

REPUBLIC OF KENYA



**MINISTRY OF INDUSTRY, TRADE AND ENTERPRISE DEVELOPMENT
STATE DEPARTMENT FOR TRADE AND ENTERPRISE DEVELOPMENT
P. O. BOX 30430- 00100
NAIROBI**

**EXPRESSION OF INTEREST
FOR
LEASING AND OPERATION OF THE RESTAURANT AND
HOSTEL BUSINESS (ACCOMMODATION WING) ON
LR.209/67/5 KENYA INSTITUTE OF TRADE AND
ENTERPRISE DEVELOPMENT (KITED) BUILDING IN
PARKLANDS, NAIROBI**

**FOR
EOI NO. MOITED/SDT&ED/EOI/001/ 2021– 2022
CLOSING ON FRIDAY THE 7TH OCTOBER, 2022.**

Ref No: MOITED/SDT&ED/EOI/001/2021-2022

Date:.....

TO:

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Dear Tenderer;

The Ministry of Industrialization, Trade and Enterprise Development, State Department for Trade and Enterprise Development invites Expression of Interest (EOI) from reputable and experienced hoteliers to lease/ renting out restaurant and Hostel Business (Accommodation Wing) of the upcoming Kenya Institute of Trade and Enterprise Development Building (KITED) located along Ojijo Road in Parklands, Nairobi.

Prospective and eligible firms are invited to express interest in leasing / renting out restaurant with a fully furnished kitchen and Hostel Business (Accommodation Wing) which is 40 rooms fully furnished ready for occupancy as-is. A lease will be awarded to furnish, brand and operate the Hostel Business (Accommodation Wing) and restaurant within a period of not more than **three months (3)** of lease signing.

General terms of site use are as below:

1. The lease period will be for an initial Five (5) years renewable subject to satisfactory performance.
2. The successful lessee will manage the facility in accordance with Hotel Management best practices.
3. Eligible operators will be expected to provide proof of their capability and experience in operating similar hotel facilities. Suitable firms will be shortlisted on the basis of the written EOI submitted to State Department for Trade and Enterprise Development. Eligible operators will also include a consortium or a joint venture where one partner must be an experienced hotel operator.
4. A Compulsory Pre-Bid Conference is scheduled for **Tuesday, 27th September 2022 at 10.00AM in Kenya Institute of Trade & Enterprise Development (KITED) Building** located at the Ojijo Road in Parklands', Nairobi City County and a site visit will be conducted immediately thereafter.
5. This document contains guidelines for submission of expressions of interest (EOI) and can be viewed or downloaded from our website www.trade.go.ke or from the Public Procurement Information portal www.tenders.go.ke. Request for clarifications and enquiries by interested participants should be in writing through email addresses:

ps@trade.go.ke and procurement@trade.go.ke copy to proc.statedepartmentoftrade@gmail.com.

6. All clarifications and/or amendments will be published in the above websites and participants are required to check for any addendums or amendments in the course of the bidding period prior to the closing date.
7. After evaluation of the EOI, short listed operators will be invited to submit detailed technical and financial proposal(s) (RFP) in a format to be provided.
8. Completed EOI documents shall be placed in a sealed envelope clearly marked “EOI TO LEASE AND OPERATE THE RESTAURANT AND HOSTEL BUSINESS (ACCOMMODATION WING), EOI REF No. MOITED/SDT&ED/EOI/01/2022-2023” and a warning clearly marked “DO NOT OPEN UNLESS IN THE PRESENCE OF THE TENDER OPENING COMMITTEE.” The EOI addressed to the Principal Secretary, State Department for Trade and Enterprise Development shall be deposited into the Tender Box located at the State Department for Trade and Enterprise Development Headquarters offices at Telposta Towers 17th Floor Main Reception **not later than 11:00 Am on Friday, 7th October, 2022.**
9. Returned EOI documents will be opened immediately thereafter in the presence of bidders and/or their representatives who choose to attend.
10. Following an evaluation of the Expressions of Interest, shortlisted operators will be invited to submit detailed technical and financial proposal(s) (RFP) in a format to be provided.
11. Selection of a firm to be awarded the lease will be in accordance with guidelines set out in the Public Procurement and Asset Disposal Act, 2015. The State Department reserves the right to accept or reject any EOI in whole or in part and is not bound to give reasons for its decision or bind itself to any supplier.

PRINCIPAL SECRETARY
STATE DEPARTMENT FOR TRADE AND ENTERPRISE DEVELOPMENT

1. INTRODUCTION

Kenya Institute of Trade and Enterprise Development (KITED) is an institution under the State Department of Trade and Enterprise Development of the Ministry of Industrialization, Trade and Enterprise Development which plays a pivotal role in the Kenyan economy. The Institute is mandated to provide Business & Management Development Services to MSMEs and other Interest Groups.

