



SHELTER AFRIQUE
Financing Affordable Housing for Africa

TERMS OF REFERENCE (TOR)

Auditorium Refurbishment Works – Shelter Afrique Headquarters

Date: May 2026

Location: Shelter Afrique Headquarters, Nairobi, Kenya

1. Background

Shelter Afrique is a Pan-African housing finance institution that supports the development and provision of affordable housing across Africa. As part of maintaining fit-for-purpose facilities and enhancing the quality, safety and functionality of our headquarters infrastructure, Shelter Afrique intends to refurbish its auditorium located at the headquarters in Nairobi, Kenya.

The auditorium is a key corporate facility used for internal and external events. The refurbishment will address ageing finishes and systems, improve comfort and indoor environmental quality, and enhance acoustics and overall user experience while ensuring compliance with applicable codes and standards.

2. Objectives

- To procure competent contractors to undertake the refurbishment works in a safe, timely and quality-assured manner with minimal disruption to operations.
- To upgrade and/or replace key auditorium components including the ceiling, air-conditioning system, electrical and data installations, carpeting, seating and wall acoustic/soundproofing elements.
- To produce clear technical specifications and a priced Bill of Quantities (BQ) that enable competitive bidding and transparent evaluation.

3. Scope of Works

The contractor shall provide all labour, materials, tools, plant/equipment, supervision, temporary works, testing and commissioning required to complete the auditorium refurbishment. The scope includes, but is not limited to, the items below. All works shall be executed in accordance with applicable Kenyan regulations, relevant standards, and Shelter Afrique quality, safety and operational requirements.

3.1 Preliminaries and general requirements

- Site verification, detailed measurements, and confirmation of existing conditions prior to finalization of shop drawings and material orders.
- Method statements and work programme (including sequencing and working hours) to minimize disruption to office operations.
- Site establishment, protection of existing finishes and adjacent areas, dust/noise control measures, housekeeping and waste management.
- Temporary services as required (e.g., temporary lighting/power) and protection of existing MEP services.
- Health, Safety and Environment (HSE) management plan, risk assessments, and full-time supervision as applicable.

- Coordination with Shelter Afrique representative(s) for access, approvals, inspections and handover.

3.2 Ceiling replacement

- Careful removal and disposal of existing ceiling components as required.
- Provision and installation of a new ceiling system including suspension grid, access panels where necessary, and integrated support for services (lights, diffusers, speakers, detectors).
- Finishes to be neat, level and uniform; all junctions/edges to be properly finished and sealed.
- Allowance for any necessary repairs/making good to supporting structure and affected finishes.

3.3 Air-conditioning system replacement/upgrade

- Assessment of existing cooling/ventilation performance and recommendations for replacement and/or upgrade suitable for auditorium occupancy and heat loads.
- Supply and installation of air-conditioning equipment, distribution (ducting/diffusers/grilles), controls and accessories as required.
- Refrigerant piping, insulation, condensate drainage, electrical connections and protections in accordance with manufacturer guidance and applicable standards.
- Testing, balancing (air and water where applicable), commissioning and demonstration of operation to Shelter Afrique.
- Provision of as-built drawings, O&M manuals, and warranty documentation.

3.4 Carpeting

- Removal of existing carpet and adhesives; substrate preparation including levelling and cleaning.
- Supply and installation of new auditorium-grade carpeting including underlay (if required), adhesives, edge trims and skirtings interface detailing.

3.5 Auditorium seating

- Removal and disposal (or setting aside, if instructed) of existing seating.
- Supply and installation of new auditorium seating including fixings/anchorage, layout to match approved seating plan, and aisle clearances.
- Seating quantity reference: approximately 87 seats (to be verified on site).
- All seating to be durable, comfortable, and suitable for institutional auditorium use.

3.6 Wall acoustic/soundproofing panels

- Removal of existing acoustic/soundproofing panels where applicable.
- Supply and installation of new acoustic wall treatments/panels as per approved design and acoustic performance requirements.
- Fixings and finishes to be neat and secure; edges and corners properly finished.

