

**THE REPUBLIC OF KENYA**



**COUNTY ASSEMBLY OF KILIFI**

**Tel: 0202171220**

P.O. Box 332 – 80200  
MALINDI

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**EXPRESSION OF INTEREST (EOI) FOR THE MANAGEMENT OF THE  
COUNTY ASSEMBLY OF KILIFI MORTGAGE AND CAR LOAN SCHEME  
FOR THE MCAs.**

**REF: CAK/EOI/002/2017-18**

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**Introduction**

The Salaries and Remuneration Commission (**SRC**) in fulfillment of its mandate and in exercise of the powers conferred to it under article 230 of the Constitution of Kenya 2010 and section 13 of the SRC Act, 2011 has set and advised on the Car Loan & Mortgage benefits for all state officers and other public officers in Kenya. The County Assembly of Kilifi therefore wishes to engage the services of a reputable financial institution which will be tasked to manage the schemes on its behalf.

The institution shall principally be involved in disbursing car loan and mortgage facilities to interested members of the county assembly from a fund created for such purpose.

**Request for Expression of Interest**

The County Assembly of Kilifi now invites financial institutions for an Expression of Interest in the management of the schemes described above. Interested Financial institutions must provide the following information indicating they are qualified to manage the schemes on its behalf:

1. Certified copy of certificate of registration/incorporation;
2. Certified copy of PIN certificate;
3. Valid tax compliance certificate from KRA;
4. Audited accounts for the last three years

5. Evidence in the provision of related assignments undertaken in the past 5 years including lists and contacts
6. Proposal on how the institution intends to manage the scheme

This information can also be accessed from the official website [www.kilifiassembly.go.ke](http://www.kilifiassembly.go.ke) and interested institutions to register with the Procurement Office through [procurement@kilifiassembly.go.ke](mailto:procurement@kilifiassembly.go.ke)

Completed EOI documents in plain sealed envelopes bearing no identification of the name of the individual or firm bidding with the tender number and name clearly marked on top should be deposited in the tender box located at the reception of the County Assembly Building, or if by post to be addressed to:

**The Clerk  
County Assembly of Kilifi  
P.O BOX 332-80200  
MALINDI**

So as to reach not later than **02<sup>nd</sup> August, 2017 10.00 am** at which time the EOI documents will be publicly opened in the presence of bidders representatives who choose to attend at the Conference Hall.

**Mkare A. Jefwa**  
**Clerk to the Assembly**