



KANU PARTY
PRUDENTIAL BUILDING, WABERA STREET, 7TH FLOOR

Email: info@kanuparty.org. Website: www.kanuparty.org

**INVITATION FOR TENDERS PROVISION
OF PROPERTY/FACILITY MANAGEMENT
SERVICES**

CLOSING DATE: Monday, 24th February 2025

**CLOSING TIME: 11.00 A.M EAST
AFRICAN TIME (EAT)**

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SECTION I: INVITATION FOR TENDERS

PROPERTY MANAGEMENT SERVICES FOR KANU PARTY

Kenya African National Union hereby invites Tenderers to submit sealed bid tenders for the provision of property management services for a period of one (1) year with an option of renewal for an additional one (1) year subject to satisfactory performance at the end of every year.

Interested Tenderers may obtain further information and inspect the tender documents at the KANU offices situated in Prudential Building, Wabera Street, Nairobi during normal working hours between 9.00 a.m. and 4.00 p.m. every day from Monday to Friday.

Interested Bidders may obtain the tender documents from the KANU www.kanuparty.org at NO FEE.

Complete tender documents must be enclosed in a plain sealed envelope marked only with the tender number and tender name and addressed to:

**The Executive Director
KANU Party
Prudential Building, Wabera Street,
Email: info@kanuparty.org,
NAIROBI**

The tender documents should be submitted **in one (1) hard copy and one (1) soft copy**.

The tender documents should be delivered to the reception at KANU Party Prudential Building, so as to reach the office on or before the closing date and time on **Monday, 24th February 2025 at 11.00 a.m. (EAT)**. Prices shall be quoted in Kenya Shillings and shall remain valid for one hundred and twenty (120) days from the closing date of the tenders.

Otieno Arnold- Executive Director of KANU Party

SECTION II: INSTRUCTIONS TO TENDERERS

1.0 Eligible Tenderers

- 1.1 This Invitation for Tenders is open to all Tenderers eligible as described in the Appendix to Instructions to Tenderers. Successful Tenderers shall provide the services for the stipulated duration from the date of commencement (hereinafter referred to as the term) specified in the tender documents.
- 1.2 KANU Party employees or members of the Organs of the Party and their relatives (spouse and children) are not eligible to participate in the tender.
- 1.3 Tenderers shall provide the qualification information statement that the Tenderer (including all members of a joint venture and Sub tenderers) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by KANU Party to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the services under this Invitation for tenders.
- 1.4 Tenderers involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

2.0 Cost of Tendering

- 2.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and KANU Party will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

3.0 Contents of Tender Document

- 3.1 The tender document comprises of the documents listed below and addenda issued in accordance with clause 4.0 of these Instructions to Tenderers.
 - i. Instructions to Tenderers
 - ii. Evaluation Criteria and Weighting
 - iii. Schedule of Requirements
 - iv. Price Schedules
 - v. Forms A, B and C
- 3.2 The Tenderer is expected to examine all instructions, forms, terms and specifications in the tender documents. Failure to furnish all information required by the tender documents or to submit a tender not substantially responsive to the tender documents in every respect will be at the Tenderers risk and may result in the rejection of its tender.

4.0 Clarification of Tender Documents

- 4.1 A Tenderer making inquiry of the tender documents may notify KANU Party by post or by email at the KANU Party address indicated in the Invitation for tenders. KANU Party will respond in writing to any request for clarification of the tender documents,

which it receives not later than seven (7) days prior to the deadline for the submission of the tenders, prescribed by the procuring entity. Written copies of the procuring entity's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all candidates who have received the tender documents.

4.2 KANU Party shall reply to any clarifications sought by the Tenderer within three (3) days of receiving the request to enable the Tenderer to make timely submission of its tender.

5.0 Amendment of Tender Documents

5.1 At any time prior to the deadline for submission of tenders, KANU Party, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Tenderer, may modify the tender documents by issuing an addendum.

5.2 All prospective Tenderers who have obtained the tender documents will be notified of the amendment by post or email and such amendment will be binding on them.

5.3 In order to allow prospective Tenderers reasonable time in which to take the amendment into account in preparing their tenders, the Procuring entity may at its discretion extend the deadline for the submission of tenders.

