



TENDER NAME: PROVISION OF VENUE FOR THE NCA @ 5 GALA DINNER.

TENDER NO: NCA/T/11/2017-2018

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 (Hotels in Nairobi) for provision of Venue that can accommodate 500 pax and meets the following requirements:

1. Ballroom or Grounds and dome tent with adequate capacity to accommodate 500 pax.
2. Round Tables and Chairs that can accommodate 500 pax.
3. Drapery, Décor and Lighting for the Venue.
4. Confetti Machine.
5. Center pieces for the ceiling and tables.
6. Dinner for 500 pax inclusive of soft drink (Provide Dinner and Drinks Menus for ease of selection).
7. LED screens.

N/B The tent is for those bidders who don't have ballrooms that can accommodate the numbers but have alternative grounds within their premises.

Eligible hotels **only** are requested to submit quotes to the undersigned contact address on or before 13th October, 2017 at 11.00 am.

| OPEN TENDER | |
|---|------------------|
| REF: OPEN TENDER | NCA/T/2017-18/11 |
| VENDER NAME | |
| P.O BOX | |
| TENDER DATE | 29-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 10/13/2017 11:00:00 AM | |

| DESCRIPTION | Specifications | UNIT OF ISSUE | QTY. | UNIT COST | TOTAL COST | DELIVERY PERIOD | BRAND/SERVICE |
|--|--|---------------|------|-----------|------------|-----------------|---------------|
| Venue for NCA @ 5 Gala dinner to be held on the 19 th October 2017 (Starting from 6:00 pm) as per the specifications | Grounds for 500 pax, Tent, round table and chairs, Drapery, lighting and décor for the tent, Dinner inclusive of soft drinks for the group | LOT | 1 | | | | |
| ELIGIBILITY CRITERIA: Hotels within Nairobi with adequate capacity to Accommodate the group. | | | | | | | |
| 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 Tender No and Tender 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**