



REPUBLIC OF KENYA

OFFICE OF THE PRIME CABINET SECRETARY AND MINISTRY OF FOREIGN AND DIASPORA AFFAIRS STATE DEPARTMENT FOR FOREIGN AFFAIRS

REQUEST FOR EXPRESSIONS OF INTEREST FOR LEASE OF OFFICE SPACE FOR UNON/UNEP& UN-HABITAT TENDER NO. MOF&DA/SDFA/E01/2/2023-2024

Background Information

The State Department for foreign Affairs mission is to project, promote and protect Kenya's interests and image globally through innovative diplomacy, and contribute towards a just, peaceful and equitable world. This is achieved through establishment of Missions both locally and abroad. The UNON/UNEP role is to advance Kenya's Environmental Diplomatic interests through designing and implementing suitable plans and strategies that will contribute to high and sustainable social economic development. UN-Habitat focuses on promotion of transformative change in cities and human settlements through knowledge, policy advice, technical assistance and collaborative action to leave no one and no place behind. The State department is therefore seeking to lease office space to accommodate the two missions as per the following specifications:

Location

- Close proximity to United Nations, Gigiri – within a radius of 5 kilometers.
- Easily accessible using the existing transportation links
- Suitability of the neighborhood for Diplomatic Mission
- Free from environmental hazards

Security

- Ensure the selected location is in a secure neighborhood, with measures in place to protect the Diplomatic Mission and its staff such as electric fence, CCTV, perimeter wall enclosure etc.
- Controlled access: Ensure the building has controlled access points and the ability to monitor and restrict entry.

Status of the property

- In a good state of repair and maintenance both internally and externally
- Free from structural defects

- Ready for immediate occupation
- Internal partitioning allowed

Utilities services

- Should be well served by trunk water, electricity and sewer and fiber-optic internet
- Available power backup
- Adequate water storage facility

Use of the property

- Property should be designated for office use and if not change of user can be allowed
- Own compound more preferred

Available space

- Sufficient space: Including offices, meeting rooms, reception areas, and other necessary facilities.
- Functional complementarity
- Minimum of 14,000 square feet of lettable office space

Tenure

- Should have unencumbered ownership document (provide copy of official search)
- Free hold or lease hold with a residue lease of minimum 45 years

Lease terms

- More than five years
- Willing of the owner to accept diplomatic clause
- Landlord willingness to adopt government standard lease terms

Parking

- A minimum of 20 parking slots

Layout

- A layout that allows for flexibility in office configuration to accommodate the changing needs of diplomatic activities
- Compound should be adequate to allow hosting of garden functions of a minimum 50 guests
- Conference facility enough to host 30 persons seated
- Suitable space distribution

Accessibility

- Accessible by individuals with disabilities.

Insurance

- Building insured against fire and other perils

State Department for foreign affairs now invites eligible firms /individuals to indicate their interest in providing the properties for lease. A firm will be selected in accordance to the laws governing lease agreements in the Government of Kenya.

Interested Firms /individuals should provide information demonstrating that they have properties that meet the minimum specifications required.

Expressions of interest must be delivered in written form and in English language. The documents should be addressed to the;

**Principal Secretary,
State Department for Foreign Affairs;
P.O. Box 30551-00100
NAIROBI**

and be deposited in the Tender box clearly marked '**State Department for Foreign affairs**' located at Old Treasury Building **Main reception; Ground floor, along Harambee, Nairobi** on or before **11th June 2024 at 10.00 a.m. East African Time**. **Firms/Individuals** intending to send their Expressions of interest via e-mail should send to: procurement.foreignaffairs@gmail.com & procurement@mfa.go.ke on or before **11th June 2024 at 10.00 a.m. East African Time**. Submitted documents should be clearly marked "**Lease of office space for UNON/UNEP&UN-HABITAT**."

The expressions of interest shall thereafter be opened in public in the 2nd floor boardroom Old Treasury Building immediately thereafter in the presence of applicants or their representatives who chose to attend.

Further information can be obtained from the **Supply Chain Management Office** situated at Old Treasury Building on **1st Floor, Room 108, Harambee Avenue, Nairobi** from Monday to Friday excluding weekends and public holidays from **8.00 a.m. to 5.00 p.m.**

PRINCIPAL SECRETARY