



**REF: SND- Hotel Services 2026**

***Quotation for Accommodation & Conference packages***

**From:** \_\_\_\_\_

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The Strategies for Northern Development (SND) is a local non-governmental organization working with nomadic pastoralist communities in Northern Kenya and Southern Ethiopia. SND was registered in Kenya with the NGO Coordination Board as a fully-fledged NGO on 6<sup>th</sup> December 2007.

SND is driven by a vision to see a society where all pastoralist communities are resilient and live a dignified life and a mission to empower and transform pastoralist communities to be self-resilient in life. Key thematic areas of focus are;

- i. Peace, Conflict Resolution and Governance
- ii. Humanitarian Assistance and Emergency Response
- iii. Protection, Gender Equality and Inclusion
- iv. Climate Justice and Resilience
- v. Livelihood and Enterprise Development
- vi. Water, Sanitation, and Hygiene (WASH).
- vii. Institutional Effectiveness

To further our mission, SND secures funding from various donors. As part of our ongoing projects, we require accommodation and training facilities.

Interested parties are kindly requested to complete the attached form with the necessary details. Your prompt response and competitive quotation would be highly appreciated.

ITEM	DESCRIPTION	Specification	Unit Cost Per Individual
1	Conference facilities (inclusive of hall hire, Stationaries,	Half day with 10 O'clock tea and Buffet Lunch only	
		Half day with only 10 O'clock	
		Full day with 10 O'clock tea, Buffet Lunch and 4 O'clock tea	

	mineral water & Projector)		
2.	Accommodation Full board	<ul style="list-style-type: none"> <li>➤ Bed</li> <li>➤ Breakfast,</li> <li>➤ Lunch</li> <li>➤ Dinner</li> </ul>	
3.	Accommodation Half Board	<ul style="list-style-type: none"> <li>➤ Bed</li> <li>➤ Breakfast.</li> <li>➤ Dinner</li> </ul>	
4.	Accommodation Bed and Breakfast	<ul style="list-style-type: none"> <li>➤ Bed</li> <li>➤ Breakfast</li> </ul>	
5	Accommodation	<ul style="list-style-type: none"> <li>➤ Bed</li> </ul>	
		TOTAL	

**All price quoted should be inclusive of the 16% VAT**

SND requires firms to include the following information and documents with their Quotations,

- Copies of original registration documents or legal status, place of registration, and principal place of business;
- KRA PIN
- Operational and health licence
- Tax Compliance Certificate
- Official hotel quotation

VENDORS EMAIL ADDRESS: \_\_\_\_\_

NAME OF CONTACT PERSON \_\_\_\_\_

PHONE NUMBER OF CONTACT PERSON: -----

PREMISES PHYSICAL ADDRESS: -----

Signature and Stamp: -----

SND reserves the right to accept or reject the Quotation whether in part or wholly and is not bound to accept the lowest bidder if they do not meet the technical/ mandatory qualifications.

The Prices indicated above are FINAL for the period of order and an assumption is made that all incidental cost E.g. Security, transportation have been built in where applicable.



**For Official Use Only**

No.	Name of staff	Designation	Date	Signature
1				
2				
3				
4				
5				

**NB: Quotation to be filled as per the specification given and to be submitted on or before 16<sup>th</sup> January 2026 via [procurement@sndafrica.org](mailto:procurement@sndafrica.org) or to be delivered to SND offices at Isiolo, Illeret, Samburu, Dukana, Loiyangalani Marsabit, or Moyale.**

**NB 2 :** The RFQ should be referenced **SND- HOTEL SERVICES 2026** as the subject **of the Email or on the ENVELOPE**