



SALE OF LEASE.

TENDER NO: OPT/DISP/03/2024-2025

CLOSING DATE: 30th MAY 2025

CLOSING TIME: 12.00 NOON

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INVITATION TO TENDER.

OPTIVEN LTD

OPT/DISP/03/2024-2025

SALE OF LEASE.

1. Optiven Ltd invites eligible and qualified bidders to submit their offers for the sale of lease of office located at ABSA Towers, Loita Street, 2nd Floor, Nairobi, Kenya.

Office Location:

ABSA Towers, Loita Street, 2nd Floor, Nairobi, Kenya

Office Description:

The office available is a partitioned space located on the 2nd floor of ABSA Towers measuring approx. 13,222sq ft. The office features the following key components:

- One (1) reception area
- Two (2) floors
- Two (2) sets of washrooms (Ladies and Gents)
- One (1) staff hall
- One (1) meeting area
- Two (2) VIP reception rooms
- One (1) kitchen area
- Two (2) Storage areas
- Partitioned office spaces.
- Office furniture

This office is designed to provide a professional and comfortable environment suitable for corporate use.

Reason for sale of lease: Optiven Ltd is moving to its own space.

2. Interested eligible candidates may obtain further information at the address provided below. Lease will be sold, without any encumbrances.
3. Interested bidders may inspect the space during office hours, 8.30am to 4.30pm, Monday to Friday at the address given below. Bidders may access video showcasing the space on www.optiven.co.ke
4. Bidders will not be required to pay in advance any deposit.
5. Completed bids must be delivered to the address below on or before **30th May 2025, 12.00 NOON**.
Electronic Bids *will* be accepted.
6. Prices quoted should be net, must be in Kenya Shillings and shall remain valid for 45 days from the closing date of the tender.
7. Bids will be opened on the deadline date and time specified above or any deadline date and time specified later. Bids will be publicly opened in the presence of the Bidders' designated representatives who choose to attend at the address below.
8. The addresses referred to above are:

A. Address for obtaining further information.

- Optiven Ltd, Disposal Committee,

- ABSA TOWERS, LOITA STREET, 2nd FLOOR
- P.O BOX 623-00600, Nairobi.
- e-mail: procurement@optiven.co.ke

B. Address for inspecting the space

- Optiven Ltd,
- ABSA TOWERS. 2nd Floor
- Phone no. 0748597179
- Time: 8.30am to 4.30pm, Monday to Friday

C. Address for Submission of Bids.

- OPTIVEN LTD
- ABSA TOWERS, LOITA STREET, 2ND FLOOR
- Email: procurement@optiven.co.ke

D. Address for Opening of Bids.

- OPTIVEN LTD
- ABSA TOWERS, LOITA STREET, 2ND FLOOR,

SECTION I - INSTRUCTIONS TO TENDER

1 Eligible Bidders

- 1.1 This Invitation for Bids is open to all eligible bidders.
- 1.2 Bidders shall provide evidence of having fulfilled his/her tax obligations by producing a valid tax compliance certificate or tax exemption certificate issued by the Kenya Revenue Authority.

2. Cost of Tendering

- 2.1 The bidder shall bear all costs associated with the preparation and submission of its tender, and the Disposal Committee, will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.
- 2.2 The Disposal Committee shall allow the bidder to review the tender document and the *office space* free of charge before tendering.

3. The Tender Document

- 3.1 The tender document comprises the documents listed below and any addenda issued in accordance to these instructions to bidders.
- i) Invitation to tender,
 - ii) Instructions to bidders,
 - iii) Schedule of items and prices,
 - iv) Conditions of Tender,
 - v) Form of tender,
 - vi) Confidential Questionnaire Form,
- 3.2 The bidder is expected to examine all instructions, forms, terms and specifications in the tender documents. Failure to meet all the requirements of the tender will be at the bidder's risk and may result in the rejection of its tender.

4 Clarification of Documents

- 4.1 A prospective bidder requiring any clarification of the tender document may notify the Disposal Committee in writing. The Disposal Committee 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 bids, prescribed by the Disposal Committee. Written copies of the Disposal Committee response (including an explanation of the query but without identifying the source of inquiry) will be available to all prospective bidders.
- 4.2 Clarification of bids shall be requested by the bidder to be received by the Disposal Committee not later than 7 days prior to the deadline for submission of bids.
- 4.3 The Disposal Committee shall reply to any clarifications sought by the bidder within 3 days of receiving the request to enable the bidder to make timely submission of bid.

5 Amendment of Documents

- 5.1 At any time prior to the deadline for submission of bids, the Disposal Committee, may for any reasons, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the tender documents by amendment
- 5.2 All prospective candidates that have received the tender documents will be notified of the amendment in writing or by post and will be binding on them.
- 5.3 In order to allow prospective bidders reasonable time in which to take the amendment in to account in preparing their bids, the Disposal Committee, at its discretion, may extend the deadline for the submission of bids.

