

EXPRESSION OF INTEREST

# MECHANICAL SERVICES INSTALLATIONS

 Proposed New Club House · Sigona Golf Club,  
 Kikuyu, Kiambu County, Kenya

Ref: SGC / EOI / MECH / 2026 / 001

Date of Issue: May 18, 2026

## 1. Invitation

Sigona Golf Club, invites suitably qualified and experienced mechanical contractors to submit an Expression of Interest (EOI) for the **Mechanical Services Installations** package in connection with the construction of the proposed new clubhouse at Sigona Golf Club, Kikuyu, Kiambu County, Kenya.

Contract	Description
<b>PKG 03</b>	Mechanical Services Installations — plumbing, drainage, mechanical ventilation, heat pump / hot water system and sanitary ware installations

### Employer-furnished materials — important notice to all respondents

Sigona Golf Club intends to supply certain materials and equipment on a free-issue basis for this contract. A Schedule of Employer-Furnished Materials will be issued with the formal tender documents. Where items are identified as employer-furnished, contractors must price for receiving, offloading, checking, storing, protecting, handling and installing those materials only — no supply rates should be included for free-issue items. Contractors remain responsible for materials from the point of receipt on site. Programme risks arising from late delivery of employer-furnished materials will be managed through the contract conditions and will not be at the contractor's risk.

## 2. Project Overview

Sigona Golf Club intends to demolish the existing clubhouse and construct a new, modern facility on the same site. The new development has a gross built-up area of approximately **3,150 m<sup>2</sup>** and will accommodate dining areas, bar, locker rooms, pro shop, administration offices, event and function spaces, commercial kitchen, and associated back-of-house facilities. Note: steam room, sauna and ice bath installations will be procured as a separate specialist package.

<b>Client</b>	Sigona Golf Club, Kikuyu, Kiambu County
<b>Site location</b>	Sigona Golf Club, off Waiyaki Way, Kikuyu, Kiambu County, Kenya
<b>Lead Consultant / Architect</b>	Design ARTitude
<b>Structural Engineer</b>	Masfy Consultants
<b>MEP Consultant (Infraplus)</b>	Infraplus — MEP Consultant
<b>Quantity Surveyor</b>	BECS
<b>Interior Design</b>	Concept Usoni
<b>Anticipated groundbreaking</b>	August 2026 (subject to statutory approvals)
<b>Construction period</b>	To be confirmed at tender stage

### 3. Scope of Works — PKG 03 Mechanical Services

The scope of PKG 03 covers the full mechanical services installation for the new clubhouse and back-of-house facilities. The following systems are included. Full design drawings and specifications will be issued to shortlisted contractors at formal tender stage.

#### 3.1 Plumbing & drainage

1	Cold water services — incoming supply, storage, distribution pipework, water meter, cold water booster pump set (duty-standby, duty-standby configuration), all outlets, isolating valves and associated accessories
2	Hot water services — air source heat pump system, hot water storage calorifiers, recirculation pump sets (duty-standby), hot water return pumps, controls, pressure gauges, T&P relief valves, balancing valves, and insulated hot water distribution pipework
3	Sanitary ware — supply and installation of all WCs (wall-hung and close-coupled), concealed cisterns, wash hand basins (undercounter oval, rectangular, circular), vanity mirrors, shower valves and enclosures, urinals, kitchen sinks, cleaner's sinks, clinic sink, special needs (ADA-compliant) WC suite, and all associated tapware, wastes, traps, accessories, soap dispensers, paper towel dispensers, hand dryers, towel rails, toilet roll holders and coat hooks
4	Above-ground foul drainage — uPVC soil and waste pipework, bends, tees, reducers, access plugs, inspection plugs, vent cowls, gully traps, ACO box channels and all associated fittings
5	Rainwater drainage — mUPVC downpipes and underground drainage, terrace point drains, gutters, sump pump and connection to storm water drains
6	Grease traps — construction of underground RC grease traps with air-tight covers, baffle walls and all connections
7	Floor drains — trapped floor gullies throughout with stainless steel covers

#### 3.2 Mechanical ventilation

1	Toilet extract system — acoustic insulated extract fans, galvanised sheet metal ductwork, flexible ductwork, extract disc valves, extract air grilles, balancing dampers, external weather louvres, air transfer door grilles, PIR sensors, run-on timers and all associated controls and electrical wiring
2	Kitchen mechanical ventilation — Kitchen exhaust fans (mixed-flow type), fan control panels, galvanised ductwork, external discharge louvres, and all associated controls and electrical wiring
3	Server room air conditioning — DX inverter split units, outdoor condensing units, refrigerant pipework with armaflex insulation, condensate drainage, control cabling and electrical connections

