



QUOTATION NAME: PROVISION OF BREAKFAST VENUE FOR THE CEA
LAUNCH ON 4TH JUNE 2019.

QUOTATION NO: NCA/RFQ/131/2018-2019

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 Host the CEA launch on the 4th June 2019 in Nairobi. We therefore invite eligible bidders (Hotels within Nairobi) for provision of Breakfast Venue that can accommodate 60 pax and meets the following requirements:

DÉCOR AND ENTERTAINMENT

1. Hall/ Conference room that can accommodate 60 pax inclusive of P.A system and Projector.
2. Round table set up
3. Stage Set Up.
4. Stationery i.e. pens, writing pads (adequate for the participants)
5. Provision of various Breakfast menus for ease of selection.

Eligible hotels **only** are requested to submit quotes to the undersigned contact address on or before 28th May, 2019 at 11.00 am.

REQUEST FOR QUOTATION							
REF: RFQ	NCA/RFQ/2018-19/131						
VENDER NAME							
P.O BOX							
QUOTATION DATE	23-May-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 5/28/2019 11:00:00 AM							

DESCRIPTION	Specifications	UNIT OF ISSUE	QTY.	UNIT COST	TOTAL COST	DELIVERY PERIOD	BRAND/SERVICE
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Breakfast Venue for the CEA Launch on 4th June 2019 for 60 pax in Nairobi	Breakfast, writing materials, Projector and P.A system	LOT	1			
Breakfast, writing materials, Projector and P.A system						
ELIGIBILITY CRITERIA: Valid Tax Compliance Certificate, Valid Single Business Permit, Copy of CR12, Copy of Certificate of Incorporation, Dully, filled, signed and stamped Confidential Business Questionnaire						
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 to 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 Tender No and Tender 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