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**INVITATION FOR TENDERS
PROVISION OF PROPERTY VALUATION SERVICES**

CLOSING DATE: Friday, 23rd January 2026

**CLOSING TIME: 11.00 A.M EAST
AFRICAN TIME (EAT)**

TABLE OF CONTENTS

SECTION I: INVITATION FOR TENDERS	2
SECTION II: INSTRUCTIONS TO TENDERERS	3
SECTION III: EVALUATION CRITERIA AND WEIGHTING	7
SECTION IV: SCHEDULE OF REQUIREMENTS	10
A. BACKGROUND INFORMATION	10
B. PROPERTIES TO BE MANAGED.....	10
C. OBJECTIVE OF THE CONSULTANCY	12
D. SCOPE OF THE PROPERTY MANAGEMENT SERVICES	12
SECTION V: STANDARD FORMS.....	14

SECTION I: INVITATION FOR TENDERS

PROPERTY VALUATION SERVICES FOR SHELTER AFRIQUE

Shelter Afrique hereby invites Tenderers to submit sealed bid tenders for the provision of property valuation services for various properties located Mombasa, Mtwapa, Kikuyu, Kisumu and Athi River.

Interested Tenderers may obtain further information at the Shelter Afrique offices situated in Shelter Afrique Centre, Longonot Road, Upper Hill, Nairobi during normal working hours between 8.00 a.m. and 5.00 p.m. every day from Monday to Friday.

Interested Bidders may obtain the tender documents from the Shelter Afrique website: www.shelterafrique.org at NO FEE.

Complete tender documents must be enclosed in a plain sealed envelope marked only with the tender number and tender name addressed to:

The Procurement and Disposal

Committee(PDC)

Shelter Afrique

Shelter Afrique Centre, Logonot Road

Upper Hill, P. O. Box 41479-00100,

NAIROBI

Email: procurement@shelterafrique.org

The tender documents should be submitted **in one (1) hard copy and one (1) soft copy**.

The tender documents should be delivered to the reception at Shelter Afrique Centre, so as to reach the office on or before the closing date and time on **Friday, 23rd January 2026 at 11.00 a.m. (EAT)**. Prices shall be quoted in Kenya Shillings and shall remain valid for one hundred and twenty (120) days from the closing date of the tenders.

SECTION II: INSTRUCTIONS TO TENDERERS

1.0 Eligible Tenderers

- 1.1 This Invitation for Tenders is open to all Tenderers eligible as described in the Appendix to Instructions to Tenderers. Successful Tenderers shall provide the services for the stipulated duration from the date of commencement (hereinafter referred to as the term) specified in the tender documents.
- 1.2 Shelter Afrique employees, Committee members, Board members and their relatives (spouse and children) are not eligible to participate in the tender.
- 1.3 Tenderers shall provide the qualification information statement that the Tenderer (including all members of a joint venture and Sub tenderers) is not associated, or have been associated in the past, directly or indirectly, with a firm or any of its affiliates which have been engaged by Shelter Afrique to provide consulting services for the preparation of the design, specifications, and other documents to be used for the procurement of the services under this Invitation for tenders.
- 1.4 Tenderers involved in corrupt or fraudulent practices or debarred from participating in public procurement shall not be eligible.

2.0 Cost of Tendering

- 2.1 The Tenderer shall bear all costs associated with the preparation and submission of its tender, and Shelter Afrique will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the tendering process.

3.0 Contents of Tender Document

- 3.1 The tender document comprises of the documents listed below and addenda issued in accordance with clause 4.0 of these Instructions to Tenderers.
 - i. Instructions to Tenderers
 - ii. Evaluation Criteria and Weighting
 - iii. Schedule of Requirements
 - iv. Price Schedules
 - v. Forms A, B and C
- 3.2 The Tenderer is expected to examine all instructions, forms, terms and specifications in the tender documents. Failure to furnish all information required by the tender documents or to submit a tender not substantially responsive to the tender documents in every respect will be at the Tenderers risk and may result in the rejection of its tender.

4.0 Clarification of Tender Documents

- 4.1 A Tenderer making inquiry of the tender documents may notify Shelter Afrique by post or by email at the Shelter Afrique address indicated in the Invitation for tenders. Shelter

Afrique 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 the tenders, prescribed by the procuring entity. Written copies of the procuring entity's response (including an explanation of the query but without identifying the source of inquiry) will be sent to all candidates who have received the tender documents.

4.2 Shelter Afrique shall reply to any clarifications sought by the Tenderer within three (3) days of receiving the request to enable the Tenderer to make timely submission of its tender.

