

## REQUEST FOR QUOTATION (RFQ)

Tender Name; Office Fit-Out Works

RFP Reference: CWS/KE/NBO/011/FY26.

Issue Date: 09<sup>th</sup> June 2026

Pre-Bid Site Visit: 11 June 2026

Closing Date: 14<sup>th</sup> June 2026

Issuing Company: Church World Service Africa

### 1. INTRODUCTION

Church World Service Africa invites qualified contractors to submit bids for the execution of office fit-out works. The works include partitioning, flooring, electrical and ICT installations, fire safety systems, carpentry, and furnishing. The objective is to deliver a functional, safe, and modern office environment aligned with CWS standards.

### 2. BACKGROUND

Church World Service (CWS) is a faith-based international non-governmental organization committed to supporting sustainable development, humanitarian assistance, and refugee resettlement programs across Africa. With its regional headquarters in Nairobi, Kenya, CWS Africa provides operational and programmatic support to country offices and field teams, ensuring effective delivery of services to communities in need.

As part of its organizational growth and operational efficiency strategy, CWS Africa is relocating to a new office space in Nairobi. The new premises require a comprehensive fit-out to create a modern, functional, and safe working environment that reflects CWS's values of transparency, inclusivity, and professionalism. The fit-out works will include partitioning, flooring, ceiling installation, electrical and ICT cabling, fire safety systems, carpentry, and furnishing.

### 3. OBJECTIVES OF THE ASSIGNMENT

The objective of this tender is to identify and contract a qualified service provider with proven expertise in office fit-out projects. The selected contractor will be expected to deliver high-quality works within agreed timelines and budget, ensuring compliance with occupational health and safety standards, environmental sustainability, and CWS procurement policies.

This project is critical to enabling CWS Africa staff to operate in a conducive environment that enhances productivity, collaboration, and service delivery to partners and beneficiaries across the region.

### 4. SCOPE OF WORK

#### 4.1 General Description

The contractor shall execute comprehensive office fit-out works on the **9th Floor, West End Towers, Westlands, Nairobi**, covering approximately **500 m<sup>2</sup>** of plinth area.

The contractor shall:

- Execute partitioning, flooring, ceiling, and painting works.
- Install electrical, ICT cabling, and fire safety systems.
- Provide carpentry, joinery, and furnishing.
- Ensure compliance with occupational health and safety standards.
- Deliverables: Completed fit-out works, handover report, warranties, and as-built drawings.

## 5. ELIGIBILITY REQUIREMENTS

### 5.1 Mandatory Requirements

- Legally registered construction/fit-out firm
- CR12
- Valid Business Permit
- Current and Valid NCA 7 or above practicing license
- NCA Registration – Valid certificate (NCA 7 or above).
- Tax compliance certificate
- Signed declaration of no conflict of interest
- Performance Bond – Commitment to provide 10% bond upon award.
- Bank reference letter (signed and stamped)

#### Other documents needed

- Audited financial statements (last 2 years)
- CWS Vendor code of conduct
- CWS Code of Conduct
- CWS Conflict of interest declaration
- CWS NDA

### 5.2 Technical Requirements

Provide at least 3 projects of similar nature (fit out works) completed or on-going

Please attach the following as documentary evidence

- **Award letter**
- **Copy of the contract**
- **Recommendation letter**

(Refer to the document named proposed office fit out Works for CWS – Tender Documents BOQ

### 5.3 Financial Requirements

- Audited financial statements (last 2 years)
- Demonstrated financial stability
- Bank reference letter (signed and stamped)

## 6. INSTRUCTIONS TO BIDDERS

### 6.1 Criteria Structure

#### A. Technical Criteria

- Company profile
- Relevant experience
- Risk management approach (critical)
- Key personnel (lead Quantity Surveyor mandatory)
- Work plan and timeline

#### B. Financial bid

- Dully Filled Bills of Quantities

### 6.2 Submission

- Format: PDF
- Submission: **Will be done via Coupa Procurement System**
- Deadline: **14<sup>th</sup> June 2026.**

- Late submissions will not be accepted

### 6.3 Clarifications

Submit questions to: [Procurement@cwsafrica.org]

Deadline: 12<sup>th</sup> June 2026 12 Noon.

### 6.4 Validity

Financial Bid must remain valid for **90 days**

## 7. RISK MANAGEMENT

Bidders must demonstrate risk management approach in :

- operational risk
- Legal and contractual risks safety and environmental risk Design and technical risks
- Financial risks

## 8. EVALUATION CRITERIA & SCORING MATRIX (PRM-ALIGNED)

### 8.1 Evaluation Summary

Stage	Criteria	Weight
Compliance	Mandatory requirements	Pass/Fail
Technical	Quality and capability	70%
Financial	Cost competitiveness	30%

### 8.2 Technical Scoring Matrix (Tailored to BOQs & Fit-Out Works)

Category	Sub-Criteria	Weight (%)
<b>A. Relevant Experience</b>	<b>Similar office fit-out projects</b>	
	Similar project references – Provide 3 relevant copies of Purchase Orders or Contracts	15
<b>B. Technical Methodology</b>	<b>Qualified personnel, equipment, ICT installation capability</b>	
Qualified Personnel	Lead Consultants CV Professional licenses (e.g., Engineers Board of Kenya, BORAQS)	10
Equipment Availability	Equipment ownership/lease agreements - Inventory list	5
ICT Installation Capability	Past project references including ICT scope Recommendation letters from corporate clients	5
Compliance & Standards	Compliance certificates - Safety manuals - QA/QC procedures	5
Team Organization	Clear organogram showing roles and responsibilities for fit-out delivery.	5
<b>C. Methodology &amp; Work Plan</b>	<b>Timelines, Risk and Assurance</b>	
Clear timelines	Provide a detailed work program showing sequencing of activities, milestones, and completion date.	10

Risk Management	Provide a risk register and mitigation strategies for delays, cost overruns, safety incidents, and supply chain issues.	5
Quality Assurance	QA/QC Manual, inspection checklists, material testing protocols, and compliance with standards.	5
<b>D. Financial Bid</b>	Price competitiveness, Dully filled BOQ(no front loading and backloading)	5

**Total Technical Score: 70%**

### 8.3 Financial Evaluation

Criteria	Weight (%)	Notes
Price competitiveness	25	Lowest evaluated cost
Dully Filled BOQ (no frontloading and backloading)	5	Transparency and completeness

### 8.4 Final Score

Component	Weight
Technical	70%
Financial The lowest bidder gets 30%. Others get relative to this using the following formula= (Amount quoted by lowest bidder/ Amount quoted by bidder) x 30.	30%
<b>Total</b>	<b>100%</b>

### 8.5 Audit Compliance Checklist

The evaluation will test:

- Experience and technical capacity
- Financial capability
- Timelines
- Quality assurance
- Health and safety compliance

## 9. AWARD CRITERIA

Award will be made to:

The highest-ranked bidder offering **technically sound, risk-mitigated, and commercially viable bids.**

## 10. CONTRACT TERMS

- Agreement to be signed
- Payment based on measurements
- Confidentiality clause



## 11. ANNEXES

Annex 1: Vendor Registration/Information Form

Annex 2: Vendor Code of Conduct

Annex 3: General Terms & Conditions

Annex 4: Non-Disclosure Agreement (NDA)

Annex 5: No conflict-of-Interest Declaration