#### 3.3 General obligations

1	Obtaining all necessary licences, permissions and certificates from local authorities for the mechanical works
2	Preparation and submission of working drawings (Revit / AutoCAD 2000 or later) — general arrangement, schematic, routing, wiring and piping diagrams, plant drawings — in hard and soft copy
3	As-installed (record) drawings on project completion
4	Testing and commissioning of all plumbing, drainage, fire protection, ventilation, heat pump and air conditioning systems to CIBSE Commissioning Codes and manufacturer's requirements
5	Preparation and submission of three final copies of Operations & Maintenance manuals, test certificates and warranty certificates
6	User training and demonstration for all installed systems
7	Insurance for all workers in accordance with the conditions of contract

### 3.4 Exclusions

The following are expressly excluded from PKG 03 and will be procured separately:

- All builders work in connection with mechanical services — forming holes, chases, plinths, ducts and making good (main contractor's scope)
- All electrical installations — final circuit wiring to mechanical plant and equipment is included in PKG 03 only where explicitly described in the scope; all other electrical works are PKG 02 scope
- External surface stormwater drainage — covered under main works
- Underground water tanks — covered under main works
- External foul drainage manholes and infrastructure — covered under main works
- Lift and escalator installations — separate specialist contract
- Active Building Management System (BMS) — separate specialist contract; mechanical contractor to provide mechanical integration interfaces only where specified
- Furniture, Fittings & Equipment (FF&E) — client-procured
- Kitchen equipment supply — client-procured; mechanical contractor to price mechanical connections only
- Gas installation — not included in this package; confirm with MEP Consultant if required

## 4. Qualification Requirements

Firms responding to this EOI must satisfy the following minimum requirements. Documentary evidence will be required at formal tender / prequalification stage.

### 4.1 Mandatory — all firms

Requirement	Detail
<b>NCA registration</b>	Valid National Construction Authority (NCA) registration — minimum Category NCA 3 or above. Certified copy to be provided.
<b>Engineers Board of Kenya</b>	EBK registration for the proposed Mechanical Project Manager and Site Engineer. Current practising certificates to be provided.
<b>Company registration</b>	Certificate of Incorporation / Business Registration. Firms must be legally registered in Kenya.
<b>KRA Tax Compliance</b>	Valid Tax Compliance Certificate from the Kenya Revenue Authority, current at date of submission.
<b>Financial standing</b>	Audited financial statements for the last three (3) years demonstrating financial capacity to execute the works. Minimum average annual mechanical works turnover of KES 80,000,000 over the last three years.
<b>Insurance</b>	Evidence of current Public Liability, Employer's Liability and Workmen's Compensation insurance. Contractor's All Risk (CAR) insurance will be required at contract stage.

### 4.2 Technical experience

Requirement	Detail
<b>General experience</b>	Minimum ten (10) years of continuous activity in commercial or industrial mechanical, plumbing and HVAC installation works.
<b>Comparable projects</b>	Minimum three (3) contracts successfully completed within the last ten (10) years, each valued at KES 40,000,000 or above, that are similar in nature and complexity to the proposed works. At least one (1) project must be a hospitality, leisure or club facility.
<b>Specialist wet rooms</b>	Demonstrated experience in commercial kitchen drainage, grease trap installation, and back-of-house plumbing is advantageous.

<b>Kitchen &amp; BOH Plumbing</b>	Experience in commercial kitchen plumbing, including grease traps, kitchen drainage, sink installations and connections to BOH equipment. Hospitality or leisure sector experience is advantageous.
<b>HVAC</b>	Experience in mechanical ventilation (toilet extract and kitchen extract) and commercial kitchen exhaust systems. Building comfort cooling or split AC experience is advantageous.

### 4.3 Key personnel — minimum standards

Position	Total yrs	Similar works	As lead	Qualification
<b>Mechanical Project Director</b>	15	10	8	<i>Degree — Mechanical Eng. EBK registration required.</i>
<b>Mechanical Project Manager</b>	10	8	5	<i>Degree — Mechanical Eng. EBK registration.</i>
<b>Site Mechanical Supervisor</b>	10	7	5	<i>Diploma — Mechanical Eng. or Plumbing. Relevant trade certification.</i>
<b>Mechanical Site Engineer</b>	8	5	3	<i>Degree — Mechanical Eng. EBK registration.</i>
<b>HVAC / Commissioning Eng.</b>	7	4	—	<i>Degree — Mechanical Eng. Demonstrated HVAC and commissioning experience on comparable projects.</i>
<b>HSE Officer</b>	7	4	—	<i>Relevant qualification. OSHA certification preferred. Full-time on site.</i>
<b>QS (Mechanical)</b>	7	4	—	<i>Degree — QS or equivalent with mechanical works measurement experience.</i>

