



TENDER No. NCA/RFQ/002/2017-2018

QUOTATION NAME: PROVISION OF CONFERENCE FACILITY FOR NCA BOARD AND MANAGEMENT ERM AND BUDGET REVIEW RETREAT IN KISUMU

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 Kisumu) for provision of conference facility for NCA board and management ERM and budget review retreat in Kisumu. Eligible hotels are requested to submit quotes to the undersigned contact address on or before **Thursday 20th July, 2017 at 10.00 AM.**

REQUEST FOR QUOTATION							
REF: RFQ	NCA/RFQ/2017-18/002						
VENDOR NAME							
P.O BOX							
QUOTATION DATE	18-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 20/07/2017 10:00:AM							

DESCRIPTION	Specifications	UNIT OF ISSUE	QTY.	UNIT COST	TOTAL COST	REMARKS
Provision of full day conference facility for NCA board ERM retreat from 24th-25th July, 2017 in Kisumu	Writing Materials, P.A system, Projector	PAX	19			
Provision of FULL BOARD accommodation and conference for ERM consultants from 24th-28th July, 2017 in Kisumu. CHECK IN; 23 rd July, 2017 CHECK OUT; 29 th July, 2017	Writing Materials, P.A system, Projector	PAX	2			
Provision of full day conference facility for NCA Management ERM and budget review retreat from 26th-28th July, 2017 in Kisumu	Writing Materials, P.A system, Projector	PAX	20			

SUPPLIERS' SIGNATURE, DATE & STAMP _____

NOTE:

1. The quotation reference number **MUST** be indicated on 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.
5. Failure to observe the above conditions shall lead to **automatic** disqualification of the bidder
6. NCA reserves the right to accept or reject any bid wholly or in part and does not bind itself to accept any bid.

Sealed bids clearly indicating the tender Ref No. and tender name should be sent to the following email address (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, 9th Floor, Kenya Road,
P. O Box 21046-00100,
NAIROBI
Cell: 0700021222**

Manager Supply Chain
FOR: EXECUTIVE DIRECTOR