



KUSCCO LTD.

Kenya Union of Savings & Credit Co-operatives Ltd.

-The SACCO Family Union-

(ADVERTISEMENT)

Expression of interest for Property Agency Service

Date	19th December, 2025
Submission Deadline	23rd January 2026 at 5:00pm
Document Addressed To	<p>The Group Managing Director, Kenya Union of Savings and Credit Cooperatives (KUSCCO) Ltd, KUSCCO Centre, Kilimanjaro Avenue, Upper Hill, P.O. Box 28403-00200, Nairobi.</p> <p><i>Ensure all submissions are in hardcopy and submitted to the Procurement Department, KUSCCO Ltd.</i></p>



Terms of Reference (TOR)

1. Background

KUSCCO Ltd. invites Expressions of Interest (EOIs) from experienced, and licensed Property Agency firms to provide professional property agency services. The Union owns and manages a portfolio of commercial and residential properties and seeks to engage a competent agency to support leasing, marketing, tenant management, and general property agency functions in line with industry's best practices.

2. Objectives

The purpose of this EOI is to:

- i. Identify reputable and capable Property Agency firms with proven experience.
- ii. Establish a shortlist of firms eligible for further engagement and/or Request for Proposal (RFP).
- iii. Assess firms' technical capacity, market knowledge, and compliance with statutory and professional requirements.

3. Scope of Services

The selected Property Agency firm(s) will be expected to provide, but not be limited to, the following services:

- i. Marketing and letting of vacant properties, including advertising, site visits, and tenant vetting.
- ii. Negotiation and execution of lease agreements in consultation with the Organization.
- iii. Rent collection support and follow-up on arrears in line with agreed procedures.
- iv. Tenant liaison and management of tenancy-related issues.
- v. Market intelligence and advisory on rental rates, occupancy optimization, and property positioning.
- vi. Periodic reporting on occupancy levels, leasing activities, and market trends.
- vii. Compliance with all applicable property, tenancy, and regulatory requirements.



4. Eligibility

Interested firms must meet the following minimum criteria:

- i. Be duly registered and licensed to operate as a Property Agency in Kenya.
- ii. Possess valid registration with relevant professional bodies where applicable.
- iii. Demonstrate a minimum of five (5) years' experience in providing property agency services for comparable property portfolios.
- iv. Have a dedicated team with relevant qualifications and experience.
- v. Provide evidence of compliance with statutory obligations, including tax compliance.
- vi. Provide references from different clients
- vii. All costs to be quoted in Kenya Shillings and Tax inclusive.

5. Evaluation Criteria

EOIs will be evaluated based on, but not limited to:

- i. Relevant experience and track record.
- ii. Technical capacity and qualifications of the proposed team.
- iii. Understanding of the scope and market environment.
- iv. Compliance with statutory and professional requirements.

Only shortlisted firms will be invited to participate in the next stage of the procurement process.

6. Proposal Submission Form Template: To be filled out by the Applicant / Vendor

This form must be completed in its entirety and submitted alongside the detailed technical and financial proposals. Please ensure all mandatory compliance items are addressed and supporting document references are provided.

A. Vendor Identification and Eligibility Confirmation

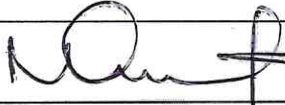


Information Required	Applicant Response
Legal Name of Company	
Physical Address in Kenya	
Year of Company Incorporation	
Years of Operation in the Industry (Must be more than 5 years)	
Authorized Contact Person for this Proposal	



7. Internal Authorization and Approval to Procure

This document serves as the formal internal authorization for the release of the Terms of Reference (TOR).

Executive and Departmental Sign-Offs

Role	Name	Signature	Date
Group Managing Director	Arnold Munene		19/12/2025
Head of Finance	Daniel Mwangi		19/12/25
Lead Procurement Officer	Davis Ngechu		19/12/2025

Company Seal / Stamp

