



REQUEST FOR QUOTATION

RFQ NAME: PROVISION OF CONFERENCE FACILITIES FOR REVIEW OF CODE OF CONDUCT

RFQ NO: NCA/RFQ/108/2018-2019

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 workshop on review of code of conduct in Mombasa from **26th -28th February 2019** respectively. The Authority therefore invites eligible bidders (Hotels in Mombasa) for provision of Conference facilities for **20pax from 26th -28th February 2019**. The venues **must** have the following requirements:

1. Have Functional Projectors and projection screens
2. Have a well-ventilated hall with Capacity to hold targeted No. of participants
3. Provide Stationery i.e. pens, writing pads (adequate for all participants)
4. Provide adequate Flip charts and marker pens
5. Lunches inclusive of soft drinks and both 10.00a.m. & 4.00pm tea & sweets.
6. Bottled mineral water. (one in the morning and another in the afternoon)
7. Provide Participants list on each day for Invoicing.

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

REQUEST FOR QUOTATION							
REF: RFQ	NCA/RFQ/2018-19/108						
VENDOR NO:							
VENDER NAME							
P.O BOX							
QUOTATION DATE	08-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 11:00:00 AM

DESCRIPTION	Specifications	UNIT OF ISSUE	QTY.	UNIT COST	TOTAL COST	DELIVERY PERIOD	BRAND/SERVICE
Review of Code of Conduct	3 Day conference facility in Mombasa to review code of conduct on 26th -28th February 2019	LOT	1				

3 Day conference facility in Mombasa to review code of conduct on 26th -28th February 2019

ELIGIBILITY CRITERIA

attach a valid tax compliance certificate, certificate of Incorporation/registration, CR12, dully filled signed and stamped CBQ and RFQ forms

SUPPLIERS' SIGNATURE,DATE & STAMP_____

NOTE:

1. The validity period of your quotation is..
2. The quotation should be enclosed in plain sealed envelope and the quotation reference number **MUST** be indicated on the envelope
3. Prices quoted **MUST** be net inclusive of VAT and all other costs where applicable.
4. The quotation **MUST** be stamped and signed.
5. The quotation **MUST** be placed in the quotation box at KCB Plaza Building 9th Floor.
6. The supplier shall be ready to supply the above items immediately on receipt of the LPO/LSO.
7. The supplier shall return the original copy of the quotation on or before the quotation submission date.
8. Failure to observe the above conditions shall lead to **automatic** disqualification of the bidder
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

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, 9th Floor, Kenya Road,**

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

**Manager Supply Chain
FOR: EXECUTIVE DIRECTOR**

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.