



NATIONAL CONSTRUCTION
AUTHORITY

REQUEST FOR QUOTATION

**RFQ NAME: FULL BOARD ACCOMODATION AND CONFERENCE FACILTIES
FOR THE BOARD RETREAT IN NAKURU.**

RFQ NO: NCA/RFQ/141/2018-2019

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 Retreat for its Board of Directors in Nakuru County from **10th -12th July 2019** respectively. The Authority therefore invites eligible bidders (**Hotels in Nakuru County**) for provision of Full Board Accommodation & Conference facilities for **22 pax from 10th -12th July 2019, Check in on 9th July and check out on 13th July 2019** The venue **must** have the following minimum requirements:

1. Hotels within Nakuru County with a 4* star Rating and adequate capacity (To be confirmed from Tourism Regulatory Authority)
2. Adequate single occupancy Accommodation for 22pax **Check in 9th July – check out 13th July 2019** (Attach Brochure)
3. Have a Functional Public Address (PA) System
4. Have Functional Projector and projection screen.
5. Have a well-ventilated **conference hall** with Capacity to hold targeted No. of participants on **10th -12th July 2019**.
6. Provide Stationery i.e. pens, writing pads (adequate for all participants)
7. Provide adequate Flip charts and marker pens
8. Dinner, Breakfast and Lunches inclusive of soft drinks and both 10.00a.m. & 4.00pm tea & conference sweets.
9. Bottled mineral water.(One in the morning and another in the afternoon)
10. Provide Game drive and a Sundowner for the participants on 10th July 2019
11. Provide cocktail dinner on 11th July 2019 for the participants
12. Provide Participants list on each day for Invoicing.

Eligible hotels **only** are requested to submit quotes to the undersigned contact address on or before **3rd July, 2019 at 11:00 am.**

REQUEST FOR QUOTATION

REF: RFQ	NCA/RFQ/2018-19/141						
VENDER NAME							
P.O BOX							
QUOTATION DATE	27-Jun-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 7/3/2019

DESCRIPTION	Specifications	UNIT OF ISSUE	QTY.	UNIT COST	TOTAL COST	DELIVERY PERIOD	BRAND/SERVICE
Full Board Accommodation and conference facilities for Board Retreat in Nakuru County 10-12th July 2019, Check in on the 9th July and Check out on 13th July 2019	Provide game drive, Sundowner, Cocktail on the last day,	LOT	1				

ELIGIBILITY CRITERIA

Valid Tax Compliance, Valid Single Business Permit, CR12 Certificate, Dully filled signed and stamped RFQ Document and Confidential Business Questionnaire

SUPPLIERS' SIGNATURE,DATE & STAMP _____

NOTE:

1. The validity period of your quotation is..**120 DAYS**
2. The quotation should be enclosed in plain sealed envelope and the quotation reference number **MUST** be indicated on the envelope or email subject head
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 or sent to procurement@nca.go.ke
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 : **E XECUTIVE DIRECTOR**

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.