



EXPRESSION OF INTEREST (EOI) FOR OFFICE SPACE IN THE COUNTIES OF TURKANA, MARSABIT & MANDERA: IPOA/EOI/01/2025-2026

The Independent Policing Oversight Authority (IPOA) invites proposals from owners/lease holders of properties approved for office use in the aforementioned counties in the Republic of Kenya. The approximate office space required should be measuring between 3,000 sq.ft to 4,000 sq.ft, with good ambiance for office setup and requisite facilities which include and not limited to; 24 hours water supply, air conditioning, parking slots for at least five vehicles, uninterrupted power supply, access for PWDs, and uninterrupted lift service in case of a building of more than 3 floors. The building should have sound security infrastructure including CCTV surveillance, a lockable gate, a perimeter wall with barbed/razor wire and preferably be located in close proximity with other government offices/agencies and where members of public can access with ease.

Interested parties may submit their Expression of Interest (EOI)/ proposal documents covering all details of space available for Lease, including proof of ownership, rental rates applicable per month per square feet, location map, name of the building, sample lease, parking provision, availability of utilities, toilets for both men and women and proof of general suitability of the proposed office space, among others. The proposed space (building) offered should be free from any liability and litigation and there should be no pending payments/ bills against the same. The proposal document should entail full particulars of the owner of the premises including and not limited to:

- a) Name –Lease agreement shall be signed by the person appearing in the ownership document.
- b) Postal address (office residence)
- c) Office telephone and contact mobile phone number
- d) Official email address
- e) A copy of occupational certificate of the building
- f) Name of other tenants in the building, if any (preferably Government-Corporate tenants where applicable)
- g) Physical location of the building e.g. street name etc, and
- h) Approximate distance from Central Business District (CBD).

Note: The Authority in conjunction with State Department of Public Works (Government State Department for Housing, Leasing Section) shall do ground check to confirm details provided and suitability of the proposed premises. Successful proposals will have the rates valued by the Ministry of Lands to ascertain if the proposed rates are within the prevailing market rates before preparation of the lease.

Well prepared and signed Expression of Interest 'EOI' documents are to be dropped in the tender box located at IPOA Headquarters, ACK Garden Annex 2nd floor, 1st Ngong Avenue, Nairobi, addressed to the:

**Director/ Chief Executive Officer,
Independent Policing Oversight Authority,
1st Ngong Avenue, ACK Garden Annex, 2nd Floor,
P.O Box 23035 - 00100, NAIROBI.**

So as to be received on or before **2nd March, 2026 at 11.30 a.m.** The proposals shall be opened immediately thereafter in the Boardroom located on 2nd floor, ACK Garden Annex, in the presence of bidders and/ or their representatives who choose to attend.