- Coordinate with any electrical/AV services and ensure maintainability and access where required.

3.7 Electrical and Data Installations

- Replacement of existing lighting fixtures with high-efficiency LED fittings suitable for auditorium use (dimmable where required).
- Replacement and/or relocation of power points (sockets) to meet modern operational requirements.
- Replacement and/or upgrade of network (data) points including cabling, faceplates and testing to ensure connectivity.
- All electrical works to be carried out by licensed electricians and comply with IEE wiring regulations and local standards.
- Testing and commissioning of all new electrical and data points.

3.8 Making good, finishes and reinstatement

- Making good all disturbed surfaces and finishes resulting from the works, including patch repairs and repainting where required.
- Final cleaning of the auditorium and safe removal of debris and surplus materials.

4. Key Technical Requirements and Standards

- All materials shall be new, of good quality, and sourced from reputable manufacturers/suppliers.
- Works shall comply with applicable local building codes, fire safety requirements and relevant standards.
- Electrical and mechanical works shall be executed by qualified/licensed personnel and tested prior to energization/operation.
- Acoustic materials should be appropriate for an auditorium environment and contribute to improved speech intelligibility and user comfort.
- Contractor shall provide warranties for workmanship and key equipment/materials (minimum 12 months for workmanship; manufacturer warranties as applicable).

5. Expected Deliverables

- Site assessment findings and confirmation measurements.
- Detailed implementation methodology and work programme.
- Shop drawings/material submittals for approval prior to installation.
- HSE plan, risk assessments and permits as applicable.
- Testing and commissioning reports for HVAC and any affected services.
- As-built drawings and Operation & Maintenance (O&M) manuals.
- Practical Completion certificate documentation and defects liability arrangements.

- Warranty certificates for supplied equipment/materials.

6. Duration and Milestones

The works shall be completed within a timeframe proposed by the contractor and agreed with Shelter Afrique, with emphasis on minimizing disruption. Bidders shall submit a realistic programme indicating key milestones (mobilization, demolition/removals, installations, testing & commissioning, snagging, handover).

7. Contractor Eligibility and Technical Qualifications

Bidders shall demonstrate capacity and relevant experience in similar interior refurbishment works (auditoria/office fit-outs) and in execution of mechanical (air-conditioning) installations. At minimum, bidders should submit the documentation listed below.

Mandatory documentation:

1. Certificate of Incorporation/ Registration (minimum 5 years)
2. Statutory registration – NCA category
3. Valid Practicing licenses
4. Valid County/ Business Trading License
5. KRA Pin
6. Tax Compliance Certificate
7. Company Profile

No	Criteria	Score
1	Demonstrated access to required tools/equipment (e.g., scaffolding/working platforms, lifting aids, power tools) and ability to manage waste	15
2	Experience in similar works (minimum 3 projects) – attach completion certificates/award letters and client contact details	20
3	CVs of key staff (site supervisor/foreman, HVAC technician(s), safety officer as applicable) Certificates	15
4	Methodology and work programme emphasizing quality control and HSE (including working at heights for ceiling works)	20
	Total	70

8. Proposal Submission Requirements

- Technical Proposal including understanding of the assignment, methodology, work programme, staffing, experience, and HSE plan.
- Financial Proposal including a priced BQ and any required schedules.
- Company profile and statutory compliance documents.
- Warranty commitments and after-sales/service arrangements.

9. Evaluation Criteria

- Technical Proposal: 70%
- Financial Proposal: 30% (based on priced BQ)
- Only bidders meeting the minimum technical threshold shall proceed to financial evaluation (as applicable).

10. Reporting, Supervision and Coordination

The contractor will work under the overall direction of Shelter Afrique through the Shared Technical Services/Administration function (or designated representative). The contractor shall provide regular progress updates (at least weekly) and allow site inspections at key stages (pre-installation, mid-works, testing/commissioning, snagging, handover).

