



REQUEST FOR QUOTATION

RFQ NAME: PROVISION OF TRAINING VENUES FOR 2017 REGIONAL CONTRACTORS CPD TRAINING SEMINARS.

RFQ NO: NCA/RFQ/021/2017-2018

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 Regional Contractors CPD Training at various regions on various dates beginning September 2017. The Authority therefore invites eligible bidders (Hotels) for provision of training venues (Conference facilities) on the dates indicated on the table below. The venue must have the following requirements:

1. Public Address (PA) System
2. Projectors and projection screens
3. Capacity to hold targeted No. of participants
4. The venues should be easily accessible to people with disabilities
5. Stationery i.e. pens, writing pads (adequate for all participants)
6. Flip charts and marker pens
7. Lunches and both 10.00a.m. & 4.00pm tea.
8. 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 4th September, 2017 at 11.00 am.

	VENUE TOWN	DATES	TARGET NUMBER OF PARTICIPANTS	UNIT COST	TOTAL PACKAGE COST
1.	Machakos	5 th -6 th September 2017	100		
2.	Mombasa	27 th -28 th September 2017	200		
3.	Kisumu	19 th -20 th October 2017	150		
4.	Nakuru	16 th -17 th November 2017	400		
5.	Nyeri	25 th -26 th January 2018	150		
6.	Garissa	13 th -14 th February 2018	100		
7.	Eldoret	15 th -16 th March 2018	150		
8.	Kakamega	3 rd – 4 th May 2018	100		
9.	Marsabit	22 nd -23 th May 2018	80		
10.	Lamu	19 th -20 th June 2018	80		
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, 9th Floor, Kenya Road,**

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

**Manager Supply Chain
FOR: EXECUTIVE DIRECTOR**