



Retirement Benefits Authority

RBA/DP/CONFERENCE/613/1099/2020

PROVISION OF FULL CONFERENCE FACILITIES - MOMBASA

ARRANGEMENT: CLASSROOM STYLE

DATES REQUIRED: 9TH & 10TH MARCH, 2020

PAX: 50 PAX

Full day conference facilities should be inclusive of:

- Early morning tea/coffee with assorted snacks and cookies- **8.00 a.m**
- Mid-morning tea/coffee with assorted snacks and cookies- **10.00 a.m**
- Afternoon tea/coffee with assorted snacks and cookies- **4.00 p.m**
- 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
- PA system with two (2) codeless microphones
- Complimentary internet access for the meeting participants
- Sweets/mints during meetings

KINDLY CONFIRM AVAILABILITY ON THE REQUESTED DATES.

NB: 1. NO ADVANCE PAYMENT WILL BE PROVIDED

**2. FACILITY SHOULD BE ACCESSIBLE TO PERSONS WITH
DISABILITIES**