5.0 Amendment of Tender Documents

5.1 At any time prior to the deadline for submission of tenders, Shelter Afrique, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Tenderer, may modify the tender documents by issuing an addendum.

5.2 All prospective Tenderers who have obtained the tender documents will be notified of the amendment by post or email and such amendment will be binding on them.

5.3 In order to allow prospective Tenderers reasonable time in which to take the amendment into account in preparing their tenders, the Procuring entity may at its discretion extend the deadline for the submission of tenders.

6.0 Language of Tenders

6.1 The tender prepared by the Tenderer, as well as all correspondence and documents relating to the tender exchanged by the Tenderer and Shelter Afrique, shall be written in English language. Any printed literature furnished by the Tenderer may be written in another language provided they are accompanied by an accurate English translation of the relevant passages in which case, for purposes of interpretation of the tender, the English translation shall govern.

7.0 Documents Comprising the Tender

7.1 The tender prepared by the Tenderers shall comprise the following components:

- a. A Tender Form and a Price Schedule.
- b. Documentary evidence established in accordance with paragraph 1.0 that the Tenderer is eligible to tender and is qualified to perform the contract if its tender is accepted.

8.0 Tender form

8.1 The Tenderer shall complete the tender form and the appropriate price schedule furnished in the tender documents, indicating the services to be provided.

9.0 Tender Prices

9.1 The Tenderer shall indicate on the form of tender and the appropriate Price Schedule the price of the services it proposes to provide under the contract. Prices indicated on the Price Schedule shall be the cost of the services quoted including all customs duties and VAT and other taxes payable.

9.2 Prices quoted by the Tenderer shall remain fixed during the Term of the contract unless

otherwise agreed by the parties in writing. A **tender submitted with an adjustable price quotation will be treated as non-responsive** and will be rejected.

9.3 Prices shall be quoted in Kenya Shillings.

10.0 Tenderers eligibility and qualifications

- 10.1 Pursuant to paragraph 1.0 of this document, the Tenderer shall furnish, as part of its tender, documents establishing the Tenderer eligibility to tender and its qualifications to perform the contract if its tender is accepted.
- 10.2 The documentary evidence of the Tenderer's qualifications to perform the contract if its tender is accepted shall be established by Shelter Afrique that the Tenderer has the financial and technical capability necessary to perform the contract.

11.0 Validity of tenders

- 11.1 Tenders shall remain valid for **Sixty (60) days** after the date of tender opening prescribed by Shelter Afrique. A tender valid for a shorter period shall be considered non-responsive and will be rejected.
- 11.2 In exceptional circumstances, Shelter Afrique may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A Tenderer granting the request will not be required nor permitted to modify its tender.

12.0 Format and signing of the tender

- 12.1 The Tenderers shall submit the tender in **one hard copy and 1 soft copy only**.
- 12.2 The document shall be typed or written in indelible ink and shall be signed by the Tenderer or a person or persons duly authorized to bind the Tenderer to the contract. All pages of the tender, except for un-amended printed literature, shall be initialed by the person or persons signing the tender.
- 12.3 The tender shall have no interlineations, erasures, or overwriting except as necessary to correct errors made by the Tenderer, in which case such corrections shall be initialed by the person or persons signing the tender.

13.0 Sealing and marking of tenders

13.1 The Tenderer shall seal the document in an envelope.

The envelope shall:

(a) Be addressed to the

The Procurement and Disposal Committee(PDC), Shelter Afrique

Shelter Afrique Centre, Logonot Road, Upper Hill

P. O. Box 41479-00100

NAIROB.

Email : procurement@shelterafrique.org

(b) Bear the tender name.

13.2 Soft copies to be emailed to procurement@shelterafrique.org

14.0 Deadline for submission of tenders

14.1 Tenders must be deposited at the reception on 4th floor at Shelter Afrique Centre, or be sent so as to be received at Shelter Afrique Centre on or before the closing date and time on **Friday, 23rd January 2026 at 11:00 a.m. The same timelines shall be applied for the soft copy submission.**

14.2 Shelter Afrique may, at its discretion, extend this deadline for the submission of tenders by amending the tender documents, in which case all rights and obligations of Shelter Afrique and candidates previously subject to the deadline will therefore be subject to the deadline as extended.

15.0 Clarification of Tenders

15.1 To assist in the examination, evaluation and comparison of tenders Shelter Afrique may, at its discretion, ask the Tenderer for a clarification of its tender. 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 Tenderer to influence Shelter Afrique in the tender evaluation, tender comparison or contract award decisions may result in the rejection of the Tenderers' tender.

