



**STIMA INVESTMENT CO-OPERATIVE SOCIETY.  
STIMA INVESTMENT PLAZA I,  
MUSHEMBI ROAD,  
P.O. Box 37895-00100  
NAIROBI.**

**EXPRESSION OF INTEREST FOR CONSULTANCY SERVICES FOR  
PROJECT MANAGEMENT, DESIGN AND CONSTRUCTION  
SUPERVISION FOR THE PROPOSED MULTI DWELLING  
RESIDENTIAL DEVELOPMENT AT NGARA NAIROBI COUNTY –  
PHASE 2**

**TENDER/REFERENCE NO: SICSL/EOI/01/2026**

**TENDER INVITATION DATE: MONDAY, 4<sup>TH</sup> MAY 2026**

**CLOSING DATE: MONDAY, 18<sup>TH</sup> MAY 2026**

**CLOSING TIME: 11.00 A.M (E.A TIME)**

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## **SECTION A: - LETTER OF INVITATION TO BIDDERS**

### **EXPRESSION OF INTEREST FOR CONSULTANCY SERVICES FOR PROJECT MANAGEMENT, DESIGN AND CONSTRUCTION SUPERVISION FOR THE PROPOSED MULTI DWELLING RESIDENTIAL DEVELOPMENT AT NGARA NAIROBI COUNTY**

Stima Investment Cooperative Society is an investment company registered under the Co-operative Act whose main mandate is to carry out investment activities using member's funds. Some of our business activities include:

- Buying and selling of land to both members and non- members
- Investing in shares and forex
- Real Estate Development- Residential and Commercial housing
- Sale of residential houses
- Letting of Offices
- Provision of Insurance Services through Stima Investment Insurance Agency

Stima Investment Co-operative Society Ltd hereby invites **EXPRESSION OF INTEREST** from interested and eligible consultancy firms for the above referenced tender.

Tenderers may obtain further information by downloading the Request for expression of interest documents free of charge from our website [www.stimainvestment.co.ke](http://www.stimainvestment.co.ke) under downloads, or get into contact with Stima Investment Co-operative Society Ltd Head office on 5<sup>th</sup> floor during normal working hours ( 8:00 am – 4:00 pm) for the hardcopy document at a charge of KES 1,000.

Completed EOI documents are to be enclosed in plain sealed envelopes marked with EOI name and reference number and deposited in the tender Box at Stima Investment Plaza 1, 5<sup>th</sup> floor addressed to

**Chief Executive Officer,  
Stima Investment Co-Operative Society Ltd,  
P.O.Box 37895 - 00100, GPO, Nairobi.  
Stima Investment Plaza 1, Mushembi Road, Parklands**

to be received on or before **18<sup>th</sup> May 2026 at 11:00 a.m.**

The Expression of interest documents shall be opened immediately thereafter at the Stima Investment Boardroom on Stima Investment Plaza 1 5<sup>th</sup> floor, in the presence of Tenderers/Representatives who wish to attend.

**THE CHIEF EXECUTIVE OFFICER**

**STIMA INVESTMENT COOPERATIVE SOCIETY LIMITED**

## **SECTION B. TERMS OF REFERENCE**

### **1.0 Project Background**

Stima Investment Co-operative Society Ltd, an investment company registered under the Co-operative Act, intends to develop a multi-dwelling residential complex on its land situated along Kolobot Road at the junction of Makhan Singh Road in Ngara, Nairobi County. The project is part of the Society's strategic objective of expanding its real estate portfolio to provide quality housing to its members and the general public.

### **2.0 Objective(s) of the Assignment**

The objective is to engage a qualified and experienced firm or consortium of firms to provide comprehensive consultancy services encompassing Project Management, Architectural & Engineering Design, Preparation of Tender Documents, and Construction Supervision for the proposed development. The consultant shall deliver the project to the highest professional standards, within budget, and on schedule

### **3.0 Composition & Qualification Requirements for the Key Experts.**

The consultancy will be broken down into four main phases:

- **Phase 1: Project Planning & Preliminary Design (1 Month)** – Includes validation of the brief, preliminary design concepts, master planning, environmental/social impact assessment, and project cost estimates.
- **Phase 2: Detailed Design & Tender Action (2 Months)** – Development of detailed architectural, structural, mechanical, and electrical designs, preparation of high-quality tender documents, and assistance in the contractor selection process.
- **Phase 3: Works Supervision (18 Months)** – Day-to-day supervision, quality assurance, contract administration, cost control, progress reporting, and coordination of the construction works.
- **Phase 4: Defects Liability Period Services (6 Months)** – Inspection of rectification works, finalization of accounts, and submission of as-built drawings.

