

KENYA FORESTRY RESEARCH INSTITUTE



INTERNAL MEMO

TO : SDD/F&A
FROM : DEPUTY DIRECTOR, SUPPLY CHAIN MANAGEMENT
DATE : 5TH December, 2017

SUBJECT: KEFRI/QTN/067/2016-2017- SUPPLY AND DELIVERY OF ICT EQUIPMENT

1. Background

The Institute would like to procure Computers, laptops, Scanner jet and Printers for various members of staffs. The procurement requisitions were raised, dully authorized and received in procurement.

2. Method of Procurement

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

1. Medow Business Solutions Ltd
2. CAPM Stationers,
3. Technomasters Suppliers
4. Epinician Ltd
5. Fashtech Computers Ltd
6. Computer Revolution Africa
7. E-Gnite Technologies Ltd
8. Deltatech IT Solutions
9. Kenya Toner & Ink Suppliers Ltd
10. Cloudera
11. Bright Technologies Ltd
12. Dataspot Technologies Ltd
13. Computerways Ltd
14. Benq Systems & Supplies

3. Response to Request for quotations

The following firms responded:-

- | | | |
|------------------------------------|---|----|
| 1. CAPM Stationers | - | B1 |
| 2. Benq Systems & Supplies Ltd | - | B2 |
| 3. Computer Revolution Africa | - | B3 |
| 4. Computerways Ltd | - | B4 |
| 5. Deltatech IT Solutions | - | B5 |
| 6. Technomasters suppliers | - | B6 |
| 7. Kenya Toner & Ink Suppliers Ltd | - | B1 |

4. Evaluation Committee

The following officers participated in the evaluation of the quotations:-

- | | | |
|-------------------|---|-----------|
| 1) Robert Mwachai | - | Chairing |
| 2) Martin Kimani | - | Member |
| 3) John Kamau | - | Member |
| 4) James Gituri | - | Member |
| 5) Patricia Soli | - | Secretary |

5. Evaluation

5.1. Technical Evaluation

The following firms were unsuccessful at the detailed technical evaluation due to:-

Item	Firm	Reason for failure	Firms that proceeded to Financial Evaluation Stage
Desktop Computers	CAPM Stationers, Benq Systems & Supplies Ltd, Computer Revolution Africa, Computerways Ltd and Kenya Toner & Ink Suppliers Ltd	Failed due to lack of adherence to specifications that were required.	i. Technomasters Suppliers ii. Deltatech IT Solutions
Laptop Computer (Touch Screen)	CAPM Stationers, Benq Systems & Supplies Ltd, Computer Revolution Africa, Computerways Ltd and Kenya Toner & Ink Suppliers Ltd	Failed due to lack of adherence to specifications that were required.	i. Technomasters Suppliers ii. Deltatech IT Solutions
UPS	Benq Systems & Supplies Ltd, Computerways Ltd and Kenya Toner & Ink Suppliers Ltd	Failed due to lack of adherence to specifications that were required.	i. Technomasters Suppliers ii. Deltatech IT Solutions iii. CAPM Stationers iv. Computer Revolutions Ltd
Black and white	Benq Systems & Supplies Ltd, Computerways Ltd, Deltatech IT Solutions,	Failed due to lack of adherence to specifications that were	i. CAPM Stationers ii. Computer

