	NATIONAL OIL CORPORATION OF KENYA PARTNERSHIP FOR RETAIL STATION DEVELOPEMENT BIDDERS REQUIREMENTS	REF: NOCK/MKT/04 (2013)
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Thank you for your interest in partnering with National Oil Corporation. All offers are to be submitted to National Oil Office as follows.

OFFICE LOCATION	CONTACT PERSON
<u>Head Office</u> AON Minet Hse, Mamlaka Road, 7 th Flr. Off Nyerere Road. P.O. BOX 58567 – 00200 NAIROBI	Jane Thuo Network Development Office Tel : 020 - 6952238 Cell Phone : 0738 314 349 Email: jthuo@nockkenya.co.ke

Your offer should include the following information:-


Section -A- Personal Details:

- 1) Full details of the bidding party (parties) which should include as a minimum full names, postal address and code, email address, telephone and physical address.
If agents are involved, the same details of the selling agent(s) or owner's legal representative(s) shall be submitted including the Power of Attorney to act as such agent(s).
- 2) Identification Card or Passport or Certificate of Incorporation.
- 3) PIN Certificate
- 4) VAT Certificate (where applicable)
- 5) Memorandum of Understanding and Articles of Association (for companies)
- 6) Annual returns (for Companies)

Section -B- Details of Partnership / Land or Station

Your offer should include the following:-

- 1) Indicate clearly the nature of partnership of interest-
 - a. Model-1 Outright sale of land to National Oil
 - b. Model-2 Lease of Land to National Oil for construction of service station
 - c. Model-3 Land owner cost shares with National Oil to either build the service station or install a Mobile service station
 - d. Model-4 Full investment by land owner assisted by National Oil to acquire funding for construction of the service station or purchase of the Mobile service station
 - e. Model-5 Outright purchase of the Mobile service station
- 2) Details of the land and developments thereon.
 - a. General condition (topography description)
 - b. Description of neighborhood.
 - c. Photographs of the plot
- 3) Scaled drawing showing the accessibility and distance from the nearest trunk or access roads which should be clearly labeled with names and lengths.
- 4) Provide a copy of a Title Deed or Certificate of Title or Certificate of Lease and or any other title documentation.

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- 5) If leasehold, the lease must have a minimum residual term of at least 50 years on the title.
- 6) Current Rates Clearance Certificate (where applicable)
- 7) Current Land Rent Clearance Certificate (where applicable)
- 8) Land Control Board authorization for sub-divisions or change of use (where applicable).
- 9) Survey plan or Registry Index Map (where applicable)
- 10) Deed Plan (where applicable)

Your offer shall then be evaluated for viability and a representative from National Oil will contact you to visit the site. Upon successful site appraisal, you shall be required to get due diligence clearance from a panel of surveyors authorized by National Oil. All due diligence, legal and other related costs shall be borne by the interested party.

Section -C- Due Diligence of Land / Station

A. Land

- 1) Letters from our lawyers confirming clearance from the following bodies that they have no proprietary interest or way leave interest on the property;
 - a. Kenya National Highway Authority (KENHA)
 - b. Kenya Rural Roads Authority (KeRRA)
 - c. Kenya Urban Roads Authority (KURA)
 - d. Kenya Power (KP)
 - e. Kenya Railways (KR)
- 2) Change of user to Petrol Station (if available)
- 3) NEMA Audit Report/Certification (where applicable)
- 4) Title encumbrances' if any
- 5) Services provided e.g. Water / Electricity
- 6) Certified bank statement for the last six (6) months
- 7) Certificate of official search by our lawyers

B. Existing Service Station

- 1) Letters from our lawyers confirming from the following bodies that they have no proprietary interest or way leave interest on the property.
 - a. Kenya National Highway Authority (KENHA);
 - b. Kenya Rural Roads Authority (KeRRA);
 - c. Kenya Urban Roads Authority (KURA);
 - d. Kenya Power and Lighting Company (KPLC)
 - e. Kenya Railways (KR).
- 2) NEMA Audit Report/Certification
- 3) Compliance Certificates from:- ERC, Underground tank, Public health (where applicable)
- 4) Services provided e.g. Water / Electricity
- 5) Approved as-built drawings
- 6) Current Land Rent Clearance Certificate
- 7) Change of user to Petrol Station
- 8) Certified bank statement for the last six (6) months

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9) Certificate of official search forwarded by our lawyers

Please note that vendors shall not proceed to provide the details provided in this section at the initial stage but only after processing of documents received under **section A & B** and a letter of expression of interest received from National Oil.

Your offer and all accompanying documents should be submitted in a sealed envelope to your region's legal firm, **clearly marked with your County** and addressed to:-

Chief Executive Officer
National Oil Corporation of Kenya
AON Minet House, 7th Floor
P.O. Box 58567-00200
NAIROBI