



NATIONAL CONSTRUCTION  
AUTHORITY

**REQUEST FOR QUOTATION**

**RFQ NAME: PROVISION OF ONE DAY CONFERENCE FACILITIES FOR  
STAKEHOLDERS TECHNICAL FORUM IN KAPENGURIA, KAPSABET AND  
ITEN .**

**RFQ NO: NCA/RFQ/107/2018-2019**

**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 hold stakeholders workshops across the country to provide a platform to promote understanding of the Authority's mandate and enhance compliance with its policies and regulations. The Authority therefore invites eligible bidders (Hotels in North rift region) for provision of Full Board fullday Conference facilities for **60 pax on 18<sup>th</sup>-Kapenguria, 19<sup>th</sup> -Kapsabet 20<sup>th</sup> -Iten 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 (60pax)
4. Lunches inclusive of soft drinks and both 10.00a.m. & 4.00pm tea & sweets.
5. Bottled mineral water.( One in the morning and another in the afternoon)
6. Adequate Parking Space for the guests.
7. Provide Participants list on that day for Invoicing.

Eligible hotels **only** are requested to submit quotes to the undersigned contact address on or before **12<sup>th</sup> February, 2019 at 11:00 am**.

REQUEST FOR QUOTATION							
REF: RFQ	NCA/RFQ/2018-19/107						
VENDOR NO:							
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 2/12/2019							

DESCRIPTION	Specifications	UNIT OF ISSUE	QTY.	UNIT COST	TOTAL COST	DELIVERY PERIOD	BRAND/SERVICE
Provision of stakeholders forum venue in Kapenguria 18th Feb. 2019 for 60pax each	Conference facilities ( Full Day) 18th Feb 2019	LOT	1				
Provision of stakeholders forum venue in Kapsabet on 19th Feb.2019 for 60 pax each	Conference facilities ( Full Day) 19th Feb 2019	LOT	1				
Provision of stakeholders forum venue in Iten on 20th Feb.2019 for 60 pax each	Conference facilities ( Full Day) 20th Feb 2019	LOT	1				
<b>NOTE: QUOTATION SHALL BE AWARDED IN LOT.</b>							
<b>ELIGIBILITY CRITERIA</b>							
Valid Tax Compliance Certificate, Certificate Of Incorporation, Dully filled, Signed and stamped Confidential Business Questionnaire and RFQ documents, Copy of CR12							
<b>SUPPLIERS' SIGNATURE,DATE &amp; STAMP</b> _____							
NOTE:							
<ol style="list-style-type: none"> <li>1. The validity period of your quotation is..<b>30 DAYS</b></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> </ol>							

9. 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



NCAHQ\V.APOPA

For : EXECUTIVE 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, 9<sup>th</sup> Floor, Kenya Road,**

**P. O Box 21046-00100,  
NAIROBI  
Cell: 0700021222**

## 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.