## 5. EOI Submission Requirements

Firms are invited to submit the following as part of their Expression of Interest:

1. Company profile — overview of firm, key personnel and organizational structure.
2. NCA registration certificate — current and valid (minimum NCA 3).
3. EBK practicing certificates for proposed Mechanical Project Manager and Site Engineer.
4. KRA Tax Compliance Certificate — current at date of submission.
5. Audited financial statements — last three (3) financial years.
6. Project experience schedule — minimum three (3) comparable completed projects, each including: project name and location; client name and reference contact; contract value; your firm's specific scope; and completion date. Client reference letters and/or completion certificates to be attached.
7. Key personnel CVs — signed and certified CVs for proposed Project Director, Project Manager, Site Supervisor and Commissioning Engineer.
8. Statement of current workload and capacity to commit to this project from mobilisation.
9. HSE record — LTIFR data for the last three (3) years and brief description of your HSE management system.
10. Brief expression of interest — no more than two (2) pages stating why your firm is suited to this project, with specific reference to experience with heat pump / ASHP hot water systems, mechanical ventilation, commercial kitchen drainage and comparable hospitality projects.

## 6. Submission Details

<b>Submission deadline</b>	2 <sup>nd</sup> June 2026 — 14:00 EAT. Late submissions will not be considered.
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<b>Submission format</b>	In sealed envelopes, one (1) original copy and one (1) hard copy delivered to the address below;
<b>Delivery address</b>	The General Manager, Sigona Golf Club, P.O. Box 10-00902, Kikuyu, Kiambu County, Kenya
<b>Reference on envelope</b>	SGC / EOI / MECH / 2026 / 001
<b>Enquiries</b>	Written queries to <a href="mailto:projects@sigonagolfclub.com">projects@sigonagolfclub.com</a> only

### Register your interest

Firms are strongly encouraged to register their intent to submit by emailing [projects@sigonagolfclub.com](mailto:projects@sigonagolfclub.com) with the subject line: "REGISTRATION OF INTEREST — SGC CLUBHOUSE MECHANICAL — [COMPANY NAME]". Registration ensures receipt of any addenda or clarification responses issued prior to the submission deadline.

## 7. Evaluation & Shortlisting

EOI responses will be evaluated against the scoring matrix below. The maximum score is 100 points; a minimum score of 70 is required for shortlisting. Shortlisted firms will be invited to submit a full priced tender at formal tender stage. **NOTE ON PACKAGE STRUCTURE:** Fire protection works and specialist wellness installations (steam room, sauna and ice bath) are excluded from this package and will be procured as separate specialist contracts. This package covers plumbing, drainage, hot water, mechanical ventilation and server room cooling only.

Criterion	Scoring Guidance	Max Pts
<b>A. FINANCIAL CAPACITY</b>		
<b>A1 Annual Turnover</b>	Average annual mechanical works turnover (3 years): KES 80–100M = 8 pts; KES 100–150M = 12 pts; above KES 150M = 15 pts.	<b>15</b>
<b>A2 Financial Resources</b>	Confirmed line of credit or liquid assets (net of commitments): KES 5–10M = 3 pts; KES 10–20M = 4 pts; above KES 20M = 5 pts.	<b>5</b>
<b>B. PLUMBING &amp; DRAINAGE EXPERIENCE</b>		
<b>B1 Years in Practice</b>	Continuous activity in commercial plumbing, drainage and hot water installation: 10–15 years = 5 pts; over 15 years = 8 pts.	<b>8</b>
<b>B2 Comparable Projects</b>	3 comparable P&D contracts at KES 40M+ = 15 pts (minimum threshold). Each additional comparable project above 3 = +2 pts (max 6 extra). At least one hospitality or leisure facility project = +4 pts. Commercial kitchen drainage and grease trap experience = +2 pts.	<b>17</b>
<b>B3 Heat Pump / Hot Water Systems</b>	Demonstrated ASHP or heat pump hot water system installation: one project = 5 pts; two or more projects with similar scale = 8 pts; design-and-build capability = +2 pts.	<b>10</b>
<b>C. MECHANICAL VENTILATION</b>		
<b>C1 Commercial Ventilation</b>	Demonstrated toilet extract and mechanical ventilation installation in commercial buildings: basic experience = 5 pts; hospitality or high-occupancy buildings = 8 pts; kitchen extract (commercial) = +5 pts.	<b>15</b>
<b>C2 HVAC &amp; Cooling</b>	DX split system or comfort cooling installation experience: referenced projects = 5 pts; server room or precision cooling = +5 pts.	<b>10</b>
<b>D. KEY PERSONNEL &amp; PROJECT ASSURANCE</b>		

