



REQUEST FOR QUOTATION

RFQ NAME: PROVISION OF FULL DAY CONFERENCE FACILITIES FOR 15 PAX

RFQ NO: NCA/RFQ/003/2019-2020

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 wishes to invite eligible bidders for provision of full day conference facilities for 15 pax on 11th September, 2019. The venue must have the following requirements:

- Conference facility to accommodate the group inclusive of projector & screen and Public Address system
- Writing Materials for the group i.e. pens, notebooks (adequate for the participants)
- Lunch inclusive of 10 o'clock and 4 o'clock tea
- Bottled mineral water (morning & Afternoon)

Eligible hotels **only** are requested to submit quotes to the undersigned contact address on or before 3rd September, 2019 at 11.00 AM

REQUEST FOR QUOTATION							
REF: RFQ	NCA/RFQ/003/2019-2020						
VENDOR NO:							
VENDER NAME							
P.O BOX							
QUOTATION DATE	30-Aug-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 9/3/2019 at 11.00am							

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 facilities for 15 pax on 11/09/2019 in Nairobi	LOT	1				
Provision of conference facilities for 15 pax on 11/09/2019 in Nairobi							
ELIGIBILITY CRITERIA							
attach copies of certificate of incorporation/registration, valid tax compliance certificate, valid business permit from county government, dully filled signed and stamped Confidential Business Questionnaire, dully filled signed and stamped Request for Quotation form							
SUPPLIERS' SIGNATURE, DATE & STAMP _____							

<p>NOTE:</p> <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. 	
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Yours Faithfully

For : **EXECUTIVE DIRECTOR**

Opened By

	Name	Designation	Signature	Date
1				
2				
3				

Sealed bids clearly indicating the tender ref 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 DIRECT

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 applies 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..... Street/Road.....
Postal AddressTel 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.....
Citizenship details.....

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.