



REQUEST FOR QUOTATION

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

RFQ NO: NCA/RFQ/085/2018-2019

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 Artisan and Contractors CPD Training in Kiambu County on 5th December 2018 and 18th April 2019 respectively. The Authority therefore invites eligible bidders (Hotels in Thika) for provision of Conference facilities for 300 pax on 5th December 2018 and 100 pax on 18th April 2019. The venues **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.

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/2018-19/085						
VENDER NAME							
P.O BOX							
QUOTATION DATE	15-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 2:00:00 PM

DESCRIPTION	Specifications	UNIT OF ISSUE	QTY.	UNIT COST	TOTAL COST	DELIVERY PERIOD	BRAND/SERVICE
Conference facilities for Artisan Training in Thika on 5th Dec 2018 for 300 pax	writing materials, 2 teas, Lunch with soft drinks, bottled water morning & afternoon, P.A system flip charts	LOT	1				
Conference facilities for contractors technical Training in Thika on 18th April 2019 for 100 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

Attach Valid TCC, copy of Certificate of Incorporation, Dully fill, sign and stamp the attached Confidential Business Questionnaire

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 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

