



## REQUEST FOR QUOTATION

### **RFQ NAME: PROVISION OF TRAINING VENUES FOR THE GARISSA ARTISAN AND CONTRACTORS CPD TRAINING.**

**RFQ NO: NCA/RFQ/097/2018-2019**

#### **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 Garissa County on **5<sup>th</sup> February 2019 and 6<sup>th</sup> -7<sup>th</sup> February 2019** respectively. The Authority therefore invites eligible bidders (Hotels in Garissa) for provision of Full day Conference facilities for **200 pax on 5<sup>th</sup> February 2019** and **120 pax on 6<sup>th</sup> -7<sup>th</sup> February 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 31<sup>st</sup> January, 2019 at 11:00 am.

## REQUEST FOR QUOTATION

REF: RFQ	NCA/RFQ/2018-19/097						
VENDER NAME							
P.O BOX							
QUOTATION DATE	28-Jan-19						

Dear Sir/Madam

We invite you to quote for the following listed item(s)/services/Works. Your quote should be received on or before 1/31/2019 11:00:00 AM

DESCRIPTION	Specifications	UNIT OF ISSUE	QTY.	UNIT COST	TOTAL COST	DELIVERY PERIOD	BRAND/SERVICE
One-day Induction Training Workshop for Artisans on 5th February 2019 in Garissa for 200 pax	Writing materials, 2 teas, lunch projector, P.A system	PAX	200				
2 day conference facilities for Contractors CPD training on 6th - 7th February 2019 for 120 pax	Writing materials, 2 teas, lunch projector, P.A system	PAX	120				
<b>Writing materials, 2 teas, lunch, projector, P.A system</b>							
<b>ELIGIBILITY CRITERIA: Copy of Valid Tax Compliance Certificate, Certificate of Incorporation, Dully filled signed and stamped Confidential Business Questionnaire, Dully filled signed and stamped RFQ document.</b>							
<b>SUPPLIERS' SIGNATURE,DATE &amp; STAMP</b> _____							
NOTE:							
<ol style="list-style-type: none"> <li>1. The validity period of your quotation is..</li> <li>2. The quotation should be enclosed in plain sealed envelope and the quotation reference number <b>MUST</b> be indicated on the envelope</li> <li>3. Prices quoted <b>MUST</b> be net inclusive of VAT and all other costs where applicable.</li> <li>4. The quotation <b>MUST</b> be stamped and signed.</li> <li>5. The quotation <b>MUST</b> be placed in the quotation box at KCB Plaza Building 9th Floor.</li> <li>6. The supplier shall be ready to supply the above items immediately on receipt of the LPO/LSO.</li> <li>7. The supplier shall return the original copy of the quotation on or before the quotation submission date.</li> <li>8. Failure to observe the above conditions shall lead to <b>automatic</b> disqualification of the bidder</li> <li>9. NCA reserves the right to accept or reject any bid wholly or in part and does not bind itself to accept any bid.</li> </ol>							

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, 9<sup>th</sup> 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.