## KENYA FORESTRY RESEARCH INSTITUTE



#### **INTERNAL MEMO**

TO

SDD/F&A

**FROM** 

DD/SCM

DATE

19th SEPTEMBER, 2018

SUBJECT: QTN/13B/2018 - 2019 - PROVISION OF SERVICE FOR PRINTING FOREST RESEARCH STRATEGY BOOK

## 1. Background Information

The users, FPI would like to procure printing services of Forest Research Strategy book. The Purchase requisitions were raised and approved and received in Procurement Unit.

## 2. Request for Quotation

The method of Procurement used was Request for Quotations. The following pre-qualified firms were invited to quote:-

- 1. Fiesta Works Agencies
- 2. Kreetive designs & Supplies
- 3. Alfema Enterprises
- 4. Tassy Agencies
- 5. Evator Systems Ltd
- 6. Vickama Enterprises
- 7. Mckinee Consulting
- 8. Almond Print Ltd
- 9. Gowawa Enterprises
- 10. Ibrand Ltd
- 11. Maytaria International Ltd

#### 3. Respondents

The following firms responded to the Request for Quotations:

- 1. Fiesta Works Agencies
- 2. Vickama Enterprises
- 3. Ibrand Ltd

## 4. Quotation Evaluation Committee

The following officers participated in the evaluation of the quotations:

1. Mr. John Njoroge

Chairing

2. Mr. Robert Mwachai

Member

M/s. Betsy Namisi - Member
Mr. Kamau Thuo - Member
Dan Yongo - Secretary

5. Financial Evaluation Price Comparison Schedule

S/No	Item description	QTY	Ibrand Ltd		Fiesta Works Agencies		Vickama Enterprises	
			Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost
1			398.00	199, 000	430.00	215, 000	485.00	242, 500

The quotations were evaluated based on the price quoted, and responsiveness to the Terms of Reference. The prices are quoted in Kenya Shillings.

# 6. Recommendation by the Evaluation Committee

The Evaluation Committee recommended the contract award for Printing Services of Forest Research Strategy Book to the lowest evaluated bidder Ms. Ibrand Ltd at a total cost of Ksh. 199, 000.00 inclusive of VAT.

#### 7. Position

**Section 106 subsection 5c states that** 'an Accounting Officer shall consider recommendations for award arising from a contract under procurement by a request for quotations for approval or rejection'.

#### 8. Recommendation

Based on the above, I recommend the contract award for Printing Services of Forest Research Strategy Book to the lowest evaluated bidder Ms. Ibrand Ltd at a total cost of Ksh. 199, 000.00 inclusive of VAT.

Kindly approve the award of the contract.

Isaac Odhiambo FOR: DD/SCM

APPROVAL BY DIRECTOR OR SDDF&A

The recommendation for award of contract is hereby Approved/Not approved.

Name G. W. OILENO Signature July Date 24/9/18