KAA/SSS/7/2

November 7, 2019

Dear All

RE: RFO – OUTSIDE CATERING SERVICES

Kenya Airports Authority Staff Pension Scheme is scheduled to hold its Annual General Meeting (AGM) on 29th November, 2019 from 10.00am to 2.00pm at the KAA Head Office grounds within JKIA.

Your Hotel is requested to give quotations for outside catering on the material day based on the following details and provision of all the listed items as a package:

1. Client: KAA Staff Pension Scheme
2. Event: AGM Luncheon
3. Estimated No. of Pax: 300
4. Time: 9.00am to 2.00pm
5. Tents & Décor
6. Round tables and seats
7. PA System with at least 2 wireless microphones
8. Food: (Buffet)
   i. Salads: Assorted salads, Kachumbari and Salad dressings
   ii. Hot Dishes: Chicken in coconut Sause, Stir fried Vegetables
   iii. BBQ: Grilled Lump Steak and Grilled chicken legs
   iv. Side Dishes: Capsicum Rice and Parsley Potatoes
   v. Deserts: Assorted Fruit salad
   vi. Sodas: 300 bottles of 300mls
   vii. Mineral Water: 300 bottles of 500mls
9. Any other related costs (specify)
## PRICE SCHEDULE

<table>
<thead>
<tr>
<th>S/NO</th>
<th>ITEM</th>
<th>PAX</th>
<th>UNIT PRICE (INCLUSIVE VAT)</th>
<th>TOTAL PRICE INCLUSIVE OF VAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Tents &amp; Décor</td>
<td>300</td>
<td></td>
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<tr>
<td>2.</td>
<td>PA System with at least 2 wireless microphones</td>
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<td>3.</td>
<td>Round tables and seats</td>
<td>300</td>
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<tr>
<td>4.</td>
<td>Food: (Buffet) which include the above in NO:8</td>
<td>300</td>
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<td>5.</td>
<td>Any other costs specify.</td>
<td>300</td>
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</tr>
</tbody>
</table>

**Grand Total Inclusive of All Taxes**

Kindly send your quotations to the [KAA Pension Scheme undersigned via email Julius.okello@kaa.go.ke](mailto:Julius.okello@kaa.go.ke) by 11th November, 2019.

**For: KAA STAFF PENSION SCHEME**

**JULIUS F. O. OKELLO**  
Ag. MANAGER, PENSIONS