<b>D1 Key Personnel Qualifications</b>	All key positions (Section 4.3) filled with prime candidates meeting minimum standards = 10 pts. Each prime candidate exceeding minimum experience by 5+ years = +1 pt per position (max 5 pts). Alternate candidates fully compliant = up to 5 pts.	<b>15</b>
<b>D2 HSE Record</b>	Documented HSE management system in place = 3 pts. LTIFR below 1.0 for all 3 years = +2 pts. Dedicated site HSE officer committed to project = +2 pts. ISO 45001 or OHSAS 18001 certification = +3 pts.	<b>5</b>
<b>TOTAL MAXIMUM SCORE</b>		<b>100</b>

## 8. General Conditions

- This EOI does not constitute an invitation to tender and does not commit Sigona Golf Club or Design ARTitude to any contract.
- Sigona Golf Club reserves the right to accept or reject any or all EOI submissions, or to cancel the process at any time, without assigning reasons or incurring any liability.
- The cost of preparing and submitting an EOI is borne entirely by the submitting firm. No claims for preparation costs will be entertained.
- All information submitted will be treated as confidential and used solely for the purposes of this EOI evaluation.
- Canvassing of Sigona Golf Club staff, members, or consultants will result in immediate and permanent disqualification.
- Firms must disclose any conflict of interest at the time of submission. Firms that participated in the preparation of mechanical design or specifications for this project are not eligible to submit.
- The project is subject to statutory approvals including Kiambu County building approval and NEMA/EIA clearance. The construction programme is subject to these approvals being obtained.
- Any dispute arising from this process shall be governed by the laws of the Republic of Kenya.

## FORM SGC/MECH-1 — APPLICANT INFORMATION

Complete all fields. For joint ventures, complete one form per partner.

<b>Company / trading name</b>	
<b>Registered company name</b>	<i>If different from trading name</i>
<b>Certificate of Incorporation No.</b>	
<b>Date of incorporation</b>	
<b>Registered address</b>	
<b>Physical / operational address</b>	<i>If different</i>
<b>Country of registration</b>	
<b>KRA PIN No.</b>	
<b>VAT Registration No.</b>	
<b>NCA Registration No.</b>	
<b>NCA Category</b>	<i>Minimum NCA 3 required</i>
<b>EBK Registration No.</b>	<i>Lead Mechanical Engineer</i>
<b>Primary contact name</b>	
<b>Designation</b>	
<b>Telephone</b>	
<b>Email address</b>	
<b>Website</b>	<i>Optional</i>
<b>Years in operation</b>	
<b>Total permanent staff</b>	
<b>Total technical / trade staff</b>	
<b>Submission prepared by</b>	<i>Name and designation</i>
<b>Date of submission</b>	

## FORM SGC/MECH-2 — ELIGIBILITY DECLARATION

*This declaration must be signed by an authorised director or company secretary.*

<b>I / We confirm no conflict of interest</b>	<i>Yes / No — if No, provide details below</i>
<b>Conflict of interest details</b>	<i>If applicable</i>
<b>I / We confirm no corrupt practice in last 5 years</b>	<i>Yes / No</i>
<b>I / We confirm not debarred from public contracts</b>	<i>Yes / No</i>
<b>I / We confirm tax compliance is current</b>	<i>Yes / No — attach TCC</i>
<b>I / We confirm insurance is current</b>	<i>Yes / No — attach evidence</i>
<b>Authorized signatory — full name</b>	
<b>Designation</b>	
<b>Signature</b>	
<b>Date</b>	
<b>Company stamp</b>	

## FORM SGC/MECH-3 — FINANCIAL CAPACITY SCHEDULE

### SGC/FIN-3.1 Annual Mechanical Works Turnover

State certified payments received for mechanical works contracts in progress or completed. Extract from audited accounts. Minimum average of KES 80,000,000 required.

Financial Year	Total Company Revenue (KES)	Mechanical Works Turnover (KES)	Audited Accounts Reference

Average annual mechanical works turnover	KES
Minimum required	KES 80,000,000
Meets minimum?	Yes / No

### SGC/FIN-3.2 Financial Resources — Line of Credit / Liquid Assets

Provide evidence of confirmed financial resources net of existing commitments. Attach bank support letter. Minimum KES 5,000,000 required.

