



REQUEST FOR QUOTATION

RFQ NAME: PROVISION OF TRAINING VENUES FOR THE KIAMBU CONTRACTORS CPD TRAINING.

RFQ NO: NCA/RFQ/086/2018-2019

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 is planning to conduct Regional Contractors CPD Training in Kiambu County on 6th -7th December 2018. The Authority therefore invites eligible bidders (Hotels in Kiambu) for provision of Conference facilities for 150 pax as per the indicated dates. The venue **must** have the following requirements:

1. Have a Functional Public Address (PA) System
2. Have Functional Projectors and projection screens
3. Have a well ventilated hall with Capacity to hold targeted No. of participants
4. The venues **MUST** be easily accessible to people with disabilities (Ground floor or with lift if upper floor).
5. Provide Stationery i.e. pens, writing pads (adequate for all participants)
6. Provide adequate Flip charts and marker pens
7. Lunches inclusive of soft drinks and both 10.00a.m. & 4.00pm tea.
8. Bottled mineral water.(One in the morning and another in the afternoon)
9. Adequate Parking Space for the guests.
10. Availability of standby power supply.
11. Hotel to ensure proper registration points for participants every day.
12. The Successful bidder, on day one, to invoice the number of attendees confirmed as attending, and invoice the actual attendance on day 2 (two).

Eligible hotels **only** are requested to submit quotes to the undersigned contact address on or before 23rd November 2018, 2017 at 2:00 pm.

REQUEST FOR QUOTATION

REF: RFQ NCA/RFQ/2018-19/086

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 11/23/2018 2:00 PM

DESCRIPTION	Specifications	UNIT OF ISSUE	QTY.	UNIT COST	TOTAL COST	DELIVERY PERIOD	BRAND/SERVICE
Conference facilities for contractors training on 6th -7th December 2018 for 150 pax	writing materials, 2 teas, Lunch with soft drinks, bottled water morning & afternoon, P.A system flip charts	LOT	1				
writing materials, 2 teas, Lunch with soft drinks, bottled water morning & afternoon, P.A system flip charts							
ELIGIBILITY CRITERIA							
SUPPLIERS' SIGNATURE,DATE & STAMP _____							
NOTE:							
<ol style="list-style-type: none"> 1. The validity period of your quotation is.. 2. The quotation should be enclosed in plain sealed envelope and the quotation reference number MUST be indicated on the envelope 3. Prices quoted MUST be net inclusive of VAT and all other costs where applicable. 4. The quotation MUST be stamped and signed. 5. The quotation MUST be placed in the quotation box at KCB Plaza Building 9th Floor or sent to procurement@nca.go.ke 6. The supplier shall be ready to supply the above items immediately on receipt of the LPO/LSO. 7. The supplier shall return the original copy of the quotation on or before the quotation submission date. 8. Failure to observe the above conditions shall lead to automatic disqualification of the bidder 9. 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 CROSS 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 applied 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...../Road

Postal Address Tel 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

i. Citizenship details

ii.

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.