

**COUNTY GOVERNMENT OF VIHIGA**



**COUNTY PUBLIC SERVICE BOARD  
P O BOX 880 -50300  
MARAGOLI**

*Email: [cpsb@vihiga.go.ke](mailto:cpsb@vihiga.go.ke).*

**EXPRESSION OF INTEREST  
RE-ADVERTISEMENT**

**Date: 22<sup>th</sup> July 2024**

<b>DESCRIPTION</b>	<b>NEGOTIATION NO</b>	<b>REFERENCE NO.</b>	<b>CATEGORY</b>
EXPRESSION OF INTEREST. PROVISION FOR OFFICE SPACE	1614723	TENDER/VCG/PSB/ 310/2024-2025	OPEN

1. The County Government of Vihiga, Public Service Board, and 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](http://www.vihiga.go.ke) ,[www.tenders.go.ke](http://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 Wednesday 31<sup>st</sup> 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.
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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 (REOI) (PROVISION FOR OFFICE SPACE)**

#### **TERMS OF REFERENCE**

- 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 into two divisions;
  - i. The Board headed by the Chairperson and five [5] members and
  - ii. The Secretariat headed by the Secretary/Chief Executive Officer with twenty-six (26) employees.

#### **(a) MANDATORY REQUIREMENT**

1. Copy of Certificate of Registration/Incorporation under Company Act
2. Copy of Valid Tax Compliance/Exemption Certificate issued by KRA
3. Copies of CR 12 Certificate together with National ID/ Passport for the Directors.
4. KRA PIN and VAT Certificate.
5. Serialization of the Tender Document to be submitted

#### **(b) TECHNICAL REQUIREMENT**

1. The building should be located in Mbale town.
2. The floor should be tiled.
3. Minimum lettable area should be 3000 square feet preferably one floor or

wings.

- 4.The building should have an occupational certificate.
- 5.The building should have Enough car parking for 10 vehicles.
- 6.Separate washrooms for either gender per floor or wings.
- 7.The building should be well lit with natural light.
- 8.Connected to main Electricity and power backup Generators capable of adequately supporting the building's electrical (specify KVA).
- 9.Connection to main water Supply sewer line.
- 10.CCTV Surveillance 24 hrs.
- 11.The building should Specious Board room to accommodate 26 pax.
- 12.The building should have provision of a kitchenette.

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

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 consultant 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 are not eligible