



REQUEST FOR QUOTATION

RFQ NAME: PROVISION OF BREAKFAST VENUE FOR MEDIA STAKEHOLDERS MEETING.

RFQ NO: NCA/RFQ/0104/2017-2018

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 hold a Media stakeholders meeting on the 6th of March 2018. The Authority therefore invites eligible bidders (**Hotels in Nairobi, CBD**) for provision of Breakfast Venue 50 pax as per the following requirements:

1. Hall/ Conference room that can accommodate 50 pax inclusive of P.A system and Projector.
2. Round table set up
3. Stage and Panel Set Up.
4. Stationery i.e. pens, writing pads (adequate for the participants)
5. Provision of various Breakfast menus for ease of selection.

Eligible hotels **only** are requested to submit quotes to the undersigned contact address on or before 26th February, 2018 at 11.00 AM

REQUEST FOR QUOTATION							
REF: RFQ	NCA/RFQ/2017-18/104						
VENDER NAME							
P.O BOX							
QUOTATION DATE	23-Feb-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 2/23/2018							

DESCRIPTION	Specifications	UNIT OF ISSUE	QTY.	UNIT COST	TOTAL COST	DELIVERY PERIOD	BRAND/SERVICE
Event Management	Provision of breakfast venue for 50 pax on 6th March 2018	LOT	1				
Provision of breakfast venue for 50 pax on 6th March 2018							
ELIGIBILITY CRITERIA: Hotels in Nairobi CBD area							

SUPPLIERS' SIGNATURE,DATE & STAMP_____

NOTE:

1. The quotation number **MUST** be indicated on the envelope or reference number indicated on the subject of the email.
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 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 ref 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 DIRECT

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 AddressTel 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.