SECTION III: EVALUATION CRITERIA AND WEIGHTING

Evaluation and Comparison of Tenders:

The proposals will be evaluated in three stages as follows:

(A) Stage One: Mandatory Requirements:

- (a) Attach copy of Certificate of registration/Incorporation
- (b) Attach a copy of Valid KRA Tax Compliance Certificate
- (c) Attach a copy of Current NHIF Compliance Certificate
- (d) Attach a copy of Current NSSF Compliance Certificate
- (e) Attach a Copy of CR12 Certificate
- (f) Single business permit/Trade license(if applicable)
- (g) Bid document should be neat and numbered
- (h) Attach copies of CRB certificates of company and at least two senior staff
- (i) Copies of the Audited Accounts for the last two (2) years.
- (j) Documentary evidence that the firm is registered with the Valuers Registration Board.

Failure to submit copies of any of the above listed mandatory requirements shall lead to the firm being declared as non-responsive, hence shall not qualify to proceed to the technical evaluation stage.

(B) Stage Two: Technical Evaluation (Total Points 100)

No.	Item Description	Scores
1	Specific experience of the firm in the last five (5) years	
(a)	Relevant experience of the bidder related to the assignment (valuation services), attaching value of contracts handled and references from five (5) firms over the last five years (Include details of client, contact person and year service provided and attach contracts/letters of recommendations. This to include actual services provided by your staff. Must demonstrate that they have experience and competence for valuation of commercial/ residential buildings.	20
2	Professional Qualification and experience of the contact officer/Team leader <ul style="list-style-type: none"> • Relevant Degree qualification • Registered with relevant Authority • Membership/registration to Professional bodies • Demonstrate technical experience (over 10 years) in real estate and property management by at least one Director or partner 	10

	3	<p>Professional Qualification and relevant experience of three (3) other technical personnel as outlined below (Key: team comprising varied level of expertise in the following listed areas)</p> <p>a) Chief Valuer/ Head of Valuation In charge of the assignment must possess.</p> <ul style="list-style-type: none"> i) Bachelor's degree ii) Valid Letter of good standing (ISK). iii) Valid Current Practicing Certificate by VRB. iv) Must have over 5 Years of relevant experience. <p>b) Senior Valuer must possess</p> <ul style="list-style-type: none"> i) Bachelor's degree ii) Valid Current Practicing Certificate by VRB. iii) Must have over 2 Years of relevant experience. <p>c) Two (2) Technical Staff</p> <ul style="list-style-type: none"> i) Bachelor's degree- ii) Must have over 2 Years of relevant experience. 	10
	4	<p>Methodology and work plan:</p> <p>Adequacy of the proposed Methodology and Work Plan in responding to the Terms of Reference. The consultant should capture in the proposal how the following will be handled:</p> <p>a) Bidder to explain and illustrate valuation process:</p> <ul style="list-style-type: none"> ✓ how you will execute the valuation process ✓ valuation program/plan ✓ notice, of commencement/entry ✓ meetings and execution/ valuation exercise ✓ title searches ✓ analysis/preliminary presentation of findings ✓ final reporting. <p>b) Analysis on how the tasks will be carried out, interconnectivity and well-articulated Gantt chart</p>	10
Total Scores			500

Please indicate the page numbers where each document/response shall be found in your submitted tender document. ALL the Pages of the Submitted Tender Document Must be **Paginated/Serialized**.

To qualify to proceed to the financial evaluation stage the firm must have scored 70% points and above.

(C) Stage Three: Financial Evaluation

- The financial evaluation and final ranking of the bids will take into consideration the following among others:
 - (i) The valuation fee.
 - (ii) All applicable taxes.
- The Evaluation Committee will determine whether the financial proposals are complete.
- The Quality Cost Method of evaluation shall be used to determine the lowest evaluated bidder.
- The fixed monthly management fee shall include provision of services outlined under schedule of requirements.

The cost of items not priced shall be assumed to be included in other costs in the proposal. In all cases, the total price/fee indicated in the price schedules of the financial proposal as submitted shall prevail.

Please note the following:

- (i) Shelter Afrique may visit Tenderers premises to carry out due diligence where tenders have been determined to be substantially responsive.
- (ii) Items for which no rate and/or price is entered by the Tenderer will not be paid for by Shelter Afrique when executed and shall be deemed to be covered by the other rates and prices.
- (iii) Shelter Afrique reserves the right to award the contract in whole or in part without any change in the Unit price or other terms and conditions.
- (iv) A specific joint Shelter Afrique Service charge account to be opened.
- (v) A draft copy of each report is to be submitted for review by the technical team and all comments must be addressed.