11. Health, Safety, Environment and Safeguarding

- Contractor shall comply with all applicable occupational health and safety laws and provide suitable PPE to all personnel.
- Adequate measures for dust/noise control and safe storage of materials shall be implemented.
- All works at heights and electrical works shall be performed using approved procedures and competent personnel.
- The contractor shall keep access routes safe and maintain emergency egress at all times.

12. Dates For Receipt Of Applications/Bids

Completed Technical and Financial proposals, respectively clearly marked and enclosed in separate emails, should be addressed to:

Procurement & Disposal Committee
Shelter Afrique
Shelter Afrique Centre – 5th Floor,
Longonot Road, Upper Hill, Nairobi
P.O. Box 41479-00100, GPO Nairobi, Kenya
E-mail; procurement@shelterafrique.org


For any clarification kindly contact us on the email address above.

The proposals should be received not later than **Friday 15 May 2026, at 2.00 p.m. (Nairobi time)**.

Item	Description	Qty	Unit	Rate	Amount
<u>Element no 1: Demolitions</u>					
<u>Notes</u>					
<u>All demolished items shall remain the property of the Employer and shall be set aside unless otherwise instructed to dispose</u>					
<u>All works in this section shall be performed in such a manner as to ensure the safety of the public and adjoining property.</u>					
A	Carefully remove existing acoustic ceiling and cart away arising debris	120	Sm		
B	Carefully remove existing carpet and cart away arising debris	120	Sm		
C	Carefully remove existing sound proof wall finish, make good any disturbed surfaces and cart away arising debris	158	Sm		
D	Carefully remove existing airconditioning system and make good any disturbed surfaces; dispose old airconditioning system as directed by the client	1	Item		
E	Carefully remove existing auditorium seats and make good any disturbed surfaces; dispose old auditorium seats as directed by the client	87	No		
TOTAL FOR DEMOLITIONS CARRIED TO SUMMARY					

Item	Description	Qty	Unit	Rate	Amount
	<p>Element no 2: Finishes</p> <p><u>Acoustic Ceiling as described</u></p> <p><u>Suspended "Armstrong Minaboard" accessible tile system: 600 x 600 x 15mm thick fine fissured mineral fiber tiles: Trulok F4 24mm exposed grid suspension system; comprising 20 x 7mm x 24 gauge epoxy protected tee clips at 600mm cc; supported by piped tabs into 36 x 26mm x 24 gauge epoxy acrylic protected snap tee runners at 1200mm cc in 3 meters lengths; jointed with 29 x 20 x 24mm gauge edge trim; suspended on pre-straightened annealed iron wire hangers at maximum 1200mm cc; fixing with screws to backgrounds requiring plugging; measured over light fittings; including all necessary cutting, trimming to light fittings all stepped to the details and approval of the Architect</u></p>				
A	Ceiling surfaces generally	120	sm		
B	2.5m x 25mm L shaped aluminium cornice with color to match exposed gridlines of ceiling	54	lm		
	<p><u>Floor finishes</u></p> <p><u>Supply and lay approved 'wall to wall' carpet as "Wiltod" coloured 12mm thick wool jute backed executive carpet fixed to trowelled screed backing including blanket underlay, carpet complete with brass nap lock trims at door openings and properly tacked in under skirting; including approved adhesive and accessories ; to</u></p>				
C	Existing floor	120	sm		
D	150mm high mahogany skirting including varnishing	54	lm		
	<p><u>Wall finishes</u></p> <p><u>Supply, assemble and fix insulated soft-board partitions insulated with mineral wool or foam cushioning and padded with acoustic fabric for soundproofing; with and including 25mm wide mahogany timber beadings at intervals approved and all other accessories; all in accordance with the manufacturer's recommendation; as per Project Architect details to match existing wall finish</u></p>				
E	Existing wall surfaces	72	sm		
TOTAL CARRIED FORWARD					

