NATIONAL CONSTRUCTION AUTHORITY

REQUEST FOR QUOTATION FORM

REF: NCA/RFQ/263 /2015-2016 Date: 23/03/2016

M/s
P.o Box
Nairobi.
Dear Sir/Madam

We invite you to quote for the following listed item(s)/services/Works. Your quote should be received on or before 6/04/2016 at 11.00 am

ITEM	DESCRIPTION	UNIT	QTY	UNIT COST		TOTAL COST		DELIVERY PERIOD	REMARKS
				SHS.	CTS	SHS	CTS		
1.	Supply and delivery of the following textbooks as per the attached list of textbook title, author and quantities.	Fill your quote on the list attached							

ELIGIBILITY

- Attach valid tax compliance certificate.
- Attach dully, filled, signed and stamped confidential business questionnaire.
- Dully filled, signed and stamped Request for Quotation Form.
- Valid single business permit from county government.

Yours Faithfully,

Supplier's Signature & Stamp_____

For: **EXECUTIVE DIRECTOR**

Opened in the presence of:

1. Name_____Designation_____Sign_____Date_____
2. Name_____Designation _____Sign_____Date_____
3. Name_____Designation_____Sign_____Date_____

NOTE:

1. Delivery period and validity period of your quotation **MUST** be indicated
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 and must be valid for 120days.
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.
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.

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…… 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 …….. 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.

TEXTBOOKS FOR NCA LIBRARY/RESOURCE CENTRE

NO	TEXT BOOK TITLE	AUTHOR	UNIT OF ISSUE	QUANTITY	UNIT COST	TOTAL COST
1	Great By Choice	Jim Collins	Pcs	3		
2	Good to Great	Jim Collins	Pcs	3		
3	Managing for Results	Peter Drucker	Pcs	3		
4	Small Giants-Companies that choose to be great instead of big	Bo.Burlingham	Pcs	3		
5	Built To Last	Jim Collins	Pcs	3		
6	Effective Executive	Peter Drucker	Pcs	3		
7	What the customer wants you to know	Ram Charan	Pcs	3		
8	In search for Excellence	Tom Peters	Pcs	3		
9	The Searching Organization	Bob Garratt	Pcs	3		
10	First Break all Rules	Marcus Burkingham	Pcs	3		
11	Working with Emotional Intelligence	Daniel Goleman	Pcs	3		
12	Execution (The Discipline of getting things done)	Larry Bosidy	Pcs	3		
13	The mind of the strategist	Kenichi Ohmaeh	Pcs	3		
14	How to be an even Better Manager	Michael Armstrong	Pcs	3		
15	Coaching-Evoking Excellence in others	James Flatterly	Pcs	3		
16	A Practical guide to mentoring	David Kay	Pcs	3		
17	Be Extra ordinary	Robin Sharma	Pcs	3		
18	Intercultural Management	Nina Jacob	Pcs	3		
19	Decision Making Skills	Madhurima Lall	Pcs	3		

20	Business Process Change-A guide for managers	Paul Harman	Pcs	3		
21	Corporate Governance and Firm Organization	Anna Grandoni	Pcs	3		
22	Armstrong's Handbook of Reward Management Practice	Michael Armstrong	Pcs	3		
23	Company Law – Fundamental Principles	Stephen Griffin	Pcs	3		
24	Coaching Successfully	John Eaton & Roy Johnson	Pcs	3		
25	Essential Research Findings	Nick Cooper	Pcs	3		
26	Principles of Mathematical Analysis 3rd Edition	Walter Rudin	Pcs	3		
27	Artificial Intelligence –A Systems Approach	M. Tim Jones	Pcs	3		
28	Probability and Statistics for Engineers 4th Edition	Sheldon Ross	Pcs	3		
29	Supervisory Management 7th Edition	Mosley & Pietri	Pcs	3		
30	Introduction to Disaster Management	B.C. Bose	Pcs	3		
31	Design First-Design Based Planning	David Walter & Linda Luise Brown	Pcs	3		
32	Engineering in Emergencies	Jan Davis & Robert Lambert	Pcs	3		
33	Managing People 3rd Edition	Rosemary Thomson	Pcs	3		
34	Effective Financial Management	Brian Finch	Pcs	3		
35	Developing and Planning Law 3rd Edition	Denyer & Green	Pcs	3		
36	Wills, Administration and Taxation Law and Practice	Barlow King	Pcs	3		
37	Winning New Business	Richard Denny	Pcs	3		
38	Interpreting Qualitative Data	David Silverman	Pcs	3		
39	Mathematics of Finance	Zima L. Brown	Pcs	3		

