

BOARD OF TRUSTEES STAFF PENSION SCHEME.



Kenya Airports Authority

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When replying please quote

Ref.No.....
All correspondence should be
Addressed to: "THE SECRETARY"

KAA/SSS/7/2

November 7, 2019

Dear All

RE: RFQ – OUTSIDE CATERING SERVICES

Kenya Airports Authority **Staff Pension Scheme** is scheduled to hold it's 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

S/NO	ITEM	PAX	UNIT PRICE (INCLUSIVE VAT)	TOTAL PRICE INCLUSIVE OF VAT
1.	Tents & Décor	300		
2.	PA System with at least 2 wireless microphones			
3.	Round tables and seats	300		
4.	Food: (Buffet) which include the above in NO:8	300		
5.	Any other costs specify.	300		
Grand Total Inclusive of All Taxes				

Kindly send your quotations to the **KAA Pension Scheme** undersigned via email Julius.okello@kaa.go.ke by 11th November, 2019.

For: KAA STAFF PENSION SCHEME

JULIUS F. O.OKELLO
Ag. MANAGER, PENSIONS