### **4.0 Key Professionals Required**

The consultant's team must include, at a minimum, the following key experts:

1. Project Manager (as Lead Consultant)
2. A registered Architect
3. A registered Quantity Surveyor
4. A registered Civil/Structural Engineer
5. A registered Electrical Engineer
6. A registered Mechanical Engineer

*Note: Detailed Terms of Reference will be issued to shortlisted firms as part of the RequestforProposalsdocument.*

### SECTION C: EVALUATION CRITERIA

Evaluation will be conducted in two stages as detailed below:

#### **STAGE 1: PRELIMINARY EVALUATION (MANDATORY REQUIREMENTS)**

Bidders will be examined for eligibility on the following basis. Failure to submit any of the listed documents will result in disqualification.

SN	ELIGIBILITY CRITERIA	SUBMITTED
		YES/NO
1.	Copy of certificate of Registration/Incorporation under the Companies Act. An equivalent document to be provided for international firms. (All members of the consortium to comply)	
2.	A Copy of Current/Valid Tax Compliance Certificate issued by the Kenya Revenue Authority (for all local partners). An equivalent document to be provided for international firms. (All members of the consortium to comply)	
3.	The Lead Consultant Must submit a Duly filled, Signed, and Stamped Confidential Business Questionnaire in the format provided in the tender document.	
4.	The Lead Consultant Must submit Audited Copies of financial statements for the last three years (2022, 2023 and 2024) and evidence that the firm is going-on concern. All partners/Joint ventures to submit their financial statements and reference letters from the Firms bankers including confirmation of access to credit.	
5.	Copies of Joint Venture /consortium partner's agreements as appropriate	
6.	The Lead Consultant Must provide Proven Physical Location of the company/Firm (attach evidence e.g. copy of title deed, lease agreement, business permit or utility bills). The document attached must clearly show the firms physical location (Name of town, road, and building).	
7.	Duly filled Self Declaration Forms SD1 Forms in the formats provided(All members of the consortium to comply)	
8.	Duly filled Self Declaration Forms SD2 Forms in the formats provided(All members of the consortium to comply)	
9.	All pages of the tender documents must be duly paginated sequentially	

**STAGE 2 TECHNICAL EVALUATION.**

SN	ELIGIBILITY CRITERIA		MARKS
	Criteria	Sub Criteria	
i.	<p>Proof of at least five (5) assignments of similar nature undertaken by the Architectural Firm's with at least one project of Kshs. 500 Million and above, clients' contact details, and authority to seek reference from them, commissioning letters, and recommendation letters.</p> <p><i>Evidence of one project of at-least Kshs.500 Million and above-15 marks</i>  <i>Other 4 no. projects of Below Kshs.500 Million but a minimum of Kshs.100million - 2.5 marks each</i></p>		25
<b>Sub Total</b>			<b>25</b>
ii.	<p><b>Team Capability</b>                      The teams shall submit adequate information to demonstrate their technical and professional capability in terms of qualification and experience of the members of the consortium of firms/firm to cover all the disciplines included. This information which should be in brief summaries should contain the listed Sub criteria.</p>	<p>Statements of qualifications competence and relevant experience of key staff proposed for the assignment.</p>	5
		<p>Statements of any specific experience of the consultant in the design of commercial buildings.</p>	15
<b>Sub Total</b>			<b>20</b>
iii.	<p><b>Professional Capability</b>                      The professional capability of the consortium to undertake the assignment shall be evaluated. Stima Sacco Investment Cooperative regards the following pointers to the professional strengths and</p>	<p>Project Manager (Team Leader)- This position will entail both management, coordination, and technical skills. The Lead Consultants must possess a degree in Architecture/Civil Engineering/Quantity Surveying and a Master's degree in Project Management.</p> <p><i>Over 15 years' experience - 10 Marks</i>  <i>5- 10 Years experience - 5 Marks</i>  <i>Below 5 Years Experience - 3 Marks</i></p> <p><i>Years of experience shall be from the 1<sup>st</sup> date of registration with an internationally recognized project management body / institute or from the date of completion of master's in project management.</i></p>	15

