



# FARIJI DT SACCO SOCIETY LTD.

Head Office: Diplomat House P.O. Box 589-00216, Githunguri  
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## REQUEST FOR PROPOSAL (RFP): SACCO BRANCH ARCHITECTURAL DRAWINGS

Ref No: FSSL/RFP/BR/2026/001 Issue Date: June 27, 2026 | Submission Deadline: July 9, 2026  
Client: FARIJI SACCO SOCIETY LTD, P.O. Box 589-00216, Githunguri, Kenya.

### 1. Objective & Scope of Work

Fariji Sacco invites sealed proposals from registered architectural firms to design a modern, secure SACCO branch at **Sunton/Mwiki** area, redesign our **existing Kirigiti Office in Kiambu** town and secure all necessary regulatory approvals.

The selected consultant will deliver complete multi-disciplinary services across three strict phases:

- **Phase 1: Concept & Security Design:** Spatial zoning, 3D renderings, and secure banking layouts (including strongroom/vault, cash-handling counters, and bulletproof teller screens).
- **Phase 2: Technical Blueprints:** Production of detailed Architectural (BORAQS certified), Structural (EBK stamped), and Mechanical, Electrical & Plumbing (MEP) drawings incorporating HVAC, fire suppression, and strong rooms.
- **Phase 3: Statutory Permitting:** Complete tracking and processing of the building application through the respective **County e-Development Portal** to secure the stamped **PPA2 Approval Form** and County Building Permit, alongside coordination for NEMA/EIA clearance.

### 2. Mandatory Eligibility Requirements

Bidders must include the following documents in their technical submission. Failure to provide any will lead to automatic disqualification:

- Valid Certificate of Incorporation / Business Registration.
- Valid KRA Tax Compliance Certificate.
- Current **BORAQS practicing license (2026)** for the Lead Architect.
- Current **EBK practicing license** for the Lead Structural/Civil Engineer.
- Proof of experience: Completion certificates or reference letters for at least two SACCO branch design projects completed within the last five (5) years.

### 4. Submission Instructions

- **Two-Envelope System:** Bidders must submit one sealed envelope marked "**Technical Proposal**" and a separate sealed envelope marked "**Financial Proposal**". Both must be enclosed in one single outer envelope.
- **Outer Envelope Label:** "RFP FOR SACCO BRANCH ARCHITECTURAL DRAWINGS – DO NOT OPEN BEFORE July 9, 2026 at 4.00pm".
- **Delivery Address:** Hand-delivered or couriered to the Fariji SACCO Head Office Diplomat House, 1<sup>st</sup> Floor.
- **Financial Format:** Financial bids must break down costs by phase (Concept, Technical Drawings, and Approval Support) and be **inclusive of 16% VAT** and all county administrative processing fees.



#### HEAD OFFICE

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GITHUNGURI  
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#### OUR BRANCHES AND OFFICES

• **Kagwe**  
Cell: 0700 252 394

• **Kirigiti**  
Cell: 0713 213 688

• **Kigumo**  
Cell: 0719 872 314

• **Karangatha**  
Cell: 0713 246 673

• **Kimende**  
Cell: 0727 935 722

• **Kiganjo**  
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• **Kirasha**  
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