



International Organization for Migration (IOM)  
The UN Migration Agency

**REQUEST FOR INFORMATION:  
FOR THE ESTABLISHMENT OF A LEASE AGREEMENT FOR  
OFFICE PREMISES  
IN NAIROBI, KENYA**

**CLOSING DATE AND TIME: 6th March 2023 – 1700 HRS**

**1) REQUIREMENTS**

IOM Kenya Country Office is searching for Flex Office accommodation premises in Nairobi, Kenya, with the following characteristics:

- **Areas: Mombasa Road, Mlolongo, South C, South B, Upper Hill, Nairobi West, Langata and its environs**
- **Open space: minimum 9,000 SQM (not shared)**
- **Available for lease within duration of minimum five (5) years**
- **Available occupancy 150-200 beneficiaries minimum**

**2) INFORMATION TO BE SUBMITTED**

You are kindly requested to provide your respective feedback against specified below including but not limited to the supporting documents in respect of your ability to rent accommodation premises for IOM.

Section	Description
1	Exact Location of the property
2	Size of Building (sqm), size of premises (including open space)
3	Number of floors, rooms, toilets,
a	Number of single self-contained rooms
b	Number of single room with shared toilets,bathrooms
4	Floor plans should be mandatory
5	Number of people that can use the premises
6	Approximate distance from road
7	Description of neighborhood (any pre-existing business nearby)
8	Ownership of premises, with available documentation (Proof of ownership)
9	Consent to allow IOM to make modifications
10	Year building was constructed and renovated (if applicable) and building class
11	Current Utilization
12	Existing amenities on the building
13	Available infrastructure in the building (fire system, security wiring, etc.)
14	Availability of Emergency exits
15	Availability of Safety rooms
16	Availability of Persons Living with Disability (PWD) Access
17	Availability of Lease duration minimum of <b>five (5) years</b>



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19	Availability of Parking spaces in private areas belonging to premises or public areas close to the premises (Within radius of 100mtrs)
20	Approximate price per square meter/ overall price of the premises
21	Existing Technology Infrastructure (Networking Cabling, Intercom and Fiber Link)
22	Water availability?
23	Source of water (city council water/borehole)
24	Current water Storage tank capacity
25	Existing of Perimeter wall? Height ?
25	Green Features of property (Such as Led Lights, Solar Lights etc.)

Based on this RFI, IOM shall draw up Scope of Services from the gathered information which will be issued later as a Request for Proposals (RFP).

Please also note that IOM **DOES NOT** intend to pay for any information furnished in response to this RFI or will not be responsible for any costs incurred by the vendors related to the response to this RFI or any other activities related to preparation of information. This call for RFI does not constitute a solicitation.

Please note that this is not an Expression of Interest (EoI), and therefore the outcome of this survey may not necessarily result in an Invitation to Bid or a Request for Proposal.

The Responses shall be submitted through electronic mail at email address: **iomnborfq@iom.int** with the subject line **KCO2023-003 FEBRUARY 2023** not later than 6th March 2023, 17:00hrs Nairobi time. Receipt confirmations, status updates or clarifications in response to this RFI or planned solicitation, will not be provided.

IOM also reserves the right to require compliance with additional conditions as and when issuing the solicitation documents. Submitting a reply to a call for RFI does not automatically guarantee that a supplier will be invited to tender. All information which comes into IOM's possession or knowledge in connection with the RFI is to be treated as strictly confidential and will not be communicated to any third party. Nothing in this RFI affects the privileges and immunities enjoyed by IOM as an intergovernmental organization

Very truly yours,

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KCO, Nairobi, Procurement