



**QUOTATION NAME: PROVISION OF VENUE, CATERING AND DÉCOR FOR THE
NCA STAFF PARTY.**

QUOTATION NO: NCA/RFQ/090/2018-2019

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 Host its Staff party on the 14th December 2018. We therefore invite eligible bidders (Service providers in Nairobi) for provision of Venue, Catering and Decor that can accommodate 350 pax and meets the following requirements:

DÉCOR AND ENTERTAINMENT

1. Ballroom/Grounds with a clear A-frame tent with adequate capacity to accommodate 350 pax.
2. Dressed Round Tables inclusive of cake table complete with Floral center pieces, charger plates and Napkins that can accommodate 350 pax
3. White/Clear mesh or Chiavari Chairs draped.
4. Drapery for the A frame tent with Chandalier (Crystal or floral)
5. Ferry Lighting for the Venue
6. Stage with a podium
7. Stage Lighting Moving Heads,
8. Stage Lighting LEKO's
9. LED Parcan Lights for the stage and venue adequate for the group of 350 pax
10. LED Screens
11. Kitchen and beverage station tents and tables (rectangular) adequate for the group.
12. Deejay services inclusive of sound , mixers, turntables, cordless microphones , speakers and amplifiers for 350 pax
13. Master of Ceremony Services

CATERING SERVICES

14. Dinner for 350 pax (Provide Dinner Menus for ease of selection).
15. Assorted drinks (Our Budget is 1500 per person)

N/B The tent is for those bidders who don't have ballrooms that can accommodate the numbers but have alternative grounds within their premises.

Eligible service providers **only** are requested to submit quotes to the undersigned contact address on or before 11th December, 2018 at 11.00 am.

REQUEST FOR QUOTATION							
REF: RFQ	NCA/RFQ/2018-19/090						
VENDER NAME							
P.O BOX							
QUOTATION DATE	07-Dec-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 12/11/2018 11:00:00 AM							

DESCRIPTION	Specifications	UNIT OF ISSUE	QTY.	UNIT COST	TOTAL COST	DELIVERY PERIOD	BRAND/SERVICE
Catering Services for the NCA staff and Farewell party on 14th December 2018 for 350 pax	Food, and Beverage for 350 pax , Provide Menus	LOT	1				
Decor services, DeeJay and MC services for the Nca Staff and Farewell Party on 14th December 2018 for 350 pax	DeeJay to provide Sound, equipment,	LOT	1				

ELIGIBILITY CRITERIA
Tax Compliance, Dully filled, Signed and Stamped CBQ, Certificate of Incorporation, Dully filled and Stamped RFQ Document
SUPPLIERS' SIGNATURE,DATE & STAMP _____ NOTE: 1. The quotation should bear the quotation reference number which MUST be indicated on the envelope or email subject 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 the undersigned email (procurement@nca.go.ke) 5. The supplier shall be ready to supply the above items immediately on receipt of the LPO/LSO. 6. Failure to observe the above conditions shall lead to automatic disqualification of the bidder 7. 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 Tender 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**

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