



NATIONAL CONSTRUCTION  
AUTHORITY

REQUEST FOR QUOTATION

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

RFQ NO: **NCA/RFQ/037/2017-2018**

**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 on 26<sup>th</sup> September 2017. The Authority therefore invites eligible bidders (Hotels in Nairobi) for provision of Conference facilities for 10 pax as per the indicated date. The venue must have the following requirements:

1. A room for 1 day that can accommodate at least 10 pax
2. Stationery i.e. pens, writing pads (adequate for the participants)
3. Lunch 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 22<sup>nd</sup> September, 2017 at 11.00 am.

REQUEST FOR QUOTATION							
REF: RFQ	NCA/RFQ/2017-18/037						
VENDER NAME							
P.O BOX	57549						
QUOTATION DATE	20-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 22/09/2017 11:00:00							

DESCRIPTION	Specifications	UNIT OF ISSUE	QTY.	UNIT COST	TOTAL COST	DELIVERY PERIOD	BRAND/SERVICE
Full day conference facilities for 10 pax on 26 <sup>th</sup> Sep 2017	Room,Stationery, Lunch and 2 teas, bottled mineral water	LOT	10				
Requisition for Venue for Interviews for the position of General Manager 26/09/2017							

<b>ELIGIBILITY CRITERIA</b>	
<b>SUPPLIERS' SIGNATURE,DATE &amp; STAMP_____</b> NOTE: <ol style="list-style-type: none"> <li>1. The quotation should reference number <b>MUST</b> be indicated on the Email subject</li> <li>2. Prices quoted <b>MUST</b> be net inclusive of VAT and all other costs where applicable.</li> <li>3. The quotation <b>MUST</b> be stamped and signed.</li> <li>4. The supplier shall be ready to supply the above items immediately on receipt of the LPO/LSO.</li> <li>5. Failure to observe the above conditions shall lead to <b>automatic</b> disqualification of the bidder</li> <li>6. NCA reserves the right to accept or reject any bid wholly or in part and does not bind itself to accept any bid.</li> </ol>	

Provision of 2 teas, lunch, bottled water and writing materials

**SUPPLIERS' SIGNATURE,DATE & STAMP\_\_\_\_\_**

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, 9<sup>th</sup> Floor, Kenya Road,**

**P. O Box 21046-00100,  
NAIROBI  
Cell: 0700021222**

**Manager Supply Chain  
FOR: EXECUTIVE DIRECTOR**