



NATIONAL CONSTRUCTION
AUTHORITY

REQUEST FOR QUOTATION

RFQ NAME: PROVISION OF FULL DAY CONFERENCE FACILITIES FOR
NCA STAFF IN MACHAKOS.

RFQ NO: NCA/RFQ/188/2017-2018

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 invites eligible bidders for provision of Full day Conference facilities for 5 pax on 28th June -2nd July, 2018 (Hotels in Machakos County). The venue must have the following requirements:

1. Conference room that can accommodate the group (5 pax)
2. Stationery i.e. pens, writing pads (adequate for the participants)
3. Bottled mineral water plus mints.(One in the morning and another in the afternoon)
4. All meals inclusive of 2 teas, lunch and Dinner

Eligible hotels **only** are requested to submit quotes to the undersigned contact address on or before 27th June, 2018 at 12:00 pm.

REQUEST FOR QUOTATION							
REF: RFQ	NCA/RFQ/2017-18/188						
VENDER NAME							
P.O BOX							
QUOTATION DATE	27-Jun-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 6/27/2018 12:00:00 PM							

DESCRIPTION	Specifications	UNIT OF ISSUE	QTY.	UNIT COST	TOTAL COST	DELIVERY PERIOD	BRAND/SERVICE
Full Day Conference facilities for 5 pax during compilation of Annual Procurement Plan 28th June - 2nd July 2018	2 teas, lunch, water, mints, writing materials	Pax	5				

ELIGIBILITY CRITERIA:							
HOTELS IN MACHAKOS COUNTY							
SUPPLIERS' SIGNATURE,DATE & STAMP_____							
NOTE:							
<ol style="list-style-type: none"> 1. The quotation should be enclosed in plain sealed envelope and the quotation reference 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. The supplier shall return the original copy of the quotation on or before the quotation submission date. 7. Failure to observe the above conditions shall lead to automatic disqualification of the bidder 8. 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 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, 9th 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 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.