6.0 Language of Tenders

6.1 The tender prepared by the Tenderer, as well as all correspondence and documents relating to the tender exchanged by the Tenderer and KANU Party, shall be written in English language. Any printed literature furnished by the Tenderer may be written in another language provided they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the tender, the English translation shall govern.

7.0 Documents Comprising the Tender

7.1 The tender prepared by the Tenderers shall comprise the following components:

- a. A Tender Form and a Price Schedule.
- b. Documentary evidence established in accordance with paragraph 1.0 that the Tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted.

8.0 Tender form

The Tenderer shall complete the tender form and the appropriate price schedule furnished in the tender documents, indicating the services to be provided.

9.0 Tender Prices

9.1 The Tenderer shall indicate on the form of tender and the appropriate Price Schedule the price of the services it proposes to provide under the contract. Prices indicated on the Price Schedule shall be the cost of the services quoted including all customs duties and VAT and other taxes payable.

9.2 Prices quoted by the Tenderer shall remain fixed during the Term of the contract unless otherwise agreed by the parties in writing. **A tender submitted with an adjustable price quotation will be treated as non-responsive and will be rejected.**

9.3 Prices shall be quoted in Kenya Shillings.

10.0 Tenderers eligibility and qualifications

10.1 Pursuant to paragraph 1.0 of this document, the Tenderer shall furnish, as part of its tender, documents establishing the Tenderer eligibility to tender and its qualifications to perform the contract if its tender is accepted.

10.2 The documentary evidence of the Tenderer's qualifications to perform the contract if its tender is accepted shall be established by KANU Party that the Tenderer has the financial and technical capability necessary to perform the contract.

11.0 Validity of tenders

11.1 Tenders shall remain valid for **one hundred and twenty (120) days** after the date of tender opening prescribed by KANU Party. A tender valid for a shorter period shall be considered non-responsive and will be rejected.

11.2 In exceptional circumstances, KANU Party may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A Tenderer granting the request will not be required nor permitted to modify its tender.

12.0 Format and signing of the tender

12.1 KANU Party shall prepare one copy of the tender. The Tenderer shall submit the tender in **one hard copy and 1 soft copy only**.

12.2 The document shall be typed or written in indelible ink and shall be signed by the Tenderer or a person or persons duly authorized to bind the Tenderer to the contract. All pages of the tender, except for un-amended printed literature, shall be initialed by the person or persons signing the tender.

12.3 The tender shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the Tenderer, in which case such corrections shall be initialed by the person or persons signing the tender.

13.0 Sealing and marking of tenders

13.1 The Tenderer shall seal the document in an envelope. The envelope shall:

(a) Be addressed to the

The Executive Director, KANU Party

Prudential Building Wabera Street, 7th Floor

NAIROBI.

Email : info@kanuparty.org arnold@kanuparty.org

(b) Bear the tender name.

13.2 Soft copies to be emailed to arnold@kanuparty.org

14.0 Deadline for submission of tenders

14.1 Tenders must be deposited at the reception on 4th floor at KANU Party, or be sent so as to be received at Kanu Party on or before the closing date and time on **Friday, 24th February 2025 at 11:00 a.m. The same timelines shall be applied for the soft copy submission.**

14.2 KANU Party may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents, in which case all rights and obligations of KANU Party and candidates previously subject to the deadline will therefore be subject to the deadline as extended.

15.0 Clarification of Tenders

15.1 To assist in the examination, evaluation and comparison of tenders KANU Party may, at its discretion, ask the Tenderer for a clarification of its tender. The request for clarification and the response shall be in writing, and no change in the prices or substance of the tender shall be sought, offered, or permitted.

15.2 Any effort by the Tenderer to influence KANU Party in the tender evaluation, tender comparison or contract award decisions may result in the rejection of the Tenderers' tender.

