



REQUEST FOR QUOTATION

RFQ NAME: PROVISION OF FULL DAY CONFERENCE FACILITIES FOR TENDER EVALUATIONS

RFQ NO: NCA/RFQ/124/2018-2019

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 tender evaluation exercise in Machakos from **26th- 29th March, 2019** respectively. The Authority therefore invites eligible bidders (Hotels in Machakos) for provision of Conference facilities for **10pax on 26th- 29th March, 2019**. The venues **must** have the following requirements:

1. Have a well-ventilated hall with Capacity to hold targeted No. of participants
2. Provide Stationery i.e. pens, writing pads (adequate for all participants)
3. Provide adequate Flip charts and marker pens
4. Lunches inclusive of soft drinks and both 10.00a.m. & 4.00pm tea & sweets.
5. Strong WI-FI
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 26th March, 2019 at 9:00 am.

National Construction Authority

REQUEST FOR QUOTATION							
REF: RFQ	NCA/RFQ/2018-19/124						
VENDOR NO:							
VENDER NAME							
P.O BOX							
QUOTATION DATE	25-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 3/26/2019 9:00:00 AM							

DESCRIPTION	Specifications	UNIT OF ISSUE	QTY.	UNIT COST	TOTAL COST	DELIVERY PERIOD	BRAND/SERVICE
Hire of Workshops and Conferences venues for staff	provision of conference facility for evaluation of tenders 26th-29th March 2019	LOT	1				
provision of conference facility for evaluation of tenders 26th-29th March 2019							
ELIGIBILITY CRITERIA							
Attach a valid tax compliance certificate, certificate of Incorporation/registration, CR12, dully filled signed and stamped CBQ and RFQ							
SUPPLIERS' SIGNATURE,DATE & STAMP _____							
NOTE:							
<ol style="list-style-type: none"> 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**

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.