



NATIONAL CONSTRUCTION
AUTHORITY

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8th March, 2018

TO ALL BIDDERS,

Dear All,

ADDENDUM NO. 01

**RE: NCA/T/027/2017-2018 - TENDER FOR PROVISION OF FULL BOARD
ACCOMMODATION AND CONFERENCE FACILITIES FOR NCA STAFF
RETREAT**

In reference to the aforementioned tender, we wish to inform firms participating in the tender, that additional requirements have been included in the document

Attached is the addendum with detailed requirements for the function.

Kindly note that the tender closing/opening date remains Friday 16th March, 2018 as indicated in the tender document.

This addendum is construed to form part of the tender requirements.

All other terms and conditions of the tenders remain the same.

Dr. Vincensia Apopa
SUPPLY CHAIN MANAGER

ADDENDUM NO.1

SECTION V- SCHEDULE OF REQUIREMENTS

GENERAL

Scope of Contract.

The contract is for provision of full board accommodation and conference facilities for NCA staff retreat. The hotel MUST be able to accommodate at least 118 pax at a given time for four days.

	Description	No. of pax	Dates	Total Cost
Lot 1	provision of full board accommodation and conference facilities for one hundred and eighteen pax	118	3 rd – 7 th April 2018	
	Provide for a cocktail party of Kshs. 100,000.00 on the last day			
Lot 2	provision of full board accommodation and conference facilities for one hundred and eighteen pax	118	9 th – 13 th April 2018	
	Provide for a cocktail party of Kshs. 100,000.00 on the last day			
Lot 3	provision of full board accommodation and conference facilities for one hundred and eighteen pax	118	16 th -20 nd April 2018	
	Provide for a cocktail party of Kshs. 100,000.00 on the last day			
	Any other cost			
	Total Cost transferred to form of tender			

- Full board accommodation for 118 pax
- Conference venue for 118 pax
- 10 o'clock and 4 o'clock tea and snacks
- 2 mineral water (morning and afternoon) inclusive of mints
- Indoor games venue
- Outdoor games venue preferably the beach
- Large swimming pool
- Projector and P.A system
- Set up for the last day dinner to consider the cocktail event