Institution / Source	Type (Credit line / liquid assets)	Available Amount (KES)	Expiry / Validity

## FORM SGC/MECH-4 — COMPARABLE PROJECT EXPERIENCE

List a minimum of three (3) comparable completed projects, each valued at KES 40,000,000 or above. Attach completion certificates or employer reference letters for each project.

### Project 1

<b>Project name</b>	
<b>Project location</b>	
<b>Client / Employer name</b>	
<b>Client reference contact name</b>	
<b>Client reference telephone / email</b>	
<b>Your firm's specific scope</b>	<i>e.g. P&amp;D, HVAC, hot water — describe briefly</i>
<b>Contract value (KES)</b>	
<b>Your sub-contract value if applicable (KES)</b>	
<b>Project start date</b>	
<b>Completion date</b>	
<b>Building type</b>	<i>e.g. hotel, hospital, club, office</i>
<b>Heat pump / ASHP system installed?</b>	<i>Yes / No — describe briefly</i>
<b>Kitchen drainage / grease traps installed?</b>	<i>Yes / No</i>
<b>Commissioning completed by your firm?</b>	<i>Yes / No</i>

### Project 2

<b>Project name</b>	
<b>Project location</b>	
<b>Client / Employer name</b>	
<b>Client reference contact name</b>	
<b>Client reference telephone / email</b>	
<b>Your firm's specific scope</b>	
<b>Contract value (KES)</b>	
<b>Your sub-contract value if applicable (KES)</b>	
<b>Project start date</b>	
<b>Completion date</b>	
<b>Building type</b>	
<b>Heat pump / ASHP system installed?</b>	<i>Yes / No</i>
<b>Kitchen drainage / grease traps installed?</b>	<i>Yes / No</i>

<b>Commissioning completed by your firm?</b>	Yes / No
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### Project 3

<b>Project name</b>	
<b>Project location</b>	
<b>Client / Employer name</b>	
<b>Client reference contact name</b>	
<b>Client reference telephone / email</b>	
<b>Your firm's specific scope</b>	
<b>Contract value (KES)</b>	
<b>Your sub-contract value if applicable (KES)</b>	
<b>Project start date</b>	
<b>Completion date</b>	
<b>Building type</b>	
<b>Heat pump / ASHP system installed?</b>	Yes / No
<b>Kitchen drainage / grease traps installed?</b>	Yes / No
<b>Commissioning completed by your firm?</b>	Yes / No

Continue on a separate sheet for additional projects. Use the same format above.



## FORM SGC/MECH-6 — CURRENT WORKLOAD & CAPACITY

List all current contracts and confirmed future commitments. This helps the evaluation team assess your capacity to mobilise and deliver this project.

Project Name	Client	Contract Value (KES)	Your Scope	Start Date	Completion Date	% Complete	Key Staff Committed

<b>Earliest mobilisation date for SGC project</b>	
<b>Key personnel available from</b>	
<b>Any constraints on capacity or availability</b>	<i>Describe if applicable</i>

## FORM SGC/MECH-7 — PLANT, EQUIPMENT & TEST INSTRUMENTS

List owned plant, equipment and test instruments relevant to this project. Indicate hired items separately.

### SGC/EQP-7.1 Specialist Installation Tools & Plant

Item Description	Make / Model	Owned / Hired	Quantity	Condition

### SGC/EQP-7.2 Test & Commissioning Instruments

Instrument	Make / Model	Calibration Date	Owned / Hired	Quantity

## FORM SGC/MECH-8 — HEALTH, SAFETY & ENVIRONMENT RECORD

### SGC/HSE-8.1 Incident Statistics — Last Three Years

Year	Man-hours Worked	Fatalities	Lost-Time Injuries	LTIFR	Recordable Incidents	Environmental Incidents

### SGC/HSE-8.2 HSE Management System

<b>HSE management system in place?</b>	<i>Yes / No — describe briefly</i>
<b>ISO 45001 / OHSAS 18001 certified?</b>	<i>Yes / No — attach certificate</i>
<b>ISO 14001 environmental certified?</b>	<i>Yes / No — attach certificate</i>
<b>Dedicated HSE officer proposed for this project?</b>	<i>Yes / No — provide name</i>
<b>HSE Officer name and qualifications</b>	
<b>Summary of HSE management system</b>	<i>Describe key procedures, induction process, incident reporting</i>

Issued by

**Sigona Golf Club**

Kikuyu, Kiambu County, Kenya