



REQUEST FOR QUOTATION

RFQ NAME: PROVISION OF FULL DAY CONFERENCE FACILITIES FOR BOARD RETREAT IN MOMBASA.

RFQ NO: NCA/RFQ/123/2018-2019

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 Board Retreat in Mombasa County from **28th -29th March 2019** respectively. The Authority therefore invites eligible bidders (Hotels in Mombasa) for provision of Full day Conference facilities for **24 pax from 28th -29th March 2019**. The venue **must** have the following requirements:

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

Eligible hotels **only** are requested to submit quotes to the undersigned contact address on or before 22nd March, 2019 at 2:00 pm.

REQUEST FOR QUOTATION

REF: RFQ	NCA/RFQ/2018-19/123				
VENDER NAME					
P.O BOX					
QUOTATION DATE	20-Mar-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 3/22/2019 2:00:00 PM					

DESCRIPTION	Specifications	UNIT OF ISSUE	QTY.	UNIT COST	TOTAL COST	DELIVERY PERIOD	BRAND/SERVICE
Full Day Conference Facilities for the Annual Board Retreat for 24 pax to be held on 28th and 29th March 2019 in Mombasa	Writing materials, P.A system, projector, 2 Teas and Lunch inclusive of soft drinks, bottled water one in the morning & Afternoon	pax	24				
Writing materials, P.A system, projector, 2 Teas and Lunch inclusive of soft drinks, bottled water one in the morning & Afternoon							
ELIGIBILITY CRITERIA							
Attach a valid tax compliance certificate, certificate of Incorporation/registration, CR12, Valid Business Permit dully filled signed and stamped Confidential Business Questionnaire, and Request for Quotation							
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 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 on email at 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. 							

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.