



REQUEST FOR QUOTATION

RFQ NAME: FULL BOARD ACCOMODATION AND CONFERENCE FACILTIES
FOR THE RESEARCH AND BUSINESS DEVELOPMENT
DEPARTEMENT RETREAT.

RFQ NO: NCA/RFQ/106/2018-2019

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 a Retreat for members of the research and business development department in Nairobi County from **13th -15th February 2019** respectively. The Authority therefore invites eligible bidders (**Hotels in Nairobi**) for provision of Full Board Accommodation & Conference facilities for **17 pax from 13th -15th February 2019**. The venues **must** have the following requirements:

1. Accommodation for 17pax **Check in 13th Feb – check out 16th Feb 2019 after lunch.**
2. Have a Functional Public Address (PA) System
3. Have Functional Projectors and projection screens
4. Have a well-ventilated **conference hall** with Capacity to hold targeted No. of participants on **14th -16th Feb 2019**.
5. Provide adequate space/grounds for teambuilding activities.
6. Provide Stationery i.e. pens, writing pads (adequate for all participants)
7. Provide adequate Flip charts and marker pens
8. Dinner, Breakfast and Lunches inclusive of soft drinks and both 10.00a.m. & 4.00pm tea & conference sweets.
9. Bottled mineral water.(One in the morning and another in the afternoon)
10. Adequate Parking Space for the guests.
11. Provide Participants list on each day for Invoicing.

Eligible hotels **only** are requested to submit quotes to the undersigned contact address on or before **11th February, 2019 at 11:00 am.**

REQUEST FOR QUOTATION							
REF: RFQ	NCA/RFQ/2018-19/106						
VENDER NAME							
P.O BOX							
QUOTATION DATE	07-Feb-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 2/11/2019 11:00:00 AM							

DESCRIPTION	Specifications	UNIT OF ISSUE	QTY.	UNIT COST	TOTAL COST	DELIVERY PERIOD	BRAND/SERVICE
Full Board Accommodation plus Conference facilities for 17 pax 13th -15th Feb 2019 for the Research Department retreat in Nairobi	Check in 13th Feb, Check out 16th Feb 2019.	PAX	17				
Check in 13th Feb, Check out 16th Feb 2019.							
ELIGIBILITY CRITERIA							
Valid Tax Compliance Certificate, Certificate Of Incorporation, Dully filled, Signed and stamped Confidential Business Questionnaire and RFQ document, Copy of CR12							
SUPPLIERS' SIGNATURE,DATE & STAMP _____							
NOTE:							
<ol style="list-style-type: none"> 1. The quotation should be enclosed in plain sealed envelope and the quotation reference number MUST be indicated on the envelope or subject 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 or 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. 							

Yours Faithfully

For : **E XECUTIVE DIRECTOR**

Opened By

	Name	Designation	Signature	Date
1				

2				
3				

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

If a Kenya Citizen, indicate under “Citizenship Details” whether by Birth, Naturalization or registration.