

COUNTY GOVERNMENT OF VIHIGA



COUNTY PUBLIC SERVICE BOARD P O BOX 880 -50300 MARAGOLI

Email: cpsb@vihiga.go.ke.

Date: 01st July 2024

EXPRESSION OF INTEREST

DESCRIPTION	NEGOTIATION NO	REFERENCE NO.	CATEGORY
EXPRESSION OF INTEREST. PROVISION FOR OFFICE SPACE	1608524	TENDER/VCG/PSB/ 310/2023-2024	OPEN

1. The County Government of Vihiga, Public Service Board, P.O Box 880-50300 Maragoli invites bids from interested and eligible suppliers for the above-mentioned expression of interest.
2. Tendering will be conducted under competitive method National Tendering using a standardized tender document. Tendering is **open** to all qualified and interested tenderers.
3. Qualified and interested tenderers may obtain further information and in respect the Tender Documents during office hours, i.e., 0900 to 1600 hours at the office of the director Supply Chain Management Services
4. A complete set of tender documents may be obtained electronically from the Website(s) www.vihiga.go.ke , www.tenders.go.ke or the IFMIS supplier portal:

<http://supplier.treasury.go.ke>. Documents are downloaded electronically free of charge.

5. Tenders shall be quoted in Kenya shillings and include all taxes. Tender shall remain valid for (210) two hundred ten days from the date of opening of tenders.
6. The Tenderer shall chronologically serialize all pages of the tender documents submitted.
7. Completed tender documents **MUST** be submitted through IFMIS SUPPLIER PORTAL <http://supplier.treasury.go.ke>. So as to be received on or before Monday, 08th July 2024 at 11.00 am. The system will automatically lock out the time and date of tender closing as indicated in the IFMIS portal. No manual submission of tenders.
8. Tenders will be opened immediately after the deadline date and time specified above. Tenders will be publicly opened in the presence of the Tenderers' designated representatives who choose to attend at the address below.
9. Tenders will be opened immediately after the deadline date and time specified above. Tenders will be publicly opened in the presence of the Tenderers' designated representatives who choose to attend at the below.
10. **NOTE:** Bidders who experience challenges in accessing or uploading tender document in the IFMIS portal should contact the IFMIS helpdesk 0800721477 at the National Treasury or contact County Supply Chain Management Services office located at the County Treasury at the governor's office.

CEO/SECRETARY

VIHIGA PUBLIC SERVICE BOARD

COUNTY GOVERNMENT OF VIHIGA



PUBLIC SERVICE BOARD

NOTICE

EXPRESSIONS OF INTEREST (EOI)

(PROVISION FOR OFFICE SPACE)

CONTRACT TITLE: EXPRESSION OF INTEREST FOR OFFICE SPACE

- 1) The Vihiga County Public Board is established under section 57 of the County Government Act No. 2012, as separate body corporate, with perpetual succession capable of Suing and being sued in her own name.
- 2) The County Public Service Board is divided in to two Division;
 - i, The Board headed by the Chairperson and five [5] member and
 - ii, The Secretariat headed by the Secretary/Chief Executive Officer with twenty-six 26 employees.
- 3) The Vihiga County Public Service Board invites bids for **PROVISION FOR OFFICE SPACE** in full consistency with Term of Reference (TOR) as shown below;
 - i) The building should be located in Mbale town.
 - ii) The floor should be tiled.
 - iii) Minimum lettable area should be 3000 square feet preferably one floor or wings.
 - iv) The building must be compliant with persons living with Disability Act no. 14 of 2003.

- v) The building should have adequate lift/elevator facilities for all floors.
- vi) The building should have Enough car parking for 10 vehicles.
- vii) Separate washrooms for either gender per floor or wings.
- viii) The building should be well lit with natural light.
- ix) Connected to main Electricity and power backup Generators capable of adequately supporting the building's electrical (specify KVA).
- x) Provide drawings or layout of available space and completion certificate in if is new building.
- xi) Connection to main water Supply sewer line.
- xii) CCTV Surveillance 24 hrs.
- xiii) The building should have Specious Board room.
- xiv) The building should have provision of a kitchenette.

Note: Due diligence will be carried out to confirm the detail provided.

4, The attention of interested Firm is drawn to the following provisions that will be highlighted in the Request for Proposals to be issued to shortlisted firms.

- i)** The Firm will be expected to have no conflict of interest with other assignments or its own corporate interests and acting without any consideration for future work.
- ii)** The Firm has no personal or business relationship with the Procuring Entity's senior management or professional staff.
- iii)** A firm or an individual in the firm has not been sanctioned by the Public Procurement Regulatory Authority or are under a suspension or a debarment imposed by any other entity of the Government of Kenya, or any international organization.
- iv)** Government-owned enterprises or institutions of Kenya Government, officials and civil servants and employees of public

institutions may not eligible