



NATIONAL CONSTRUCTION  
AUTHORITY

REQUEST FOR QUOTATION

RFQ NAME: PROVISION OF FULL BOARD ACCOMODATION AND  
CONFERENCE FACILITIES FOR BAORD RETREAT TO  
REVIEW NCA ACT.

RFQ NO: NCA/RFQ/084/2017-2018

**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's Board of Directors will be reviewing the Authority's act and therefore invites eligible bidders (for provision of Full Board Accomodation and Conference facilities for 23 pax on 23<sup>rd</sup> -24<sup>th</sup> January, 2018 ( 3 nights). The venue must have the following requirements:

1. Accomodation for 23 pax
2. Conference room that can accommodate the group inclusive of P.A system and Projector
3. Stationery i.e. pens, writing pads (adequate for the participants)
4. Bottled mineral water plus mints.( One in the morning and another in the afternoon)
5. All meals inclusive of 2 teas, lunch and Dinner
6. Check In on 22<sup>nd</sup> Jan 2018 Evening and Check out 25<sup>th</sup> January, Morning

Eligible hotels **only** are requested to submit quotes to the undersigned contact address on or before 19<sup>th</sup> January, 2018 at 11:00 am.

REQUEST FOR QUOTATION	
REF: RFQ	NCA/RFQ/2017-18/084
VENDER NAME	
P.O BOX	
QUOTATION DATE	16-Jan-18
Dear Sir/Madam	
We invite you to quote for the following listed item(s)/services/Works. Your quote should be received on or before 1/19/2018 11:00:00 AM	

DESCRIPTION	Specifications	UNIT OF ISSUE	QTY.	UNIT COST	TOTAL COST	DELIVERY PERIOD	BRAND/SERVICE
Provision of full board accommodation and conference facilities for board retreat 23rd-24th Jan 2018 for <b>23 pax</b>	Projector, P.A system and writing materials	LOT	1				
<b>ELIGIBILITY CRITERIA:</b>							
<b>SUPPLIERS' SIGNATURE,DATE &amp; STAMP</b> _____							
NOTE:							
<ol style="list-style-type: none"> <li>1. The quotation should be enclosed in plain sealed envelope and the quotation reference number <b>MUST</b> be indicated on the envelope or reference number indicated on the subject of the email.</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 quotation <b>MUST</b> be placed in the quotation box at KCB Plaza Building 9th Floor or sent to procurement@nca.go.ke</li> <li>5. The supplier shall be ready to supply the above items immediately on receipt of the LPO/LSO.</li> <li>6. The supplier shall return the original copy of the quotation on or before the quotation submission date.</li> <li>7. Failure to observe the above conditions shall lead to <b>automatic</b> disqualification of the bidder</li> <li>8. 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>							

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**

**CONFIDENTIAL BUSINESS QUESTIONNAIRE FORM**

You are requested to give the particulars indicated in Part 1 and either Part 2(a), 2(b) or 2(c) whichever applies to your type of business. You are advised that it is a serious offence to give false information on this form.

**Part 1 – General:**

Business Name.....  
Location of business premises.....  
Plot No..... Street/Road.....  
Postal Address ..... Tel No. .... Fax ..... E mail .....  
Nature of Business .....  
Registration Certificate No. ....  
Maximum value of business which you can handle at any one time – Kshs. ....  
Name of your bankers ..... Branch.....

**Part 2 (a) – Sole Proprietor**

Your name in full..... Age .....  
Nationality..... Country of origin.....  
Citizenship details.....

**Part 2 (b) Partnership**

Given details of partners as follows:

Name	Nationality	Citizenship	Details Shares
1. ....			
2. ....			
3. ....			
4. ....			

**Part 2 (c) – Registered Company**

Private or Public.....  
State the nominal and issued capital of company-  
Nominal Kshs. ....  
Issued Kshs. ....

Given details of all directors as follows

Name	Nationality	Citizenship	Details Shares
1. ....			
2. ....			
3. ....			
4. ....			
5. ....			

Date.....Signature of Candidate.....

\* If a Kenya Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or registration.