



NATIONAL CONSTRUCTION
AUTHORITY

REQUEST FOR QUOTATION

**RFQ NAME: PROVISION OF FULL BOARD ACCOMODATION AND CONFERENCE
FACILITIES FOR STAKEHOLDER WORKSHOP IN NAIVASHA**

RFQ NO: NCA/RFQ/033/2017-2018

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 is planning to conduct stakeholder workshop in Naivasha.** The Authority therefore invites eligible bidders (Hotels in Naivasha) for provision of Full Board Accommodation and Conference facilities for 7 pax as per the indicated dates. The venue must have the following requirements:

1. Full Board Accomodation for 7 pax
2. Full day conference facilities for 7 pax with a projector and printer.
3. Stationery i.e. pens, writing pads (adequate for the participants)
4. Lunches and both 10.00a.m. & 4.00pm tea.
5. Bottled mineral water.(One in the morning and another in the afternoon)

Eligible hotels **only** are requested to submit quotes to the undersigned contact address on or before 18th September, 2017 at 9.00 am.

REQUEST FOR QUOTATION							
REF:RFQ	NCA/RFQ/2017-18/033						
VENDER NAME							
P.O BOX							
QUOTATION DATE	15-Sep-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 9/18/2017 9:00:00 AM							

DESCRIPTION	Specifications	UNIT OF ISSUE	QTY.	UNIT COST	TOTAL COST	DELIVERY PERIOD	BRAND/SERVICE
Full Board accomodation and conference facilities for 7 pax 18th -22nd Sep 2017	Projector , Printer , check out 23rd Sep, Check inn 18th Sep Evening	LOT	1				

Projector , Printer , check out 23rd Sep, Check inn 18th Sep Evening							
ELIGIBILITY CRITERIA							
SUPPLIERS' SIGNATURE,DATE & STAMP _____							
NOTE:							
<ol style="list-style-type: none"> 1. The quotation should bear the quotation reference number which MUST be indicated on the envelope or email subject 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 quotation MUST be placed in the quotation box at KCB Plaza Building 9th Floor or sent to the undersigned email (procurement@nca.go.ke) 5. The supplier shall be ready to supply the above items immediately on receipt of the LPO/LSO. 6. Failure to observe the above conditions shall lead to automatic disqualification of the bidder 7. 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 RFQ No and RFQ 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**