6 Bid Prices and Currencies

- 6.1 The bidder shall indicate on the appropriate Price Schedule the unit prices and total bid price of the items he proposes to purchase.
- 6.2 Prices quoted by the bidder shall be fixed during the tender validity period and not subject to variation on any account. A bid submitted with an adjustable price quotation will be treated as non-responsive and will be rejected.
- 6.3 The Price quoted shall be in Kenya Shillings.

7 Bid deposit

- 7.1 Bid deposit will not be required.

8. Validity of Tender

- 8.1 Bids shall remain valid for **45 days** after date of tender opening prescribed by the Disposal Committee
Tender valid for a shorter period shall be rejected by the evaluation committee as non-responsive.
- 8.2 In exceptional circumstances, the Disposal Committee may solicit the bidder's consent to an extension of the period of validity. The request and the responses there to shall be made in writing. The tender deposit provided shall also be suitably extended. A bidder may refuse the request without forfeiting his tender deposit. A bidder granting the request will not be required nor permitted to modify his bid.

9. Viewing of Office Space

- 9.1 Prospective bidders are advised to view the office space before bidding. This will enable them to arrive at the most reasonable and competitive bid. Bids are based on “*AS WHERE IT IS AND THE CONDITION IT IS IN*” and the conditions of the office is not guaranteed or warranted by the seller.

10. Sealing and Marking of Bids

- 10.1 The Bidder shall deliver the bid in a single, sealed envelope bearing the name and Reference number of the Tender, addressed to the Disposal Committee and a warning not to open before the time and date for Tender opening date. Within the single outer envelope, the bidder shall place another sealed envelope containing the list of and prices of the items tendered for and addressed as follows.
- a) Bear the name and address (including telephone number and email) of the Bidder
 - b) Bear the name and Reference number of the Tender;
 - c) Bear the name 'Disposal Committee'
- 10.2 If all envelopes are not sealed and marked as required, the Disposal Committee will assume no responsibility for the misplacement or premature opening of the Tender, or failure to contact the bidder in case of advice on the status of the tender or refund of deposit. Bids that are misplaced or opened prematurely will not be accepted.

11. Deadline for Submission of Bids

Bids must be received by the Disposal Committee at the address specified not later than **30th May 2025, 12.00NOON**

The Disposal Committee, at its discretion, may extend this deadline for the submission of bids by amending the tender documents in which case all rights and obligations of the Disposal Committee and bidders previously subject to the deadline will thereafter be subject to the deadline as extended.

12. Modification of bids

- 12.1 The bidder may modify or withdraw its tender after the tender's submission, provided that written notice of the modification, including substitution or withdrawal of the bids, is received by Disposal Committee prior to the deadline prescribed for submission of bids.
- 12.2 The Bidder 's modification or withdrawal notice shall be prepared, sealed, marked, and dispatched to the Disposal Committee. A withdrawal notice may also be sent by email but followed by a signed confirmation copy, post marked not later than the deadline for submission of bids.
- 12.3 No bids may be modified after the deadline for submission.

13. Withdrawals and bids

- 13.1 No tender may be withdrawn in the interval between the deadline for submission of bids and the expiration of the period of tender validity specified.

14. Opening of Bids

- 14.1 The Disposal Committee will open all bids in the presence of bidders ' representatives who choose to attend at the location and time specified in the invitation to tender. The bidders or representatives who are present shall sign a register evidencing their attendance.
- 14.2 The bidders' names, tender modifications or withdrawals, tender prices, and the presence or absence of requisite tender deposit and such other details as the Disposal Committee, at its discretion, may consider appropriate, will be announced at the opening.
- 14.3 The Disposal Committee will prepare minutes of the tender opening.

15 Clarification of bids

- 15.1 To assist in the examination, evaluation and comparison of bids the evaluation committee may, at its discretion, ask the bidder for a clarification of his bid. 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 bidder to influence the evaluation committee in the tender evaluation, tender comparison or contract award decisions may result in the rejection of the bidders' tender.

16 Evaluation and Comparison of Bids

- 16.1 The evaluation committee will examine the bids to determine whether they are complete, whether the bidder has fulfilled the eligibility criteria, whether any computation errors have been made, whether documents have been properly signed and whether the bids are generally in order. After examination a tender that will be determined to be substantially non-responsive, will be rejected by the evaluation committee.
- 16.2 Provided that the Tender is substantially responsive, the evaluation committee shall handle errors on the following basis:
- a) Any error detected if considered a major deviation that affects the substance of the tender, shall lead to disqualification of the tender as non-responsive.
 - b) Any errors in the submitted tender arising from a miscalculation of unit price, quantity, subtotal and total bid price shall be considered as a major deviation that affects the substance of the tender and shall lead to disqualification of the tender as non-responsive .and
 - c) If there is a discrepancy between words and figures, the amount in words shall prevail, unless the amount expressed in words is related to an arithmetic error, in which case the amount in figures shall prevail.
- 16.3 The evaluation committee will evaluate and compare the bids, which have been determined to be substantially responsive.
- 16.4 The tender evaluation committee shall evaluate the tender within 14 days of the validity period from the date of opening the tender.

