa. Its mandate covers standardization and conformity assessment, which includes formulation of national standards, Testing, Metrology, Product certification, training among others.

KEBS is in the process of **renting a premise to be used for office space to house its staff and laboratories** for its South Rift Regional office.

2.0 INVITATION FOR QUOTATION

Applications from eligible property owners/authorized representative who have quality buildings are invited to bid for the activity as indicated in the specifications. The quotation shall be clearly marked **(KEBS/QUOT/SRR/28/2019/2020) “RENTING OF OFFICE SPACE FOR KENYA BUREAU OF STANDARDS - SOUTH RIFT REGION (NAKURU)”** and shall be deposited in the provided quotation box or posted/delivered through courier so as to reach the undersigned not later than by midday of 18th May 2020 using the address provided below.

**The Regional Manager,
Kenya Bureau of Standards
South Rift Region
AFC Building - Nakuru
Kijabe Road
P. O. Box 2138 - 20100
NAKURU**

3.0 BIDDING FORM

Note:

1. Firms/Individuals must fill in all the details as required in this form.

~~2.~~ Use capital letters.

Name(s) of Owner(s)/ Authorized Attorney Agent:

1. _____ ID/PP No. _____

2. _____ ID/PP No. _____

3. _____ ID/PP No. _____

Total Area Quoted for in Square Feet (SFT) _____

Quoted Rate in Kenya shillings (Kshs) per SFT (Inclusive of all Taxes) _____

Total Amount for **Rent** Quoted per Month
(Kshs) _____

Total Amount for **Rent** Quoted per Quarter
(Kshs) _____

Total Amount for **Deposit** Quoted per Quarter
(Kshs) _____

Business Name

Address: _____

Telephone No: _____ E-mail: _____

Mobile No: _____

Authorized Signature _____ Stamp _____
(Owner or the person authorized to sign on his/her behalf)

4.0 Mandatory requirement

1. The General Conditions of Contract with the Kenya Bureau of Standards apply to this transaction. This form properly submitted constitutes part of the agreement.
2. The supplier shall attach an affidavit to the effect that;
 - a. The bidder is not black listed/banned by any Government or any of their organizations.
 - b. The property is not under any litigation/dispute.
3. The supplier shall attach the following valid copies of documents duly certified by a commissioner of oaths.
 - a. A tax compliance certificate.
 - b. Title deed and current search certificate
 - c. County approvals
 - d. OSHA approvals
4. The supplier shall duly complete the attached KEBS business questionnaire,
5. Government taxes shall be deducted at source at the time of payments, as admissible under the government rules.
6. The offer shall remain Valid for one I Year -e unless otherwise stipulated by the seller
7. The Kenya Bureau of Standards shall not be bound to accept the lowest or any other offer, and reserves the right to accept any offer in part unless the contrary is stipulated by the seller.

5.0 INSTRUCTIONS

1. All entries must be typed or written in ink. Mistakes must not be erased but should be crossed out and corrections be made and initialed by the persons signing the quotation.
2. Quote on each item separately, and in units as specified.
3. This form must be signed by a competent person and it should also be rubber stamped.
4. The prices quoted must be inclusive of all government taxes
5. Suppliers certified to an approved management system standard such as ISO 9001 shall have an added advantage.
6. Each quotation should be submitted separately in a sealed envelope with the quotation number endorsed on the outside.
7. If you do not wish to quote, please endorse the reason on this and return it, otherwise your name may be deleted from the buyer's mailing list for the items listed herein.

6.0 Confidential Business Questionnaire

You are requested to give the particulars indicated in part 1(a) and either part 2(a), 2(b) or 2(c) whichever applies to your type of business.

YOU ARE ADVISED THAT IT IS SERIOUS OFFENCE TO GIVE FALSE INFORMATION ON THIS FORM.

Part 1- General:

Business Name: _____

Location of business premises: _____ Building _____ Street _____

Town: _____

Postal address: _____ Tel. No. _____ Fax: _____ Email _____

Nature of business: _____

Current trade license: _____ Expiring date _____

Maximum value of business which you can handle at any one time: Kshs. _____

Name of your bankers: _____ Branch _____

Part 2 (a) – Sole Proprietor:

Your Name in full _____ Age _____

Nationality _____ Country of origin _____

Citizenship details _____

Part 2 (b)

Give details of partners as follows:

	Name	Nationality	Citizenship details	Shares
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

Part 2 (c) – Registered Company

Private or Public _____

State the nominal and issued capital of the company-

Nominal Ksh. _____

Issued Ksh. _____

Give details of all directors as follows

	Name	Nationality	Citizenship details	Shares
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
Date	_____	Signature of tenderer _____		

*If Kenya citizen, indicate "citizenship details" whether by Birth, Naturalization or Registration.
(You may attach a separate sheet if more space is required. The attachment must be duly signed and stamped.)*

