

REQUEST FOR QUOTATION

**RFQ NAME: PROVISION OF HALF DAY CONFERENCE FACILITIES FOR
STAKEHOLDER WORKSHOP.**

RFQ NO: NCA/RFQ/0109/2017-2018

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 stakeholders workshop on the 9th of March 2018. The Authority therefore invites eligible bidders (**Hotels in Narok**) for provision of half day Conference facilities for 50 pax as per the following requirements:

1. Conference room that can accommodate the group inclusive of Projector and P.A system
2. Stationery i.e. pens, writing pads (adequate for the participants)
3. Bottled mineral water.
4. Lunch
5. 10 o'clock Tea

Eligible hotels **only** are requested to submit quotes to the undersigned contact address on or before 1st March, 2018 at 11.00 AM

REQUEST FOR QUOTATION							
REF: RFQ	NCA/RFQ/2017-18/109						
VENDOR NO:							
VENDER NAME							
P.O BOX							
QUOTATION DATE	28-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 3/1/2018 11:00:00 AM							

DESCRIPTION	Specifications	UNIT OF ISSUE	QTY.	UNIT COST	TOTAL COST	DELIVERY PERIOD	BRAND/SERVICE
Advertising & Publicity Campaign	Provision of conference facilities conference facilities for 50 pax on 9th March 2018	LOT	1				
Provision of conference facilities conference facilities for 50 pax on 9th March 2018							
ELIGIBILITY CRITERIA							
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.