



**NATIONAL CONSTRUCTION  
AUTHORITY**

**TENDER No. NCA/RFQ/251/2016-2017**

**QUOTATION NAME: PROVISION OF CONFERENCE FACILITIES FOR THE NCA  
CONTRACTORS CPD TRAININGS IN MACHAKOS AND KIAMBU COUNTY.**

**Introduction**

The National Construction Authority (NCA) is a state corporation established by an Act of Parliament; the National Construction Authority Act No. 41 of 2011.

The Authority invites eligible bidders (Hotels in Machakos County and Kiambu County) for provision of conference facilities for the Authority's Contractors' CPD trainings. Eligible service providers are requested to submit quotes to the undersigned contact address on or before **7<sup>th</sup> July, 2017 at 11:00am.**

REQUEST FOR QUOTATION							
REF: RFQ	NCA/RFQ/2016-17/251						
VENDOR NO:							
VENDER NAME							
P.O BOX							
QUOTATION DATE	04-Jul-17						
Dear Sir/Madam							
We invite you to quote for the following listed item(s)/services/Works. Your quote should be received on or before 7/7/2017 11:00:00 AM							

DESCRIPTION	Specifications	UNIT OF ISSUE	QTY.	UNIT COST	TOTAL COST	DELIVERY PERIOD	BRAND/SERVICE
Full Day conference package for <b>300 pax</b> in machakos county for 2 days 18 <sup>th</sup> -19 <sup>th</sup> July 2017	Writing Materials, P.A system, Projector, 2 Teas and Lunch	LOT	1				
Full Day conference package for <b>200 pax</b> in Kiambu county for 2 days 11 <sup>th</sup> -12 <sup>th</sup> July 2017	Writing Materials, P.A system, Projector, 2 Teas and Lunch	LOT	1				
<b>Writing Materials, P.A system, Projector, 2 Teas and Lunch</b>							
<b>ELIGIBILITY CRITERIA</b>							
<b>SUPPLIERS' SIGNATURE,DATE &amp; STAMP</b> _____							
NOTE:							
1. The quotation reference number <b>MUST</b> be indicated on the subject of the							

- email/envelope
2. Prices quoted **MUST** be net inclusive of VAT and all other costs where applicable.
  3. The quotation **MUST** be stamped and signed.
  4. The supplier shall be ready to supply the above items immediately on receipt of the LPO/LSO.

Sealed bids clearly indicating the tender Ref No. and Tender Name should be sent to the following email address ([procurement@nca.go.ke](mailto:procurement@nca.go.ke)) or **be deposited at the National Construction Authority Offices Tender Box, Ninth Floor KCB Plaza, Kenya Road Upper Hill Nairobi** or addressed to;

**The Executive Director  
National Construction Authority  
KCB Plaza, 9<sup>th</sup> Floor, Kenya Road,  
P. O Box 21046-00100,  
NAIROBI**

**Cell: 0700021222**

**Manager Supply Chain  
FOR: EXECUTIVE DIRECTOR**