SECTION IV: SCHEDULE OF REQUIREMENTS

A. BACKGROUND INFORMATION

SHELTER-AFRIQUE is a regional Housing Finance Institution established by African Governments dedicated to investment in housing and urban development in African Countries. Shareholders include 44 African countries, the African Development Bank, and The Africa Re-Insurance Corporation. The organization has its headquarters in Nairobi, Kenya and two regional offices: Abuja, Nigeria and Abidjan, Ivory Coast.

B. PROPERTIES TO BE VALUED

1. Eden Beach apartments

EDEN BEACH APARTMENTS consists of the development comprising of 31 unitsM conference amenities and related infrastructure on plot L.R. NO: MAINLAND NORTH/SECTION I/18889 C.R. NO: 56297 (Mombasa County).

Shelter Afrique owns the following 11 units in the project as below:

Unit Type	Floor area	No. of Units	Unit number
One-bedroom apartments	(102m ²)	5	103, 105, 203, 204, 403
Two-bedroom apartments	(149m ²)	4	207, 306, 307, 406
Three-bedroom apartments	(200m ²)	1	404
Two-bedroom penthouse	(172m ²)	1	505
Total		11	

2. Pine City

The valuation consists of 5 three-bedroom maisonettes and vacant parcels of land owned by Shelter Afrique within Pine City Residential Estate in Athi River. It is located 22 Kms from the Nairobi CBD and 3 kms off the Nairobi -Mombasa Highway, within Athi River. The units are as below:

Three-bedroom units:

- 3brs: 17, 19, 52, 54 and 55

SHELTER AFRIQUE has some land available for development adjacent to this development. The acreage is as shown below:

Land Number	Acres
LR No. 1338/101	2.18
LR No. 1338/102	2.41
LR No. 1338/104	0.95
LR No. 1338/105	1.145
LR No. 1338/107	1.23
TOTAL	7.915

3. Serene Valley

Serene Valley consists of the development of 30 nos. three and four-bedroom maisonettes and related infrastructure services on Plot LR No.29324/2, along the Naivasha Nairobi Highway, near Rironi, Kiambu, KENYA approximately 27 km from Nairobi CBD.

Shelter Afrique owns the following units in the project as below:

Unit Type	Floor area	No. of Units	Unit number
Sienna - 4 bedroom + DSQ	(240m ²)	4	B2, B4, B7, B10
Auburn - 4 bedroom + DSQ	(220m ²)	5	B6, B9, C9, C12, C13
Jade - 3 bedroom + DSQ	(180m ²)	5	B8, C2, C3, C6, C14
Total		14	

4. Translakes estates

TRANSLAKES ESTATE consists of the development comprising of 90 units (20 No. 3br Maisonettes, 50 No. 3br Apartments, and 10 No. 2br Apartments) and related infrastructure on 4.835 acre PLOT L.R. NO. 30637 (ORG. NO. L.R. NO. 21169) (PART) Translakes Estates Within Ogango Area, Off Kibos Road, Kisumu County.

Shelter Afrique owns the following 71 units in the project as below:

Unit Type	Floor area	No. of Units	Unit number
Three bedroom apartments	(104m ²)	47	A001, A002, A101, A102, A201, A202, A301, A302, A401, A402 B001, B002, B102, B202, B301, B302, B401, B402 C001, C002, C101, C102, C201, C202, C301, C302, C401, C402 D001, D002, D102, D201, D202, D301, D302, D401, D402 E001, E002, E101, E102, E201, E202, E301, E302, E401, E402
Two bedroom apartments	(76m ²)	18	F002, F101, F102, F201, F202, F301, F302, F401, F402 G001, G002, G102, G201, G202, G301, G302, G401, G402
Three bedroom mainsonette + DSQ	(114m ²)	6	M2, M3, M7, M9, M14, M17
Total		71	

The property also entails a vacant parcel of land that is to be included in the valuation.

5. KMA apartments Mtwapa

KMA APARTMNETS MTWAPA consists of the development comprising of 160 2br Apartments and related infrastructure on plot L.R № 9577/III/MN (TITLE NO. CR. 62981, KENYA MEDICAL ASSOCIATION MTWAPA ESTATE, MTWAPA AREA, KILIFI COUNTY.