SECTION III: EVALUATION CRITERIA AND WEIGHTING

<p>Evaluation and Comparison of Tenders: The proposals will be evaluated in three stages as follows: (A) Stage One: Mandatory Requirements: (a) Attach copy of Certificate of registration/Incorporation (b) Attach a copy of Valid KRA Tax Compliance Certificate (c) Attach a Copy of CR12 Certificate (d) Single business permit/Trade license (attach evidence if exempted) (e) Must provide a Valid Professional Indemnity Cover of at least Kshs.100 million from reputable Insurance Firms. (f) Bid document should be Paginated, Serialized and Initialed (g) Evidence of Physical address and premises (Attach copies of utility bills or lease) (h) Attach copy of a Letter from the bank indicating that the firm is currently operating an account and not older than three (3) months from the tender closing date (i) Attach a copy of the latest Audited Accounts (year 2023) (j) A valid Registration with Estate Agents Registration Board. The directors of the company must be registered with Estates Agents Registration Board (EARB). (Copy of the current Annual Practicing Certificate must be attached). (k) A valid Professional Membership of the company directors with Institution of Surveyors of Kenya (ISK). (Copy of the membership certificate must be attached).</p> <p>Failure to submit copies of any of the above listed mandatory requirements shall lead to the firm being declared as non-responsive, hence shall not qualify to proceed to the technical evaluation stage.</p> <p>(B) Stage Two: Technical Evaluation (Total Points 100)</p>		
No.	Item Description	Scores
1	Experience of the firm in the last five (5) years	[15]
(a)	Relevant experience of the bidder related to the assignment (Property/Facility Management) references from two (2) firms over the last five years to demonstrate that they have experience and competence in managing similar portfolio.	10
(b)	Demonstrate that the property management firm follows relevant regulatory framework.	5
2	Professional Qualification and experience of the contact officer/Team leader	20
	<ul style="list-style-type: none"> • Relevant Degree qualification – 5 points • Registered with relevant Authority – 5 points • Membership/registration to Professional bodies-5 points • Demonstrate technical experience (over 10 years) in real estate and property management by at least one Director - 5 points 	

	<p>3 Professional Qualification and relevant experience of four (4) other technical personnel as outlined below (Key: team comprising varied level of expertise in the following listed areas)</p> <ul style="list-style-type: none"> • Land Economics/Real Estate – 5 points • Electrical Technicians - 4 points • Building Technician (Plumbing and Drainage expert) – 4 points • Business Administration and Management – 2 points <p>Key: demonstrate technical experience in real property by the above listed personnel. Attach KNEC or equivalent certificate or its equivalent for technician who will be responsible for requisite repairs -Provide a summary table indicating name of team member, position and task assigned.</p>	15
	<p>4 Methodology and work plan: Principle of work statement and details of how work shall be performed managed and reported. This should include but not limited to assignment of manpower, supervision of staff, provision for back up staff, recruitment and replacement of personnel and feed back to employer on incidents. Key:</p> <ul style="list-style-type: none"> • Demonstration of modern approaches and techniques to carry out assignment • Demonstration of flexible processes that can be tailored to the assignment • Provide a detailed Work plan with a timeline of when the bidder will complete the tasks under this assignment 	15
	<ul style="list-style-type: none"> • Marketing and Letting plan • Plan by the bidder to achieve maximum return on the lettable spaces • Property management plan 	15
	<p>5 Provide evidence of professional indemnity cover of at least Kshs.100 Million.</p>	10
	<p>6 Equipment: Adequacy of equipment e.g. vehicles, tools, offices, and other relevant facilities. Tenderers shall be required to: - Provide proof of ownership or lease. Provide list of appropriate equipment-</p>	10
Total Scores		100

	<p>Please indicate the page numbers where each document/response shall be found in your submitted tender document. ALL the Pages of the Submitted Tender Document Must be <i>Paginated/Serialized</i>.</p> <p>To qualify to proceed to the financial evaluation stage the firm must have scored 70 points and above.</p> <p>(C) Stage Three: Financial Evaluation</p> <ul style="list-style-type: none"> • The financial evaluation and final ranking of the bids will take into consideration the following among others: <ul style="list-style-type: none"> (i) The property management fee. (ii) Payment of wages for cleaners and gardeners. (iii) Provision of cleaning, cleaning materials and equipment required to undertake cleaning and gardening. (iv) Guidelines on fees provided by the Estate Agents Act Cap 533 Laws of Kenya and industry best practices (v) All applicable taxes. <ul style="list-style-type: none"> • The Evaluation Committee will determine whether the financial proposals are complete. • The Quality Cost Method of evaluation shall be used to determine the lowest evaluated bidder. • The fixed monthly management fee shall include provision of services outlined under schedule of requirements. <p>The cost of items not priced shall be assumed to be included in other costs in the proposal. In all cases, the total price/fee indicated in the price schedules of the financial proposal as submitted shall prevail.</p>
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Please note the following:

- (i) KANU Party may visit Tenderers premises to carry out due diligence where tenders have been determined to be substantially responsive.
- (ii) Items for which no rate and/or price is entered by the Tenderer will not be paid for by KANU Party when executed and shall be deemed to be covered by the other rates and prices.
- (iii) KANU Party reserves the right to award the contract in whole or in part without any change in the Unit price or other terms and conditions.
- (iv) A specific joint KANU Party Service charge account to be opened.

SECTION IV: SCHEDULE OF REQUIREMENTS

A. BACKGROUND INFORMATION

KANU Party is a Political Party registered under the Registrar of Political Parties in Kenya and within the laws of Kenya. The organization has its headquarters in Nairobi, Kenya

B. PROPERTIES TO BE MANAGED (Additional properties may be added to the scope once the property manager is brought on board)

- (a) KANU Party has properties in the following Counties:

MERU COUNTY

KIRINYAGA COUNTY

KIAMBU COUNTY

MACHAKOS COUNTY

TAITA TAVETA COUNTY

KILIFI COUNTY

BUNGOMA COUNTY

TRANS-NZOIA COUNTY

NAKURU COUNTY

KISUMU COUNTY

- (b) KANU Party may where convenient provide suitable Office space for the Property Manager.

C. OBJECTIVE OF THE CONSULTANCY

To identify a suitable facilities/property manager with specialized knowledge, experience and qualified personnel capable of carrying out the letting and management of KANU Party properties to ensure optimal functionality of the premises and maximum revenue on the properties to enable the organization to achieve its mandate and strategic objectives.; on a contractual basis for a period of two (2) years renewable subject to annual performance appraisal. The successful tenderer shall provide:

- (a) Leasing and management services for KANU Party
- (b) Renting, services of KANU Party Properties aforementioned

D. SCOPE OF THE PROPERTY MANAGEMENT SERVICES

The services to be provided by the successful applicant shall include but not limited to the following:

1. Leasing and managing services

- (a) Leasing of office space
- (b) Projections and collection and remittance of rental income.
- (c) Maintenance of rent and service charge registers.
- (d) Preparation of monthly management reports.
- (e) Preparation of annual expense budgets that should follow the procuring entity's financial year calendar.
- (f) Administration of the service charge account.
- (g) Carrying out semiannual market rent surveys.
- (h) Marketing of the lettable space and negotiating leases.

- (i) Payment of utility bills such water and electricity.
- (j) Routine maintenance and repair of building parts in consultation with the procuring entity.
- (k) Liaison with the procuring entity's lawyers to resolve any relevant legal matters.
- (l) Any other duties that are in line with best practice in relation to property management.

2. Cleaning services

- (a) Management of utility services including cleaning of washrooms and common areas including but not limited to: stair cases, elevator, landings, balconies, walls, roofs halls, glass panels, storages, refuse disposal areas and parking bays, grounds upkeep (gardening and mowing of the lawn), advising on provision of safety and security of the property and staff, general repairs and maintenance, maintenance of water dispensers, cleaning of windows, fumigation and pest control on a quarterly basis and carpeted areas in the offices as and when required. Sanitary and toiletry services, cleaning of signage and facades.
- (b) Supervising garbage collection.
- (c) Supervising landscaping services.
- (d) Evaluation of quality of service in accordance with the agreed service level.