Item	Description	Qty	Unit	Rate	Amount
	TOTAL BROUGHT FORWARD				
	<u>Split-Air Conditioning system in auditorium</u>				
	<u>Supply, deliver and install the following: Split AC system comprising of one outdoor unit connected to 2 No. Indoor units with specifications as indicated below:</u>				
A	<p>Four Way ceiling cassette type direct expansion Indoor Units as listed: Cooling capacity: 7 kW (24,000 Btu/hr) Each of the units to be complete with:</p> <ul style="list-style-type: none"> . A wired and wireless remote controller . A refrigerant (R410A) initial charge . Thermostat to control room temperature . Inbuilt condensate drain pump . 5m long insulated drain hose of 25mm diameter . Auto restart function . Sound pressure level of 35 db (A) . Neoplasma purifying filter <p>The indoor units to be mounted in the ceiling with ceiling mounting kit and decoration panel with prefabricated hanging supports comprising of hanging bolts, nuts, spring washer and plate washer on the position shown on the approved working drawings. The indoor unit to be as 'LG Split AC indoor unit' or approved equivalent.</p>	2	No		
B	<p>Outdoor Unit 1No. wall mounted inverter controlled outdoor unit connected to 1 No. indoor units as described above. It shall have a nominal cooling load of 14 kW (48,000 Btu/hr) and capacity control in the range of 10 - 130% according to the indoor cooling load. The unit will operate with R410A refrigerant or any other non-ozone depleting refrigerant. It shall be provided with anchoring accessories including rawl bolts complete with anti-vibration rubber mountings. To be complete with 2 No. wall mounted simple controllers to be mounted in Training room and the control cable. The outdoor unit to be as 'LG Split AC outdoor unit or approved equivalent.</p>	2	No		
C	<p>Mounting Bracket Mounting bracket for the outdoor unit complete with a cage and provided with purpose-made protective steel iron angle frame and all other anchoring accessories including rawl bolts and anti-vibration rubber mountings to engineer's approval.</p>	1	Item		
	TOTAL CARRIED FORWARD				

Item	Description	Qty	Unit	Rate	Amount
	TOTAL BROUGHT FORWARD				
	Refrigeration Pipework				
A	Refrigeration liquid line pipework including 25mm Amaflex insulation.	20	LM		
B	Refrigeration gas line pipework including 25mm Amaflex insulation.	20	LM		
	Drain				
C	25mm PVC condensate drainage pipework, class D, including bends, clips, joints and tees in the running lengths of the pipe.	20	LM		
	Surge Protector				
D	Power surge protector as Solatek to suite or equal and approved.	2	No		
	Associated Builders works				
E	Allow for demolishing and making good of walls for routing of refrigerant and condensate lines with permission of the projet Structural Engineer.	1	Item		
	Testing and commissioning				
F	Allow for testing and commissioning of the air conditioning installations to the satisfaction of the Engineer.	1	Item		
	Electrical works				
G	600x600mm Ceiling LED Panel Light of 40Watts as Phillips or equivalent	20	No		
	Auditorium seating				
H	Supply and install fixed lecture-hall / auditorium upholstered tip-up seat, comprising: high-density foam seat and backrest upholstered in high-quality flame- retardant fabric; solid hardwood armrests with fold-away HPL-faced writing tablet on spring- return hinge; premium engineered-wood seat and back shells with spring tip-up mechanism; epoxy powder-coated cold-rolled steel pedestal base; all floor anchors, fixings and protective packaging. Complete and fixed in position as specified. See below photo	87	NO		
					
	TOTAL FOR FINISHES CARRIED TO SUMMARY				

BILL	DESCRIPTION	Amount (Kshs)
1	PRELIMINARIES	
2	DEMOLITIONS	
3	FINISHES	
	Sub - Total 1 Add: 16% VAT	
4	CONTINGENCY: Allow a Provisional Sum for Contingencies	200,000.00
TOTAL CARRIED TO FORM OF TENDER		

Construction Period _____ Weeks (Fixed)

Note: Tenderers should provide a comprehensive works programme together with the tender Bills of Quantities when submitting the tender

Signed

Tenderer

Employer

Date

Date