40	Essentials of Corporate Finance 6th Edition	Ross Westerfield Jordan	Pcs	3		
41	Construction Law	John Uff	Pcs	3		
42	The Five Commitments of a Leader	Mark Lehency	Pcs	3		
43	Successful Presentation Skills 4th Edition		Pcs	3		
44	Finance for non-financial managers	Robert Cooke	Pcs	3		
45	Good practice supervision	Andrew Bradbury	Pcs	3		
46	Building Procurement 2nd Edition	Blan Turner	Pcs	3		
47	Company Law	Brenda Hannington	Pcs	3		
48	Analyzing Architecture 3rd Edition	Simon Unwin	Pcs	3		
49	SWOT and PEST Analysis Hand Book	50 Cent Greene	Pcs	3		
50	The PR Practitioners Desktop Guide 2nd Edition	Caroline Black	Pcs	3		
51	Qualitative Research Design for Software users		Pcs	3		
52	The Sage and Hand Book of Social Research Methods	Julia Brannen	Pcs	3		
53	Principles of Human Resource	Bohlander Snell	Pcs	3		
54	IQ and Psychometric Test Workbook	Philip Carter	Pcs	3		
55	Project Management 2nd Edition	Paul Roberts	Pcs	3		
56	Portfolio Management 2nd Edition	S.Kevjo	Pcs	3		
57	Probability and Statistics for Engineers	Richard Johnson	Pcs	3		
58	Motivating yourself for better performance	Brian B.Brown	Pcs	3		
59	17 Rules Successful Companies use to attract and keep top talent	David Russio	Pcs	3		
60	Research Methods for Behavioural Sciences	Gravetter Forzano	Pcs	3		
61	Essential Reporting	Jon Smith	Pcs	3		

62	STRATEGY: How to create, pursue and deliver a winning Strategy 4th Edition	Richard Koch	Pcs	3		
63	International Human Resource Management 3rd Edition	Ann-Will Harzing	Pcs	3		
64	Corporate Governance 5th Edition	Nell Minow	Pcs	3		
65	Modern Organizations	Steward R.Clegg	Pcs	3		
66	Doing your Masters Dissertation	Chris Hart	Pcs	3		
67	International Communication Strategy	Silvia Cambie	Pcs	3		
68	Accounting for non-accountants(A manual for managers and students)	Graham Mott	Pcs	3		
69	Construction Administration for Architects	Greg Winkler	Pcs	3		
70	Industrial and Commercial Building 2nd Edition	Riley Cotgrave	Pcs	3		
71	The Secrets of Success at Work	Richard Hall	Pcs	3		
72	Risk Management	Schleifer	Pcs	3		
73	Audodest Revit Architecture 2011	Eric Wing	Pcs	3		
74	Supply Chain Management	N.K.Mullick	Pcs	3		
75	Managing Human Resource	Wayne F. Cascio	Pcs	3		
76	Brilliant Leader	Simon Cooper	Pcs	3		
77	Casebook on Contract Law 11th Edition	Jill Poole	Pcs	3		
78	Interpersonal Skills Training	Philip Burnard	Pcs	3		
79	Global Supply Chain	Alan E.Branch	Pcs	3		
80	Understanding Environmental Law	Mark Stallworthy	Pcs	3		
81	Managing Difficult Projects	Andre A. Costin	Pcs	3		
82	Elements of Civil Engineering	HCM Swamy	Pcs	3		
83	Financial Accounting(Chand)	S.Chand	Pcs	3		

84	Balanced Scorecard Step-by -step	Paul R.Niven	Pcs	3		
85	Introduction to Architectural Science – The basis for sustainable Design	Stephen V.Szokolay	Pcs	3		
86	Art and Science of Leadership	Afsaneh Naharandi	Pcs	3		
87	Winning at Risk	Annetta Cortez	Pcs	3		
88	The Absolute Leadership	Philip Crosby	Pcs	3		
89	Database Management Systems 2nd Edition	R. Panneerselvam	Pcs	3		
90	Quantitative Methods for Business Studies	Richard Thomas	Pcs	3		
91	The 7 Habits of Highly Effective People	Stephen R.Covey	Pcs	3		
92	The Eight Habit-From Effectiveness to Greatness	Stephen R.Covey	Pcs	3		