3. Maintenance

- (a) Provision of bills of quantities for minor works, repairs and services as and when required. Supervision of maintenance contracts procured by KANU Party. Maintenance will include servicing and repair of generators, lifts, air conditioners and mechanical ventilation systems, water pumps, building maintenance units, CCTV cameras and fire safety equipment. Supervision shall be geared towards:
 - (i) Ensuring minimal downtime for equipment.
 - (ii) Ensuring that maintenance and repair cost are kept at the minimum.
 - (iii) Ensuring best quality services to tenants.
 - (iv) Ensuring prompt settlement of bills.
 - (v) Undertaking repairs and maintenance for amounts not exceeding shillings thirty thousand (Sh.30,000) only which shall be reimbursed on a monthly basis. Expenditure to be incurred shall be approved by KANU Party before commencement of works and will include but not limited to masonry, plumbing, carpentry and electrical works.
 - (vi) Provision of at least three (3) competitive quotations for works and services which cost more than shillings thirty thousand (Sh. 30,000) only.
- (b) Provide the following services:
 - (i) Supervise minor electrical repairs and replacement of bulbs and other related items.
 - (ii) Plumbing repairs and replacements, repainting/redecoration and replacement of damaged floor tiles, door locks.
 - (iii) Water pipe leakage repairs
 - (iv) Carry out regular inspections to ensure the subcontracted service are performing at optimum levels.

- (v) In conjunction with KANU Party develop a maintenance policy and programme.
- (vi) Carry out an initial assessment of repairs/renovation specifications and
- (vii) Obtain approval by KANU Party to expend from the service charge account.
- (viii) Prepare comprehensive annual maintenance budgets.

KANU Party will contract service providers for the above services in consultation with the facilities/property manager.

4. Guarding services

KANU Party may where need be appoint contractors for provision of guarding services considering the service charge budget and recommendations by the property manager.

It is expected that the property manager will coordinate and supervise the overall operations of guarding services.

5. Other requirements

The property manager will also be expected to:

- a. Advise KANU Party on the real estate scenario.
- b. Submit quarterly reports to KANU Party on the status of the properties.
- c. Provide equipment, materials, adequate uniforms and protective gear to cleaners and gardeners as appropriate and in accordance with legal requirements where applicable; the cost of which should be factored in the management fee.

6. Duration of the contract

The contract shall run for two (2) years subject to annual appraisal and may be renewed subject to satisfactory performance.

In addition to the description of items above, the bidders shall be required to give response/confirmatory statements on the items listed in the table below:

Scope of Property Management Services	Bidders Response/Confirmatory Statement
(a) To market and let the property on terms and conditions as provided by the Landlord (client). This to include lease administration of the property and negotiation of terms of lease.	
(b) Collection and remittance of rental income. This includes demand and recovery of rental and all other sums payable by tenants and issue receipts. In this regard take all necessary steps whether by legal action or otherwise to recover any rental	
(c) Establish, maintain rent accounts, conduct property inspections and provide regular reports on the same.	

<p>(d) To sign and give lawful notices to any tenant of the said buildings, to vacate or to repair or to abate a nuisance or to remedy a breach of any condition in an agreement of lease and accept surrenders of leases or tenancies in consultation</p>	
<p>(e) Service charge administration. Coordinate and certify for payment all items under the service charge account including electricity, water, cleanliness and related standard payments.</p>	
<p>(f) To advise the Landlord on rates, taxes, charges, expenses and other expenditures which may from time to time be payable by or chargeable upon the Landlord for on account of the said buildings. To this end, make payments where applicable given the service charge account.</p>	
<p>(g) To make and sign applications to the appropriate government department or county authority for all licenses, permissions and consents required by any act, regulation or by law in connection with the management of the said</p>	
<p>(h) To ensure that the facility management software isolates the KANU Party service charge</p>	
<p>(i) To employ a reasonably sufficient number of employees in consultation with the Landlord or an independent contractor to keep the public portions (common areas) of the said buildings at all times clean and tidy. In this regard, manage utility services including cleaning of washrooms and common areas including but not limited to: staircases, elevator, landings, balconies, walls, roofs, halls, glass panels, storages, refuse disposal areas and parking bays, grounds upkeep (gardening and mowing of the lawn), advising on provision of safety and security of the property, staff and other stakeholders; cleaning of windows</p>	
<p>(j) Maintain high levels of sanitation and hygiene in the said buildings.</p>	
<p>(k) Provision of equipment, materials, adequate uniforms and protective gear to cleaners and gardeners as appropriate and in accordance with legal requirements where applicable.</p>	

