

Shirika Sacco Society Limited

Telephone: 020 3740625
020 3753626

Tel: 0734 897 817 / 0724 610 715

Our Ref: SHIRIKA.....

Your Ref:.....

All Communications and inquiries
to the Chief Executive Officer



SHIRIKA CO-OP HOUSE
KIPANDE/NGARA ROAD
P.O. BOX 43429-00100 NAIROBI
Email: shirikasaccosociety@gmail.com
info@shirikasacco.co.ke
www.shirikasacco.co.ke

Date:.....

SHIRIKA SAVINGS AND CREDIT SOCIETY LIMITED

EXPRESSION OF INTEREST FOR PURCHASING OF AN OFFICE SPACE MAY 2020

Tender Ref No: SHRK/OS/05/2020



TERM OF REFERENCE TEMPLATE FORM

BACKGROUND

Shirika Sacco Society Limited was registered on 24th April, 1969 by the founder members of the then Co-operative Development Department under the then Ministry of Co-operatives and Social Services. Currently it has membership across all government ministries and department with over 7,000 members.

The society is in the process of acquiring its own premises to suit the expanding office operations. We request for expression of interest from members of the public or companies who may be having available space in their building, either a part of a floor, whole floor or a building. The society priorities locations within the Nairobi and its environs in Ngara, Nairobi CBD, Westland, Muthaiga, Upper hill, Hurlingham and Parklands,

Kindly provide the following information as indicated below with most accuracy as possible, and where space is not sufficient, please use separate sheets.

SECTION 1: COMPANY PROFILE

Provide the company profile detailing the following

1. Name of Company/ Individual:
2. Address (physical and postal):
3. Telephone no.
4. E-mail address:
5. Names of directors.....

Section 2: SPECIFICATION OF THE BUILDING

6. Size of the property which should be between 3,700 and 4,500 square feet.
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7. Area and Location of building /office space should be as follows.

Ngara Nairobi CBD Upper hill Hurlingham
Westlands Parklands Muthaiga



8. Tenure of the building.....

If it's under lease indicate how many years remaining.

SECTION 3. FINANCIAL PROPOSAL

9. The selling price of the property per square feet in Ksh.....

Terms of payment

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.....
.....

SECTION 4. OTHER INFORMATION DISCLOSURES

10. Name of the registered owner(s) of the building.....

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11. Any encumbrance upon the property.....

12. In case of a floor, indicate other businesses that are being operated within the building.....

13. Available parking area.....

14. Other services connected to the property.....

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.....

15. Other general information that may be relevant to the property including company current audited account, current valuation report,

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SECTION 5: MADATORY INFORMATION REQUIRED

16. Copies of the following documents must be attached:

- a) Copies of Certificate of Registration for companies.



- b) Copy of V.A.T Registration Certificate.
- c) Tax compliance Certificate from Kenya Revenue Authority
- d) Copies of Pin Certificates of Firm/Company/Individual.
- e) Bank references.
- f) Copy of certified land title deed of the land under building



SECTION 6: CERTIFICATION

I/We do hereby confirm that the information given above is correct, and

I/We do accept that we shall follow the conditions and terms stipulated in the procurement procedures or any other terms and conditions imposed.

(a) For companies/Sacco's/registered group

NO	NAMES	POSITION	ID NO	SIGANTURE
1				
2				
3				
4				
5				

(b) For individual

Name: **Signature:**

Designation: **Date:**

Stamp

NOTE:

The hard copy Tender document should be delivered to our offices situated at Shirika Co-operative House, Kipande/Ngara junction on or before 11th June, 2020 by 4.00 p.m. The quotations should be addressed as follow:

Chairman
Shirika Sacco Society Ltd
P.O Box 43429-00100
Nairobi