

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 /noffice@hfhuganda.org addressed to:

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 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.