	competencies that are essential to the success of the work. Therefore, specific qualifications, experience, and competence of key members of the consortium proposed for the assignment shall be assessed according to the following sub criteria.	Project Architect- The position will entail both contract administration and architectural design aspects. The Architect must possess a degree in Architecture and be registered by the Board of Registration of Architects and Quantity Surveyors with a minimum of Fifteen (15) years post-registration experience.	10
		Project Quantity Surveyor- The Quantity Surveyor must possess a degree in Building Economics or Quantity Surveying or equivalent qualifications and be registered as a Quantity Surveyor by the Board of Registration of Architects and Quantity Surveyors and with a minimum of Fifteen (15) years post-registration experience.	5
		Project Electrical Engineer -The Engineer must possess a degree in electrical engineering and be registered by the Engineers Board of Kenya and with at least ten (10) years post registration experience	5
		Project Structural Engineer- The Engineer must possess a degree in Civil and Structural engineering and be registered as an engineer by the Engineers Board of Kenya and with a minimum of ten (10) years post-registration experience.	5
		Project Mechanical Engineer- The Engineer must possess a degree in Mechanical engineering and be registered by the Engineers Board of Kenya and with at least ten (10) years post registration experience.	5
<b>Sub Total</b>			<b>35</b>
iv.	<p><b>Other Non-Key Professionals</b> Relevant Professionals to the Project as listed below must be registered in their relevant field and should be in good standing with at least five (5) years of post-registration experience or related equivalent qualification. A detailed explanation of their role in the project must clearly be shown including their experience in such a project.</p> <p><b>Other Non-Key Professionals</b> 1. NEMA EXPERT 2. PHYSICAL PLANNER <i>(10 marks each with a maximum total score of 20marks)</i></p>		<b>10</b>
<b>TOTAL</b>			<b>100</b>

**At this stage, the cut-off points for the technical evaluation shall be 70 marks and bidders who shall not have attained this mark shall not be considered for shortlisting.**

**NOTE: Exclusion from this Expression of interest**

- a) **Government officials and civil servants shall not be shortlisted or hired under consulting contracts as members of the team of experts proposed by a consulting firm.**
- b) **A Consortium that submits multiple expressions of interest shall be disqualified**
- c) **A Consortium with Key Experts appearing in more than one Expression of interest team shall be disqualified.**

**Only bidders who qualify at this stage will be considered for shortlisting to participate in the Request for Proposal (RfP).**

## OTHER FORMS

### 1. CONFIDENTIAL BUSINESS QUESTIONNAIRE

The tenderer is instructed to complete the particulars required in this Form, *one form for each entity if the Tender is a JV*. The tenderer is further reminded that it is an offense to give false information on this Form.

#### (a) **Tenderer's details**

SN	ITEM	DESCRIPTION
1	Name of the Procuring Entity	
2	Reference Number of the Tender	
3	Date and Time of Tender Opening	
4	Name of the Tenderer	
5	Full Address and Contact Details of the Tenderer.	1. Country 2. City 3. Location 4. Building 5. Floor 6. Postal Address 7. Name and email of contact person.
6	Current Trade License Registration Number and Expiring date	
7	Name, country and full address ( <i>postal and physical addresses, email, and telephone number</i> ) of Registering Body/Agency	
8	Description of Nature of Business	
9	Maximum value of business which the Tenderer handles.	
10	State if Tenders Company is listed in stock exchange, give name and full address ( <i>postal and physical addresses, email, and telephone number</i> ) of state which stock exchange	

**General and Specific Details**

b) **Sole Proprietor**, provide the following details.