Shelter Afrique owns the following 27 units in the project as below:

Unit Type	Floor area	No. of Units	Unit number
Two-bedroom apartments	(112m ²)	27	B6-2,B4-1,B7-2,A5-1,B2-2,A8-1,A4-2,A3-2,B7-1,B11-1,B10-2,B4-2,B2-1,B3-2,A2-2,A3-1,A4-1,A8-2,A6-1,B13-3,A2-4,B8,2,A6-7,B13-2,B13-5,B13-8,B13-1
Total		27	

C. OBJECTIVE OF THE CONSULTANCY

To identify a suitable valuer with specialized knowledge, experience and qualified personnel capable of carrying out the valuation of Shelter Afrique properties. The objective of this valuation will be to carry out a detailed survey to determine the current value of the Shelter Afrique properties using RICS valuation methods in compliance with the relevant International Financial Reporting Standards and the current International Valuation Standards (2016), and in conformity with the rules and regulations of Institution of Surveyors of Kenya (ISK). The resulting amounts will be reflected in the company's financial statements.

D. SCOPE OF THE PROPERTY VALUATION SERVICES

The services to be provided by the successful applicant shall include but not limited to the following:

- a) To carry out valuation of the properties to determine current open market value, mortgage value, insurance value and forced sale values.
- b) You will provide a breakdown of the Valuations as follows:
 - i. Value of each apartment (where applicable)
 - ii. Values of each maisonette (where applicable)
 - iii. Total value of all apartments & maisonettes
 - iv. Value of vacant land (where applicable)
 - v. Combined values of land and buildings
- c) You will provide a report on the Saleability of the apartments/ maisonettes in the context of the respective residential market with proper comparable for ease of reference and further due diligence.
- d) A market research/ study to show the rental incomes of each maisonette or apartment.
- e) Carry out searches of the title at the respective Land registry.

- f) Obtain Survey and/or Deed plans of the properties from the Survey office and confirm whether they conform to the property on the ground,
- g) Determine the outstanding rates (if any).
- h) Determine any encumbrances to the property

The Consultant shall include in their report the following details as applicable:

Documentation:

- Copies of the survey plan and RIM: Photographs of the property in colour, certificate of official search and location map of the property identifying a landmark in the neighborhood of the property being valued.

Value

- Values required: Open market, Forced sale value, mortgage value & replacement cost for insurance purposes and investment values. Provide the basis of the valuation.
- The Valuer should also use a Market Comparison Approach, with a comparative methodology to consider the sales of similar or substitute assets and related market data. Notably an asset being valued should be compared with similar developments in the market, or that are listed or offered for sale, with appropriate adjustments to reflect any differences.
- Provide data from previous assessments as a reference and benchmark for valuing the property and take measures to ensure the accuracy of the information provided
- The valuer to include in the report the assumptions; considerations and the General Terms of the Valuation

Statutory compliance

- On the ground is as shown in the index map/survey maps.
- Complies with regional physical plans, local physical development plans both long term and short-term renewal and development plans.
- Complies with environmental impact assessment requirements and notices.
- Complies with the rules relating to subdivision, disposal and/ or extension of leases and is not likely to fall under any enforcement notices.
- Confirm if the property complies with the Regional physical development plans and local physical development plans; confirm buildings have not been developed on road reserve, public utility land, gazetted forest area, grabbed land, wetlands, river riparian wet land and has not been mentioned in the Ndung'u Report of illegal and irregular allocated land.
- The Valuation should be carried out in accordance with International Valuation Standards (IVS) such as the Royal Institution of Chartered Surveyors (RICS) standards (for example) under the supervision of a registered member in compliance with international best practices and professional; ethical and valuation standards.

SECTION V: STANDARD FORMS

PRICE SCHEDULES:

Price Schedule 1:

Property name

Fees:

Taxes:

- Each property to have its own financial proposal
- The financial proposal should be clearly presented strictly using the above format/schedules/forms. **All the** above Price Schedules and Options **MUST** be filled and submitted. Shelter Afrique shall have the discretion to settle on the most competitive/appropriate option.
- Propose an accounting process and framework for reimbursable expenses.
- The fees charged should not exceed fees proposed by the Estate Agents Act Cap 533 Laws of Kenya.

Authorised by:

Name: Signature: Date:

Designation: Company Stamp:

SHELTER AFRIQUE FORM A:**RELEVANT EXPERIENCE**

Relevant services carried out in the last five years that best illustrate the firm's qualifications

Using the format below, provide information on each assignment for which your firm was legally contracted (5 Firms) (separate form for each client)

Name of Client:	Address:
Clients contact person for the assignment.	Position:
Contract Description:	Location:
Contract period:	Contract Value (Kshs.)
Details of actual services:	

SHELTER AFRIQUE FORM B:

METHODOLOGY AND WORK PLAN

**DESCRIPTION OF THE METHODOLOGY AND WORK PLAN FOR PERFORMING THE
ASSIGNMENT**

1. Methodology

2. Work Plan and Key Performance Indicators