Through the execution of its mandate Kenya Institute of Trade and Enterprise Development (KITED) has enormously contributed towards the Gross Domestic Product (GDP) through wealth and employment and employment creation among the MSMEs.

The project located in KITED Building, Parklands area, Nairobi City County envisages a state-of-the-art facility designed to offer trading center, conference, training and accommodation facilities, car park, offices, and display areas.

The State Department intends to lease out the restaurant and hostel business (Accommodation Wing) only to an eligible hotel operator. The conference accommodation facility to the level of a three-star hotel comprises of:

1. 40 No. Hotel rooms fully furnished; each self-contained with a study area and a Balcony set out on 5 No. Floors
2. Restaurant space with a fully furnished Kitchen of approximately 5220 square ft with amenities

2. FORMAT AND REQUIREMENTS FOR COMPLETION OF EXPRESSION OF INTEREST

The State Department will independently verify any information submitted by the bidder in this Expression of Interest (EOI)

2.1 Mandatory Requirements

A tenderer must:

1. Duly filled, signed and stamped form of tender.
2. Copy of company's or firm's registration certificate
3. Certificate of Confirmation of Directors and Shareholding (C.R.12) or equivalent for registered companies or partnerships registered under the Kenyan law or equivalent certification for foreign tenderers
4. Copy of PIN Certificate
5. Must enclose a certified copy of Valid Tax Compliance Certificate.
6. Certified Audited Accounts for the last 2 years or certified bank statements for the last six months.
7. Company Profile.

NOTES TO TENDERERS

- a. Valid Tax Compliance Certificate shall be one issued by the relevant tax authorities and valid for at least up to the tender closing date. All Kenyan Registered Tenderers must provide a valid Tax Compliance Certificate.
- b. All Kenyan Registered Tenderers must provide the Personal Identification Number Certificate (PIN Certificate).
- c. Foreign Tenderers must provide equivalent documents from their country of origin as regards Tax Compliance and PIN certificates OR statements certifying that the equivalent documentation is not issued in the Tenderer's country of origin. The Statement(s) that equivalent documentation is not issued by the Tenderer's country should be original and issued by the Tax authorities in the Tenderer's country of origin.
- d. Bids that do not meet all the mandatory requirements shall be considered non-responsive. Any bidder specifically exempted from any of the items listed above may provide written proof of the same.

2.2 Corporate Information

Bidders are expected to submit information that addresses items contained in the table below:

Particulars	Expected Information	Required Format
Experience in operating a similar hotel facility	a) An adequate demonstration of experience in operating a similar hotel facility. A satisfactory track record in operating a busy hotel of the same is advantageous. b) Demonstrate availability of at least three experienced key staff members who will manage the facility including but not limited to the hotel manager, food and beverage manager,	Short narrative stating: Name and Location of similar facility developed and managed in the last three (3) years. Attach any permits for the facility. Scale/size of facility in terms of customers per day. Key staff profiles
Furnishings and Equipment	a) What furniture or equipment do you intend to provide or install? b) Approximate cost of equipment and furniture	Detailed Narrative
Target Market	a) What is your proposed brand? b) Who are your target customers? c) How will you attract the target customers?	Short Narrative
Financial Capacity	a) Who are your bankers and how can they be contacted?	Bankers Contact Details, Letter of Authority to seek references

	b) Evidence and/or Plan to access financial resources to undertake the proposed project.	and Information on evidence of Cash, Cash equivalents and /or Credit line, financing agreements / tool.

3. EVALUATION CRITERIA

The Expression of Interest will be evaluated on their responsiveness to the above requirements based on the following criteria:

PARTICULARS	SUB-SECTION	MAXIMUM SCORE / POINTS
Mandatory Documents	All bidders must meet	Yes/No
Experience in operating a similar hotel facility	Track Record in running a similar hotel facility	Yes/No
	Availability of Key Staff	Yes/No
	Potential for outside catering services	Yes/No
Furnishings and Equipment	Furniture and Equipment	Yes/No
	Approximate Costs	Yes/No
Target Market	Proposed Brand	Yes/No
	Target Customers	Yes/No
	Marketing Strategies	Yes/No
Financial Capacity	Bankers and their Contact Details and Letter of Authority to seek references	Yes/No
	Information on evidence of Cash, Cash equivalents and /or Credit line, financing agreements / tool.	Yes/No
	Current Ratio	Yes/No
	Strength of the Bank Statement and/or audited accounts	Yes/No
Results		Qualified/Not Qualified

Bidders with a NO are deemed **Not Qualified/Not Responsive**. Tenderers with a YES will be deemed as **Qualified/Responsive** and will be invited to submit RFP.

All responses should be typed, and their numbering should correspond with that prescribed in above sections. Please include all attachments where required