

**SIMBA VILLAS LTD
PO BOX 27820-00100-GPO
NAIROBI.**

TENDER NOTICE

Pre-qualification of Suppliers

Simba Villas Ltd would like to invite interested Audit and secretarial firms to tender for the provision of audit and secretarial services for the year 2017.

Simba Villas Ltd is a limited company incorporated for the purpose of managing Simba Villas Estate – Embakasi which has 270 units, with each unit holder being a shareholder. The company operates a service charge account that receives monthly services charge receipts from the 270 units which it uses to provide the following services to its members.

1. Estate Management services
2. Estate Security Service
3. Estate cleaning, gardening, garbage collection & pest control services
4. Office Running costs
5. General Repairs and maintenance

The quotation should include the following:-

1. TECHNICAL CAPACITY.

1.1 Company Structure

The company structure, including staffing numbers, positions, functions and responsibilities.

1.2 Personnel

The experience and expertise of key staff (including managers, supervisors & employees) where applicable.

2. WORK HISTORY AND PERFORMANCE.

2.1 Provide a list of at least three past & current clients

2.2 Provide appropriate referees/references familiar with your work (at least three)

3. STATUTORY COMPLIANCE.

All applicants must show compliance with all the applicable statutory regulations as detailed in the application form.

4. FEES

Indicative audit fees on the basis of our operations as reflected above. In case of any additional information or clarifications please do not hesitate to contact the undersigned. Completed tender documents must be submitted in plain sealed envelopes to:

**The Chairman
Simba Villas Ltd
Simba Villas Estate – Management Office
P.O Box 27820-00100-GPO
NAIROBI.
Mobile: 0719839470
admin@simbavillas.co.ke
On or before 16th October 2017**