Name in full\_\_\_\_\_

Nationality\_\_\_\_\_Country of Origin\_\_\_\_\_Citizenship\_\_\_\_

c) **Partnership**, provide the following details.

SN	Names of Partners	Nationality	Citizenship	% Shares owned
1				
2				
3				

d) **Registered Company**, provide the following details.

- i) Private or public Company
- ii) State the nominal and issued capital of the Company

Nominal KenyaShillings  
(Equivalent).....

Issued KenyaShillings  
(Equivalent).....

iii) Give details of Directors as follows.

SN	Names of Director	Nationality	Citizenship	% Shares owned
1				
2				
3				

e) DISCLOSURE OF INTEREST- Interest of the Firm in the Procuring Entity.

- i) Are there any person/persons in ..... (Name of Procuring Entity) who has/have an interest or relationship in this firm? Yes/No.....

If yes, provide details as follows.

SN	Names of Person	Designation in the Procuring Entity	Interest or Relationship with Tenderer
1			
2			
3			

ii. Conflict of interest disclosure

SN	Type of Conflict	Disclosure YES OR NO	If YES provide details of the relationship with Tenderer
1	Tenderer is directly or indirectly controls, is controlled by or is under common control with another tenderer.		
2	Tenderer receives or has received any direct or indirect subsidy from another tenderer.		
3	Tenderer has the same legal representative as another tenderer		
4	Tenderer has a relationship with another tenderer, directly or through common third parties, that puts it in a position to influence the tender of another tenderer, or influence the decisions of the Procuring Entity regarding this tendering process.		
5	Any of the Tenderer's affiliates participated as a consultant in the preparation of the design or technical specifications of the works that are the subject of the tender.		
6	Tenderer would be providing goods, works, non-consulting services or consulting services during implementation of the contract specified in this Tender Document.		
7	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who are directly or indirectly involved in the preparation of the Tender document or specifications of the Contract, and/or the Tender evaluation process of such contract.		
8	Tenderer has a close business or family relationship with a professional staff of the Procuring Entity who would be involved in the implementation or supervision of the such Contract.		
9	Has the conflict stemming from such relationship stated in item 7 and 8 above been resolved in a manner acceptable to the Procuring Entity throughout the tendering process and execution of the Contract.		

**f) Certification**

On behalf of the Tenderer, I certify that the information given above is complete, current and accurate as at the date of submission.

Full Name\_\_\_\_\_

Title or Designation\_\_\_\_\_

\_\_\_\_\_

*(Signature)*

\_\_\_\_\_

*(Date)*

## **CERTIFICATE OF INDEPENDENT TENDER DETERMINATION**

I, the undersigned, in submitting the accompanying Letter of Tender to the \_\_\_\_  
\_\_\_\_\_[Name of Procuring Entity] for: \_[Name and number of tender] in  
response to the request for tenders made by:\_\_\_\_\_[Name of Tenderer] do hereby  
make the following statements that I certify to be true and complete in every  
respect:

I certify, on behalf of \_\_\_\_\_[Name of Tenderer]that:

1. I have read and I understand the contents of this Certificate;
2. I understand that the Tender will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am the authorized representative of the Tenderer with authority to sign this Certificate, and to submit the Tender on behalf of the Tenderer;
4. For the purposes of this Certificate and the Tender, I understand that the word "competitor" shall include any individual or organization, other than the Tenderer, whether or not affiliated with the Tenderer, who:
  - a) Has been requested to submit a Tender in response to this request for tenders;
  - b) could potentially submit a tender in response to this request for tenders, based on their qualifications, abilities or experience;
5. The Tenderer discloses that [check one of the following, as applicable]:
  - a) The Tenderer has arrived at the Tender independently from, and without consultation, communication, agreement or arrangement with, any competitor;
  - b) The Tenderer has entered into consultations, communications, agreements or arrangements with one or more competitors regarding this request for tenders, and the Tenderer discloses, in the attached document(s), complete details thereof, including the names of the competitors and the nature of, and reasons for, such consultations, communications, agreements or arrangements;
6. In particular, without limiting the generality of paragraphs (5)(a) or(5)(b) above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
  - a) prices;
  - b) methods, factors or formulas used to calculate prices;
  - c) the intention or decision to submit, or not to submit, a tender; or
  - d) the submission of a tender which does not meet the specifications of the request for Tenders; except as specifically disclosed pursuant to paragraph (5)(b) above;
7. In addition, there has been no consultation, communication, agreement or

arrangement with any competitor regarding the quality, quantity, specifications or

delivery particulars of the works or services to which this request for tenders relates, except as specifically authorized by the procuring authority or as specifically disclosed pursuant to paragraph(5)(b) above;