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network Printer	Technomasters Suppliers and Kenya Toner & Ink Suppliers Ltd	required.	Revolution Africa Ltd
Tablet PC	All the firms failed	Failed due to lack of adherence to specifications that were required.	N/A
LCD Projector	Benq Systems & Supplies Ltd, Computerways Ltd, Deltatech IT Solutions, Computer Revolution Africa and Kenya Toner & Ink Suppliers Ltd	Failed due to lack of adherence to specifications that were required.	i. Technomasters Suppliers ii. CAPM Stationers
Colour Printer	Kenya Toner & Ink Suppliers Ltd	Failed due to lack of adherence to specifications that were required.	i. Technomasters Suppliers ii. Deltatech IT Solutions iii. CAPM Stationers iv. Computer Revolutions Ltd v. CAPM Stationers vi. Computerways Ltd
HP Scanjet Pro 3000 s2 Sheet-feed Scanner	Benq Systems & Supplies Ltd, Computerways Ltd, Deltatech IT Solutions, and Kenya Toner & Ink Suppliers Ltd	Failed due to lack of adherence to specifications that were required.	i. Technomasters Suppliers ii. CAPM Stationers iii. Computer Revolutions Ltd
HP Officejet 7612 A3 e-All-in-One Printer	CAPM Stationers, Tehnomasters Suppliers, Computer Revolution Africa and Kenya Toner & Ink Suppliers Ltd	Failed due to lack of adherence to specifications that were required.	i. Deltatech IT Solutions ii. Benq Systems & Supplies iii. ComputerwayLtd
Notebook PC	All the firms failed	Failed due to lack of adherence to specifications that were required.	N/A
Mini Laptop	Benq Sytems & Supplies, Tehnomasters Suppliers, Computerways Ltd, Computer Revolution Africa and Kenya Toner & Ink Suppliers Ltd	Failed due to lack of adherence to specifications that were required.	i. Deltatech IT Solutions ii. CAPM Stationers
LX-350+ II Impact Printer or Equivalent current series	All the firms failed	Failed due to lack of adherence to specifications that were required.	N/A

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**5.2. Financial Evaluation
Price Comparison Schedule**

S/No.	Item Description	FIRMS					
		CAPM Stationers	Benq Systems & Supplies	Computer Ways	Computer Revolution Africa	Deltatech IT Solutions	Technomasters Suppliers
		Ksh.	Ksh.	Ksh.	Ksh.	Ksh.	Ksh.
1.	Desktop Computers	-	-	-	-	136,320.00	85,292.50
2.	Laptop Computer (Touch Screen)	-	-	-	-	101,500.00	106,140.00
3.	UPS	27,608.00	-	-	43,007.58	52,200.00	16,000.00
4.	Black and white network Printer	34,452.00	-	-	47,063.52	-	-
5.	Tablet PC	N/A	N/A	N/A	N/A	N/A	N/A
6.	LCD Projector	1,670,864.00	-	-	-	-	1,999,939.00
7.	Colour Printer	30,972.00	37,500.00	44,692.00	26,613.30	40,600.00	27,500.00
8.	HP Scanjet Pro 3000 s2 Sheet-feed Scanner	62,929.00	-	-	66,990.00	-	161,000.00
9.	HP Officejet 7612 A3 e-All-in-One Printer	-	32,300.00	21,599.20	-	34,800.00	-
10.	Notebook PC	N/A	N/A	N/A	N/A	N/A	N/A
11.	Mini Laptop	224,692.00	-	-	-	156,600.00	-
12.	LX-350+ II Impact Printer or Equivalent current series	N/A	N/A	N/A	N/A	N/A	N/A

The quotations were evaluated based on the price quoted, and as per the specifications.

6. Recommendation by the Evaluation Committee

The Evaluation Committee recommended the award for Supply and Delivery of ICT equipment be awarded to the lowest evaluated bidders.

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 award of the contract for Supply and Delivery of ICT Equipment be made to the lowest evaluated bidders as follows:-

S/No	Item Description	QTY	Amount (Ksh.)	Firm
1.	Desktop Computers	1	85,292.50	Technomaster Suppliers
2.	Laptop Computer (Touch Screen)	1	101,500.00	Deltatech IT Solutions
3.	UPS	1	16,000.00	Technomaster Suppliers
4.	Black and White Network Printer *	1	34,452.00	CAPM Stationers * at
5.	Colour Printer	1	26,613.30	Computer Revolution Africa Ltd
6.	Mini Laptop	1	156,600.00	Deltatech IT Solutions
7.	HP Officejet 7612 A3 e-All-in-One Printer	1	21,599.20	Computerways Ltd
8.	HP Scanjet Pro 3000 s2 Sheet-feed Scanner	1	62,929.00	CAPM Stationers

Kindly approve the award of the contract.



Isaac Odhiambo
FOR: Deputy Director, Supply Chain Management

APPROVAL BY DIRECTOR OR SDDF&A

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

Name..... G. W. Otieno Signature.....  Date..... 6/12/17