(l)	Coordination/supervision of contracted service providers including but not limited to guarding services, sanitation services amongst	
(m)	Advising KANU Party on the real estate scenario. This to include undertaking market survey to determine the target market and optimal pricing including the most appropriate marketing incentives.	
(n)	Submission of monthly tenancy reports by the fifth day of the subsequent month to keep management updated on the occupancy status and related issues.	
(o)	Submission of monthly reports on the status of the property market on the fifth day of every month.	
(p)	Provision of bills of quantities or quotations for minor works, repairs and services as and when necessary	
(q)	From time to time inspect the condition and state of repairs of the buildings Undertaking repairs and maintenance for amounts not exceeding shillings thirty thousand (Sh.30,000) which shall be reimbursed on a monthly basis. Expenditure to be incurred shall be approved by KANU Party before commencement of works and will include but not limited to masonry, plumbing, carpentry and electrical works.	
(r)	Provision of at least three (3) competitive quotations for works and services which cost more than shillings thirty thousand (Sh.30, 000).	
(s)	Carry out regular inspections to ensure sub- contracted service providers are performing at optimum levels.	
(t)	Shall Provide Marketing and Letting Plan	
(u)	Shall provide a Plan aimed at ensuring the Landlord Obtain Maximum Return on the spaces	
(v)	Shall provide Property Management Plan	
(w)	Fees charged shall not exceed fees proposed by the Estate Agents Act Cap 533 Laws of Kenya or industry best practices	

SECTION V: STANDARD FORMS

5.0 PRICE SCHEDULES:

**Price Schedule 1: KANU
PARTY**

No.	Detailed description	(Fees in % or amount) Inclusive of VAT and All Applicable Costs	Frequency	Additional Information	Remarks <i>(if any)</i>
1	Letting of vacant spaces		Once	Annual rent for new tenants	
2	Preparation, execution and registration including renewal of expired leases		Once	Annual rent	
3	Re-letting fees		Monthly	Gross monthly Service charge amount	
4	Fees on rent collection		Monthly	Gross monthly Collections	
5	Parking fees		Monthly	Gross monthly Parking collections	
6	Finder's fee		Once	Per transaction	
7	Other costs please specify <i>(if any)</i>				

**Price Schedule 2: KANU
PARTY**

Detailed description	Amount inclusive of VAT and All Applicable Costs	Remarks
Fixed monthly property/facility management fee		

Price Schedule 3:

- The financial proposal should be clearly presented strictly using the above format/schedules/forms. **All the** above Price Schedules and Options **MUST** be filled and submitted. • KANU Party shall have the discretion to settle on the most competitive/appropriate option.
- **KANU Party:** The property/facility management fees shall be inclusive of the following among others: payment of wages for workers, cleaners and gardeners, provision of adequate uniforms, protective gear, cleaning materials and equipment required to undertake cleaning and gardening. Cleaning of common areas/windows is key.
- Propose an accounting process and framework for reimbursable expenses.
- State validity into the future of the quoted rates and highlight key factors that would form basis for proposing revisions in the future.
- Any monies collected on behalf of KANU Party shall be remitted to KANU Party using a mode agreed upon by both parties.
- The fees charged should not exceed fees proposed by the Estate Agents Act Cap 533 Laws of Kenya.

Authorised by:

Name:

Signature:

Date:

Designation:

Company Stamp:

KANU PARTY FORM A:

RELEVANT EXPERIENCE

Relevant services carried out in the last five years that best illustrate the firm's qualifications

Using the format below, provide information on each assignment for which your firm was legally contracted (2 Firms) (separate form for each client)

Name of Client:	Address:
Clients contact person for the assignment.	Position:
Contract Description:	Location:
Contract period:	Contract Value (Kshs.)
Details of actual services:	

KANU PARTY FORM B:

METHODOLOGY AND WORK PLAN

DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE ASSIGNMENT

- 1. Methodology**

- 2. Work Plan and Key Performance Indicators**

- 3. Marketing and Letting Plan**

- 4. Plan for Maximum Revenue Returns on Lettable Office Space**

KANU PARTY FORM C:

EQUIPMENTS

Major Items / Equipment proposed for carrying out this Assignment

Description Make and Age	Location	Condition (new, good poor) Service, manual available	Ownership (owned, leased, to be purchased from whom)
			Attach logbooks, and photographs of the vehicles .