



NATIONAL CONSTRUCTION
AUTHORITY

QUOTATION No. NCA/RFQ/052/2018-2019

**QUOTATION NAME: PROVISION OF CONFERENCE FACILITY FOR BOARD
INDUCTION AND MEMBERS OF SELECT COMMITTEE ON NATIONAL
COHESION RETREAT FROM 3RD-5TH OCTOBER, 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 invites eligible bidders (Hotels in Mombasa) for provision of conference facility for NCA board retreat in Mombasa. Eligible hotels are requested to submit quotes to the undersigned contact address on or before **Friday, 28th September, 2018 at 11.00AM.**

REQUEST FOR QUOTATION	
VENDER NAME	
P.O BOX	
QUOTATION DATE	25-Sep-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 28/09/2018 11:00AM	

DESCRIPTION	REQUIREMENT	PAX	UNIT COST	TOTAL COST	LOCATION/REGION
3rd-4th October, 2018 Provision of conference facility for board induction. Cocktail dinner on 3 rd October, 2018	-Writing materials -Projector -P.A -10am & 4pm tea -Lunch -Mineral Water	35			
5th October, 2018 Provision of conference facility for select committee on National Cohesion Cocktail dinner on 5 th October, 2018	-Writing materials -Projector -P.A -10am & 4pm tea -Lunch -Mineral Water	40			
TOTAL					
SUPPLIERS' SIGNATURE,DATE & STAMP _____					

NB; - The quotation will be awarded to the overall lowest bidder.

- The successful bidder will be required to submit a valid tax compliance certificate, CR12, Single business permit from county government and certificate of registration.

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 DIRECTOR