



REQUEST FOR QUOTATION

RFQ NAME: PROVISION OF DEEJAY AND MASTER OF CEREMONY SERVICES FOR THE NCA @ 5 GALA DINNER.

RFQ NO: NCA/RFQ/051/2017-2018

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 Host NCA @ 5 Gala dinner and achievement of ISO Certification on the 19th October 2017. We therefore invite eligible bidders for provision of Deejay and Master of Ceremony services that meets the following requirements:

1. Specifications for Deejay Services:

1. Surround Speakers
2. Amplifiers.
3. 3 Cordless Microphones
4. Turntables and mixer

2. Specifications for Master Ceremony

1. Officiate the Ceremony from 6:00 pm to 10:00 pm

N/B Bidders have an option to bid for provision of any of the services or both.

Eligible service provider **only** are requested to submit quotes to the undersigned contact address on or before 13th October, 2017 at 11:00 am.

REQUEST FOR QUOTATION							
REF: RFQ	NCA/RFQ/2017-18/051						
VENDER NAME							
P.O BOX							
QUOTATION DATE	11-Oct-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 10/13/2017 11:00:00 AM							
DESCRIPTION	Specifications	UNIT OF ISSUE	QTY.	UNIT COST	TOTAL COST	DELIVERY PERIOD	BRAND/SERVICE

Provision of Deejay services for the NCA @ 5 Gla Dinner		LOT	1			
Provision of Master of ceremony services for the NCA @ 5 Gla Dinner		LOT	1			
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 submit 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**