



REQUEST FOR QUOTATION

RFQ NAME: PROVISION OF FULL DAY CONFERENCE FACILITIES FOR NCA BOARD RETREAT.

RFQ NO: NCA/RFQ/84/2018-2019

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 hotels in Mombasa County for provision of Full day Conference facilities for 20 pax from 21st Nov -22nd Nov, 2018 (2 days) The venue must have the following requirements:

1. Well ventilated conference room that can accommodate the group (20 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. Lunch inclusive of soft drinks & 2 teas (10 am & 4 pm).
5. Provide flipcharts & Marker pens.
6. Functional P.A system & Projector.
7. Dinner will be hosted on the last day inclusive of drinks(Provide menus for ease of selection)

Eligible hotels **only** are requested to submit quotes to the undersigned contact address on or before 20th November, 2018 at 11:00 am.

REQUEST FOR QUOTATION							
REF: RFQ	NCA/RFQ/2018-19/084						
VENDER NAME							
P.O BOX							
QUOTATION DATE	19-Nov-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 20/11/2018 at 11 a.m							
DESCRIPTION	Specifications	UNIT OF ISSUE	QTY.	UNIT COST	TOTAL COST	DELIVERY PERIOD	BRAND/SERVICE
1.Conference facilities for a Board Retreat for 20 pax in Mombasa County on 21st and 22nd November 2018 2.Cocktail dinner on 22 nd (Quote differently for conference facilities & Dinner)	<ul style="list-style-type: none"> Functional P.A Functional projector Well ventilated hall 	LOT	1				

	<ul style="list-style-type: none"> • Flipcharts & marker pens • Lunch inclusive of soft drinks both 10oclock and 4 .00pm tea • Bottled mineral water • Dinner (on the last day) 						
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ELIGIBILITY CRITERIA: Attach valid tax compliance certificate, Incorporation certificate , dully fill, sign & stamp Confidential Business Questionnaire and Request for Quotation which should be dully filled, signed & stamped

SUPPLIERS' SIGNATURE,DATE & STAMP_____

NOTE:

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 DIRECTO**

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.