



REQUEST FOR QUOTATION

RFQ NAME: PROVISION OF CONFERENCE VENUE FOR CARRYING OUT INTERVIEWS.

RFQ NO: NCA/RFQ/026/2017-2018

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 staff interviews from 12th to 15th September 2017. The Authority therefore invites eligible bidders (Hotels in Nairobi) for provision of Conference facilities for 10 pax as per the indicated dates. The venue must have the following requirements:

1. 2 rooms for 4 days that can accommodate at least 10 pax
2. Stationery i.e. pens, writing pads (adequate for the participants)
3. Lunches and both 10.00a.m. & 4.00pm tea.
4. 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 11th September 2017 at 11.00 am.

REQUEST FOR QUOTATION							
REF: RFQ	NCA/RFQ/2017-18/026						
VENDER NAME							
P.O BOX							
QUOTATION DATE	8-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 9/11/2017 11:00:00 AM							

DESCRIPTION	Specifications	UNIT OF ISSUE	QTY.	UNIT COST	TOTAL COST	DELIVERY PERIOD	BRAND/SERVICE
Full day conference facilities for 10 pax 12 th -15 th Sep 2017	Provision of 2 rooms on each day, 2 teas, lunch, bottled water and	PAX	10				

	writing materials						
Provision of 3 rooms on each day, 2 teas, lunch, bottled water and writing materials							
SUPPLIERS' SIGNATURE,DATE & STAMP _____							
NOTE:							
<ol style="list-style-type: none"> 1. Prices quoted MUST be net inclusive of VAT and all other costs where applicable. 2. The quotation MUST be stamped and signed. 3. The quotation MUST be placed in the quotation box at KCB Plaza Building 9th Floor or sent to procurement@nca.go.ke 4. The supplier shall be ready to supply the above items immediately on receipt of the LPO/LSO. 5. The supplier shall return the scanned copy of the quotation on or before the quotation submission date. 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**