



NATIONAL CONSTRUCTION  
AUTHORITY

REQUEST FOR QUOTATION

**RFQ NAME: PROVISION OF FULL DAY CONFERENCE FACILITY FOR  
KISII STAKEHOLDER WORKSHOP.**

**RFQ NO: NCA/RFQ/087/2017-2018**

**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 wishes to carry out a stakeholder consultation workshop for 30 pax on 1<sup>st</sup> February, 2018. The Authority therefore invites eligible bidders (Hotels in Kisii) for provision of full day Conference facilities as per the indicated date. The venue must have the following requirements:

1. Conference room that can accommodate the group inclusive of Projector and projection screen.
2. Stationery i.e. pens, writing pads (adequate for the participants)
3. Bottled mineral water plus.
4. Lunch inclusive of 2 teas (10 o'clock and 4 o'clock)

Eligible hotels **only** are requested to submit quotes to the undersigned contact address on or before 23<sup>rd</sup> January, 2018 at 11:00 am

REQUEST FOR QUOTATION							
REF: RFQ	NCA/RFQ/2017-18/087						
VENDOR NO:							
VENDER NAME							
P.O BOX							
QUOTATION DATE	22-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 1/23/2018 11:00:00 AM							

DESCRIPTION	Specifications	UNIT OF ISSUE	QTY.	UNIT COST	TOTAL COST	DELIVERY PERIOD	BRAND/SERVICE
Provision of full day conference facility for 30 pax on 01/02/2018	projector and projector screen, stationery, 2 teas and lunch and bottled mineral water	LOT	1				

ELIGIBILITY CRITERIA	
<p><b>SUPPLIERS' SIGNATURE,DATE &amp; STAMP</b> _____</p> <p>NOTE:</p> <ol style="list-style-type: none"> <li>1. The quotation reference number <b>MUST</b> be indicated on the envelope or 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 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. Failure to observe the above conditions shall lead to <b>automatic</b> disqualification of the bidder</li> <li>7. 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.