

Action Africa Help International
Head Office: P.O. Box 76598, 00508
NACHU Plaza, 7th Floor, Kiambere Road
Nairobi, KENYA

South Sudan, Sudan, Uganda, Zambia, Kenya, Ethiopia

INVITATION TO TENDER

Action Africa Help International (AAH-I) is a regional African-led non-governmental organization that supports livelihood-challenged communities in East and Southern Africa to sustainably improve their well-being and standard of living.

The organization is inviting bids from reputable companies for provision of Interior design services and implementation to partition and renovate an existing 500 sq feet office space for Action Africa Help International

No	Description
1	Provision of Interior design services and implementation to partition and renovate an existing 500sq feet office space for Action Africa Help International, 7 th Floor, Nachu Plaza Upper Hill.

1. Requirements

Administrative Requirements

- a) Valid Registration Certificate
- b) Valid Tax Compliance Certificate
- c) Operation License
- d) Company's Signed code of conduct

Only registered company will be evaluated

Technical Requirements

- a) Company Profile
- b) Proven experience in similar office fit-out projects (especially for NGOs/INGOs).
- c) List of Key Personnel (Project Manager, Designer, Site Supervisor) and their CVs.
- d) Proposed Design Concept (as detailed in Section 4 of the Terms of Reference)}
- e) Detailed Work Plan and Timeline.
- f) Materials Specifications (proposed partitions, flooring, AC units, etc.).
- g) Costed BOQ title with company letter head, **(Bidders are invited to visit the office space to access the office space area between 9:30 am to 4pm Thursday and Friday only)**

2. **Price and Currency;** All total prices must include VAT, the currency to be used is Kenya Shillings
3. Quotation should be on Company's Letter head
4. Submission of Quotes; The quotes shall be submitted in two separate envelopes (technical proposal and financial proposal) and in Hard copies in sealed envelopes on the address indicated below

All bids should be physically submitted at our offices, 7th Floor, Nachu plaza, Kiambere Rd, Upperhill before 9th February 2026 at noon. For any clarifications please reach out to us on 0722207726 or email us on procurement@actionafricahelp.org before 2nd January 2026.

Submission Address:

**Regional Director, AAH-I
7th Floor, Nachu Plaza
Upper Hill, Nairobi**

5. Registration for submission
Please ensure that you register your hand delivered quotation/bid at the office. Each hand delivered quotation/bid must be registered individually on the registration submission forms which will be available at the office.
6. Evaluation Criteria
Evaluation will be based on administrative, technical and financial requirements. Bidders who will fail to submit any of the documents requested at administrative level will be disqualified from technical and financial evaluation
7. Notification of the results.
Only successful and competitive bidder will be notified, and if you do not receive email communication within two weeks after expiry of the deadline, consider your bid not unsuccessful.
8. Language for the Bids
The language for the Bids is **English** only.
This is only a call for quotations and AAH-I Kenya reserves the right to either amend or cancel it at any time with or without notice. In such cases AAH-I Kenya shall accept no liability whatsoever. The prospective bidder is wholly responsible for any and all costs related to the preparation and submission of their quotations.

The decision of the AAH-I Kenya Procurement Review Committee shall be final.

Terms of Reference (TOR) for Interior Design and Office Fit-Out

Project Title: Office Partitioning and Renovation for Action Africa Help International (AAH-I)

Location: 7th Floor, Nachu Plaza, Kiambere Road Upper Hill Nairobi

Area: Approximately 500 square feet (sq ft)

1. Introduction and Background

Action Africa Help International (AAH-I) is seeking proposals from qualified Interior Designers or Fit-out Contractors to provide comprehensive design, partitioning, and renovation services for its new/existing office space. The goal is to transform the space into a modern, functional, and efficient working environment that supports AAH-I's organizational structure and operational needs, maximizing the utility of the available 500 sq ft.

2. Project Objectives

The primary objectives of this project are to:

1. **Optimize Space Utilization:** Design an effective layout to accommodate all required functions (offices, meeting, common areas) within the 500 sq ft footprint.
 2. **Improve Functionality:** Ensure segregated and secure spaces for sensitive operations (e.g., Server Room, Executive Offices).
 3. **Enhance Comfort and Efficiency:** Incorporate appropriate lighting, HVAC (AC), and ergonomic working areas for staff.
 4. **Ensure Compliance:** Execute all works in compliance with local building codes, safety regulations, and building management guidelines.
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3. Detailed Scope of Work

The successful firm shall be responsible for the design, supply, installation, and commissioning of the following elements:

A. Space Planning and Partitioning

- Develop a detailed layout plan, including 2D floor plans and 3D renderings, for optimal circulation and space allocation.
- Supply and install **new partitions** (e.g., gypsum, glass, or modular systems) to create the following defined areas:

Area	Approx. Quantity/Size	Key Requirements
Staff Open Working Area	Maximize space	Accommodate 6 workstations; ergonomic layout.
Private Executive Offices	2 Rooms (Flexible)	Noise isolation; secure lockable doors; possible use of glass partitions for natural light.
Server Room	1 Dedicated Room	Strict temperature control; secure access door; proper cable management access.
Semi-Kitchenette	1 Small Area	Basic fittings (sink, countertop, storage cabinets, space for fridge/microwave/cooking gas).
Washrooms	2 Dedicated rooms (gent/ladies)	If existing: minor refurbishment. If new: complete plumbing and fitting installation.
Reception Area	1 Small Area	Professional, branded look with space for a desk and limited seating.
Meeting Room/Boardroom	1 Room	Space for holding meetings/tv fitting

B. Mechanical, Electrical, and Plumbing (MEP)

- **Electrical Rewiring:** Complete installation of new electrical circuits, including power points (sockets) for workstations, offices, and appliances (kitchenette, AC units).
- **Air Conditioning (AC):** Supply and install appropriately sized split-unit or cassette AC systems to ensure adequate cooling and ventilation for the entire space, with priority on the Server Room.
- **Lighting:** Installation of energy-efficient LED lighting fixtures throughout the office space, ensuring proper lumen levels for different working areas.
- **Plumbing:** Installation or refurbishment of plumbing in the Washroom and Semi-Kitchenette.

C. Finishes and Furnishings

- **Painting:** Painting of all newly installed partitions and existing walls to a professional finish (colors to be approved by AAH-I).
- **Doors & Ironmongery:** Supply and installation of new lockable slide doors for all private offices, the Server Room, and washrooms. (subject to recommendation from contractor or designer for space maximisation)

D. General Recommendations

- Propose any other recommendation that would enhance the functionality, aesthetic appeal, security, or space efficiency of the 500 sq ft space.
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4. Deliverables

The selected firm is expected to deliver the following:

1. **Initial Design Proposal:** Detailed 2D floor plan, 3D renderings, and a preliminary materials schedule.
2. **Final Technical Drawings:** Comprehensive drawings for all partitioning, electrical, data, and plumbing works.
3. **Project Timeline:** Detailed work breakdown structure (WBS) with a firm implementation schedule.
4. **Completed Office Fit-Out:** Full execution of the scope of work, ready for occupation, followed by a defects liability period (to be specified, e.g., 6 months).