

To: **Prospective Bidders**

Issue Date: **April 9, 2026**

Project Location: Nairobi CBD

EOI#: **OR/001/04/2026**

EXPRESSION OF INTEREST (EOI): OFFICE REMODELLING AND FIT OUT OF KENINDIA HOUSE OFFICES

Kenindia Assurance Company Limited, a licensed insurer regulated by the Insurance Regulatory Authority (IRA). The company invites Expressions of Interest (EOI) from reputable, experienced, and qualified contractors for the provision of office remodeling and interior fit-out services. We are looking to transform our current workspace into a modern, functional, and collaborative environment that reflects our brand identity and supports our operational needs.

Interested bidders should submit their EOI documents via email with a subject line titled **EOI for Office Remodeling and Fit-out Services**. The EOI must be received no later than, April 15, 2026 5pm EAT. Any questions or requests for information should be addressed in writing by no later than **April 13, 2026 5pm EAT**, to administration@kenindia.com

Any information given to one prospective Offeror concerning this EOI will be furnished to all such offerors as an amendment of the EOI.

EXPRESSION OF INTEREST (EOI)	
EOI NUMBER: OR/001/04/2026	ISSUE DATE: March 31, 2026
PRURPOSE: OFFICE REMODELLING AND FIT OUT SERVICES	
ISSUED BY: Kenindia Assurance Limited/ Kenya Kenindia House, Loita Street P.O. Box: 44372 - 00100 G.P.O. Nairobi. Tel Office: +254 111 101000/275 D/L +254 111 101275 www.kenindia.com	EOI DUE DATE: April 15, 2026 5pm EAT QUESTIONS DEADLINE: April 13, 2026 5pm EAT

A. Introduction

Kenindia Assurance Limited invites Expressions of Interest (EOI) from reputable, experienced, and qualified contractors for the provision of office remodeling and interior fit-out services. The objective of this project is to create a modern, functional, and sustainable workspace that enhances productivity, reflects our corporate identity, and provides a comfortable environment for staff and visitors.

B. Scope of Services

The selected firm will be expected to provide end-to-end services including but not limited to:

1. Design and space planning: Conceptual and detailed designs, 3D visualizations, and layout optimization.
2. Space Planning: Reconfiguring existing layouts to optimize workflow and natural light.
3. Interior Fit-Out works: Partitioning, ceilings, wall finishes, lighting, and acoustic treatments.
4. Mechanical and electrical Installations: Plumbing, ICT cabling, and power distribution.
5. Fixtures: Supply and installation of ergonomic workstations, meeting room setups, reception areas, and storage solutions.
6. Branding and aesthetics: Integration of corporate identity into the design.
7. Sustainability measures: Energy-efficient lighting, eco-friendly materials, and water-saving fixtures.
8. Project Management: Works execution, quality assurance, and adherence to timelines and budgets.

C. Minimum submission requirements

Interested firms must provide the following documentation to demonstrate their capability:

- 1) Legal Compliance: Valid Certificate of Incorporation, CR12, KRA PIN, and Tax Compliance Certificate.
- 2) Technical Capacity: A profile showcasing at least 5 years of experience in commercial office fit-outs.
- 3) Personnel: CVs of key technical staff, including a registered Architect or Project Manager and a Site Supervisor.
- 4) Financial stability: Audited financial statements for the last two years or bank reference letters.
- 5) Track Record: List of at least three similar projects (Office fit-out) completed in the last three years, including contactable references and project details (scope, size, client, and completion date).
- 6) Recommendation letters from the listed clients should be provided as supporting documents.
- 7) Regulatory: Registration with the National Construction Authority (NCA) in the relevant category.

D. Eligibility and Evaluation Criteria

Interested firms must demonstrate:

- 1) Proven track record in office remodeling and fit-out projects of similar scale and complexity.
- 2) Valid NCA registration and compliance with Kenyan building regulations.
- 3) Availability of qualified professionals (architects, engineers, interior designers, project managers).
- 4) Evidence of financial capacity to undertake the project.
- 5) Strong references from at least three past clients in similar assignments.

EOIs will be shortlisted based on the following:

No.	Criteria	Weight/Score
1	Mandatory Compliance Documents	Pass/Fail
2	Firm's Relevant Experience	25
3	Technical Capacity	15
4	References and Track Record	20
5	Financial Capacity	20
	Total	80

E. Reservation of Rights and Conditions

- This EOI does not constitute a solicitation or offer to contract. It is intended solely to identify qualified firms for shortlisting.
- Only firms that meet the eligibility requirements and are shortlisted will be invited to submit detailed proposals in the subsequent Request for Proposal (RFP) stage.
- Kenindia Assurance Limited reserves the right to accept or reject any submission, in whole or in part, without obligation to provide reasons.