



Retirement Benefits Authority

RBA/RFQ/CONFERENCE/613/1119/2020

PROVISION OF CONFERENCE FACILITIES - NAIVASHA

FULL DAY CONFERENCE FACILITIES: EXECUTIVE BOARD ROOM

DATES REQUIRED: 24TH - 26TH FEBRUARY, 2020.

PAX: 11 PAX

Full day conference facilities should be inclusive of:

- Early morning tea/coffee, juice and assorted cookies
- Mid-morning tea/coffee with assorted snacks and cookies.
- Afternoon tea/coffee with assorted snacks and cookies.
- ½ litre mineral water per person in the morning and ½ litre in the afternoon.
- Writing pads and pens
- Buffet lunch with an accompanying soft drink.
- Flip charts and markers
- LCD Projector & Projector Screen
- Complimentary internet access for the meeting participants
- Sweets/mints during meetings

**KINDLY CONFIRM AVAILABILITY ON THE REQUESTED DATES. NO
ADVANCE PAYMENT WILL BE PROVIDED**