

## **Terms of Reference (TOR) For Renting Office Space for Habitat for Humanity Uganda – National Office**

### **1. Background:**

Habitat for Humanity Uganda is a non-profit Christian organization dedicated to eliminating poverty housing and homelessness. As part of its mission to build strength, stability, and self-reliance through shelter, the organization seeks to rent suitable office space to support its national operations.

### **2. Purpose**

This TOR outlines the requirements and criteria for identifying and securing office space that meets the operational needs of Habitat for Humanity Uganda's National Office.

### **3. Preferred Locations**

The office space should be located in any of the following areas within Kampala:

- **Ntinda**
- **Bukoto**
- **Naguru**
- **Bugolobi**

These areas are preferred due to their accessibility, security, and proximity to key partners, amenities, and transport routes.

### **4. Scope of Requirements**

- **Size & Layout**
  - Partitioned rooms for private offices (Up to at least 5 private rooms), meeting rooms, and storage
  - Open workspace for staff that can accommodate up to 10 staff partitioned in small units to accommodate two staff at a time.
  - Reception area
- **Facilities & Amenities**
  - Reliable electricity and water supply
  - Internet connectivity infrastructure
  - Kitchenette and clean washrooms
  - Parking space for staff and visitors up to 25 vehicles.
  - Security features (e.g., gate, guards, CCTV)
- **Accessibility**
  - Easily accessible by public and private transport
  - Located on a paved road
  - Preferably near banks, restaurants, and other essential services
- **Lease Terms**
  - Minimum lease period: 12 months, renewable
  - Clear terms on rent, service charges, and maintenance responsibilities

- Availability for occupancy by tentatively from **1st December 2025**

## **5. Evaluation Criteria** Proposals will be evaluated based on:

- Location suitability
- Compliance with space and facility requirements
- Cost-effectiveness
- Safety and accessibility
- Lease flexibility and terms

## **6. Submission Guidelines**

Interested property owners or agents should submit proposals including:

- Property description and photos
- Floor plan and total square footage
- Monthly rent and other charges
- Lease terms and conditions
- Contact details
- **Proposals and site-visit will be conducted on rolling basis.**
- **Subject line: “HFHU OFFICE SPACE ”**

## **7. Deadline for Submission**

Firms , Landlords, Brokers, Real estate agents who meet or exceed the requirements should submit their technical and financial proposal to: : [procomm@hfhuganda.org](mailto:procomm@hfhuganda.org) /[noffice@hfhuganda.org](mailto:noffice@hfhuganda.org) addressed to not later than 17<sup>th</sup> October 2025 at 5pm EAT:

**The Procurement Committee**

**Habitat for Humanity Uganda National Office**

**Plot 1026, Lukadde Road, Kyaliwajjala, Kira Ward**

## **8. Contact for Clarifications**

For further information or to schedule a site visit, please contact:

[noffice@hfhuganda.org](mailto:noffice@hfhuganda.org) or call 0392 760 802

## **9. Disclaimer:**

- HFHU reserves the right to reject any or all bides, if such is in the best interest of the organization.
- HFHU does not charge any fee(s) at whichever stage of the prequalification exercise except the Bid Application fee payable once.

MANAGEMENT.