8. The terms of the Tender have not been, and will not be, knowingly disclosed by the Tenderer, directly or indirectly, to any competitor, prior to the date and time of the official tender opening, or of the awarding of the Contract, whichever comes first, unless otherwise required by law or as specifically disclosed pursuant to paragraph (5)(b) above.

Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

*[Name, title and signature of authorized agent of Tenderer and Date]*

**2. SELF- DECLARATION FORMS**

**FORM SD1**

**SELF DECLARATION THAT THE PERSON/TENDERER IS NOT DEBARRED IN THE MATTER OF THE PUBLIC PROCUREMENT AND ASSET DISPOSAL ACT 2015.**

I, ....., of Post Office Box ..... being a resident of..... in the Republic of

..... d  
o

hereby make a statement as follows: -

1. THAT I am the Company Secretary/ Chief Executive/Managing Director/Principal Officer/Director of ..... (*insert name of the Company*) who is a Bidder in respect of **Tender No.** ..... for ..... (*insert tender title/description*) for ..... (*insert name of the Procuring entity*) and duly authorized and competent to make this statement.

2. THAT the aforesaid Bidder, its Directors and subcontractors have not been debarred from participating in procurement proceeding under Part IV of the Act.

3. THAT what is deponed to here in above is true to the best of my knowledge, information and belief.

.....  
(Title)

.....  
(Signature)

.....  
(Date)

Bidder Official Stamp

**FORM SD2**

**SELF DECLARATION THAT THE PERSON/TENDERER WILL NOT ENGAGE IN ANY CORRUPT OR FRAUDULENT PRACTICE.**

I, .....of P.O. Box..... being a resident of ..... in the Republic of..... do hereby make a statement as follows: -

1. THAT I am the Chief Executive/Managing Director/Principal Officer/Director of .....  
(insert name of the Company) who is a Bidder in respect of .....**Tender No.** for .....  
..... (*insert tender title/description*) for ..... (*insert name of the Procuring entity*) and duly authorized and competent to make this statement.
2. THAT the aforesaid Bidder, its servants and/or agents/ sub-contractors will not engage in any corrupt or fraudulent practice and has not been requested to pay any inducement to any member of the Board, Management, Staff and/or employees and/or agents of(*insert name of the Procuring entity*) which is the  
procuring entity.
3. THAT the aforesaid Bidder, its servants and/or agents /subcontractors have not offered any inducement to any member of the Board, Management, Staff and/or employees and/or agents of..... (*name of the procuring entity*).
4. THAT the aforesaid Bidder will not engage /has not engaged in any corrosive practice with other bidders participating in the subject tender
5. THAT what is deponed to here in above is true to the best of my knowledge information and belief.

.....

.....  
(Signature)

..... (Title)  
(Date)

Bidder's Official Stamp

**DECLARATION AND COMMITMENT TO THE CODE OF ETHICS**

I ..... (person) on behalf of **(Name of the Business/ Company/Firm)** ..... declare that I have read and fully understood the contents of the Public Procurement & Asset Disposal Act, 2015, Regulations and the Code of Ethics for persons participating in Public Procurement and Asset Disposal and my responsibilities under the Code.

I do here by commit to abide by the provisions of the Code of Ethics for persons participating in Public Procurement and Asset Disposal.

Name of Authorized signatory .....

Sign.....

Position.....

Office address.....

Telephone.....

E-mail.....

Name of the Firm/Company .....

Date.....

(Company Seal/ Rubber Stamp where applicable)

Witness

Name.....

Sign.....

Date.....