MINIMUM OFFICE SPACE SPECIFICATIONS

S/No.	SPECIFICATION	Bidders Response	Remarks
1.	Should be within Nakuru Town CBD or its environs (≤ 3 km from CBD)		
2.	Office space area between 7,500 10,000 square feet		
	SPACE LOCATION IN THE BUILDING (FLOOR)		
3.	Preferably ground floor		
4.	For 1 st floor and above – Are there lifts and ramps	No. of Lifts	
		Availability of Ramp	
	UTILITIES		
5.	Electricity – Must be 3 phase *Is it shared billing or own meter for each tenant. *Is there back up by generator of what capacity? *Do we have solar for heating water e.g. for kitchen	Shared Billing	
		Own Meter	
		Solar for water heating	
		Standby Generator	
6.	Water *Is it by a water service provider(WSP)/Borehole. *Are storage tanks available. *Is it shared billing or	Shared Billing	
		Own Meter	
		WSP	
		Storage Tanks	

	own meter for each tenant.	Borehole		
7.	Telephone – Availability of landline infrastructure			
8.	Internet – Availability of fibre optic infrastructure			
	SAFETY AND SECURITY FOR COMMON AREAS			
9.	Fire alarms			
10.	Smoke detectors			
11.	Emergency Exit Door			
12.	Fire extinguishers			
13.	Fire fighting Hoses			
14.	Fire assembly point			
15.	Emergency exit Stairs			
16.	Landlord's common areas security provisions	CCTV		
		GUARDS		
		BIOMETRIC		
	AVAILABILITY OF PREMISES			
17.	Should be ready for occupancy by 1 st July 2020			
	PARKING SPACE			
18.	Parking space for both official and staff cars – Minimum 8 slots			
19.	Is parking Free			
20.	Is parking paid			
	GENERAL			
21.	Wash rooms	private		
		gents		
		ladies		
		Persons physically challenged		
22.	Kitchenette-own			
23.	Garbage collection (free or paid)			
24.	Availability of fume ventilation ducts			
25.	Availability of Air conditioning ducts			
26.	Brief description of current tenants			
	LEASE PERIOD			
27.	5 years minimum lease period renewable minimum 4 terms			
28.	State amount (Kshs)of deposit(inclusive of taxes) if applicable			

BUILDING INFORMATION FORM

DESCRIPTION	RESPONSE BY BIDDER
Name of Building:	

Address of Building:	
Year of Completion of Building	
No. of Basements in the Building (if available)	
No. of Floors above the Ground Floor	
Floor Wise Covered Area of Building	
Number of Lifts	
Floor Wise Covered Area offered to KEBS:	
Total Parking Space in the Building	
No. of Tenants occupying building	
Describe the nature of Businesses in the building	

7.0 EVALUATION CRITERIA

PRELIMINARY EVALUATION (MANDATORY REQUIREMENT)

INCLUDE

Ranking Criteria

A-Technical: Weightage (70%)

S/No.	SPECIFICATION		Allocated score	Rated score
1.	Should be within Nakuru Town CBD or its environs (≤ 3 km from CBD)		5	
2.	Office space area between 7,500 and 10,000 square feet		3	
	SPACE LOCATION IN THE BUILDING (FLOOR)			
3.	Preferably ground floor		4	
4.	For 1 st floor and above – Are there lifts and ramps	No. of Lifts	2	
		Availability of Ramp	2	
	UTILITIES			
5.	Electricity – Must be 3 phase *Is it shared billing or own meter for each tenant. *Is there back up by generator of what capacity? *Do we have solar for heating water e.g. for kitchen	Shared Billing	1	
		Own Meter	2	
		Solar for water heating	1	
		Standby Generator	3	
6.	Water *Is it by a water service provider(WSP)/Borehole. *Are storage tanks available. *Is it shared billing or own meter for each tenant.	Shared Billing	1	
		Own Meter	2	
		WSP	2	
		Storage Tanks	1	
		Borehole	3	
7.	Telephone – Availability of landline infrastructure		2	
8.	Internet – Availability of fibre optic infrastructure		2	
	SAFETY AND SECURITY FOR COMMON AREAS			
9.	Fire alarms		1	
10.	Smoke detectors		1	
11.	Emergency Exit Door		2	
12.	Fire extinguishers		1	
13.	Fire fighting Hoses		2	
14.	Fire assembly point		2	
15.	Emergency exit Stairs		2	
16.	Landlord's common areas	CCTV	4	

	security provisions	GUARDS	3	
		BIOMETRIC	1	
	AVAILABILITY OF PREMISES			
17.	Should be ready for occupancy by 1 st July 2020		3	
	PARKING SPACE			
18.	Parking space for both official and staff cars – Minimum 8 slots		4	
19.	Is parking Free		3	
20.	Is parking paid		1	
	GENERAL			
21.	Wash rooms	private	2	
		gents	1	
		ladies	1	
		Persons physically challenged	2	
22.	Kitchenette-own		2	
23.	Garbage collection (free or paid)		2	
24.	Availability of fume ventilation ducts		3	
25.	Availability of Air conditioning ducts		3	
26.	Brief description of current tenants		4	
	LEASE PERIOD			
27.	5 years lease period renewable for a minimum of 4 terms		4	
28.	State amount (Kshs)of deposit(inclusive of taxes) if applicable		4	
29.	Is Building information form Duly filled?		3	
30.	Is KEBS confidential business questionnaire duly filled?		3	
36. 31.	TOTAL		100	

Minimum score to proceed to financial evaluation is 70%

B-) ----Financial: Weightage (30%)

Rate Per Square Feet Kshs.

(in this section, the higher the rate, the lower the scores awarded based on prevailing market rates)

Total (A+B) = 100

Due diligence will be conducted to the successful bidder before award

Total Score