17 Award Criteria

- 17.1 The Disposal Committee will award the contract to the successful bidder whose bid has been determined to be substantially responsive and has been determined to be the highest bid price, subject to the reserve price.

18 Notification of Intention to enter into a Contract/Notification of Award

- 18.1 Prior to the expiration of the period of tender validity, the Disposal Committee will notify the successful bidder in writing that its bid has been accepted.
- 18.2 Simultaneously the other bidders shall be notified that their bids have been unsuccessful.

19 Canvassing/Contacting the Disposal Committee

- 19.1 No bidder shall contact the Disposal Committee on any clarification relating to its tender, from the time of the tender opening to the time the contract is awarded.
- 19.2 Any effort by a bidder to influence the Disposal Committee in its decisions on tender evaluation, tender comparison, or contract award may result in the rejection of the bidder's tender.

SECTION II - SCHEDULE OF ITEMS AND PRICES

1. The bidder shall complete the tender by preparing and completing the Table below, indicating the items bided for and the prices offered and striking out those not bided for. The bidder will complete columns 6 and 7, and sign as indicated below.

SCHEDULE OF ITEMS AND PRICES

1	2	3	4
No	Location	Description	Total Bid Price
1	ABSA TOWERS, 2ND FLOOR	OFFICE ONLY	
2	ABSA TOWERS, 2ND FLOOR	OFFICE WITH FURNITURE	

Name of Bidder _____

Name of authorized person _____

Signature _____

Date _____

SECTION III - CONDITIONS OF TENDER

- 1.1 A bidder may bid for either the office space only or the office space plus the furniture.
- 1.2 Bidders who will be awarded will be required to pay for the lease within 14 days and not later than 21 days. Failure to which the contract award will be cancelled. If there is an administrative review, the review procedures shall be followed.
- 1.3 Bidders who will **not** be awarded contracts will be notified.
- 1.4 The Disposal Committee will retain confidential reserve prices for all the items.

SECTION IV - STANDARD FORMS

Note on Standard Forms

The form of tender, the confidential business questionnaire form and the tender deposit commitment declaration form must be completed by the tenderers and returned with the tender. Failure to complete any of these forms will lead to the disqualification of the tenderer.

1. Form of Tender

Date:

To:

Tender No.....

.....
[Name and address of Procuring Entity]

1. Having examined the tender documents including addenda and having inspected the lease on sale, we the undersigned, offer to purchase the lease offered to us in conformity with the said tender documents for the sum of.....
.....\..... [total tender amount in words and figures] or such other sums as may be ascertained in accordance with the Schedule of Items and Prices attached here with and made part of this Tender.
2. We undertake, if our bid is accepted, to pay in accordance with the requirements of the tender.
3. We agree to adhere by the bid price for a period of.....[number] days from the date fixed for tender opening of the Instructions to bidders, and it shall remain binding upon us and may be accepted at any time before the expiration of that period.
4. We understand that you are not bound to accept the highest or any tender that you may receive.

SCHEDULE OF ITEMS AND PRICES

1	2	3	4
No	Location	Description	Total Bid Price
1	ABSA TOWERS, 14 TH FLOOR	OFFICE ONLY	
2	ABSA TOWERS, 14 TH FLOOR	OFFICE WITH FURNITURE	

Dated this _____ day of _____ 20_____

[Name]

Signature.....

[In the capacity of]

2 Confidential Questionnaire Form

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2(c) whichever applies.

Part 1 – General

Business Name.....

Location of business Premises.....

Street/Road.....

Postal Address.....

Tel No.....

Email.....

Nature of business.....

Current Trade License No.....Expiring date.....

Part 2 (a) – Sole Proprietor or Individual

Your Name in full

Nationality

Address.....

ID or Passport Number

P.O Box.....

Phone number.....

Email.....

Signature.....

Part 2 (b) Partnership

Company Name.....

Phone Nos.....

Email.....Address.....

P.O Box.....

Given details of partners as follows:

	Name	Nationality	ID. No	Shares
1.
2.
3.

[Name, Designation and Signature of bidder's Representative in the Company]

Name

Designation.....Signature.....Stamp.....

Part 2 (c) - Registered Company (Private or Public)

Company name.....

Company Name.....

Phone Nos.....

Email.....Address.....

P.O Box.....

State the nominal and issued capital of company - Nominal Kshs.....

- Issued Kshs.....

Given details of all directors as follows:

	Name	Nationality	Citizenship Details	Shares
1.
2.
3.
4.
5.

[Name, Designation and Signature of bidder's Representative in the Company]

Name

Designation

Signature and Company stamp or Seal.....

~ END OF DOCUMENT~

