REQUEST FOR QUOTATION

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

RFQ NO: NCA/RFQ/005/2019-2020

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 (Hotels in Nairobi) for provision of breakfast & full day conference facilities for 15 pax on 24th September, 2019. The venue must have the following requirements:

- Full Breakfast for the group
- 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 20th September, 2019 at 11.00 AM

Dear Sir/Madam

We invite you to quote for the following listed item(s)/services/Works. Your quote should be received on or before 9/20/2019 11:00:00 AM

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<tr>
<th>DESCRIPTION</th>
<th>Specifications</th>
<th>UNIT OF ISSUE</th>
<th>QTY.</th>
<th>UNIT COST</th>
<th>TOTAL COST</th>
<th>DELIVERY PERIOD</th>
<th>BRAND/SERVICE</th>
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<tbody>
<tr>
<td>Hire of Workshops and Conferences venues for staff</td>
<td>Provision of full breakfast and Full day conference facilities for 15 pax in Nairobi on 24/09/19</td>
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Provision of breakfast and Full day conference facilities for 15 pax in Nairobi on 24/09/19

ELIGIBILITY CRITERIA

Attach copies of Certificate of registration, valid tax compliance certificate, duly filled signed and stamped RFQ form, Dully filled signed and stamped CBQ, Valid business permit from County Government

SUPPLIERS’ SIGNATURE, DATE & STAMP______________
NOTE:
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.

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 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 ………………………………………………………………………………………………………

**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:

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<th>Name</th>
<th>Nationality</th>
<th>Citizenship</th>
<th>Details Shares</th>
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**Part 2 (c) – Registered Company**

Private or Public…………………………………………………………………………………………………………

State the nominal and issued capital of company-

Nominal Kshs. ……………………………………… Issue Capital Kshs. ………………………………………

Given details of all directors as follows

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<th>Name</th>
<th>Nationality</th>
<th>Citizenship</th>
<th>Details Shares</th>
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Date……………………………………………………………………………… Signature of Candidate…………………………

* If a Kenya Citizen, indicate under "Citizenship Details" whether by Birth, Naturalization or registration.