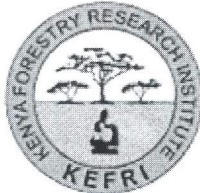


## KENYA FORESTRY RESEARCH INSTITUTE



## INTERNAL MEMO

TO : SSD/F&A  
FROM : DD/SCM  
DATE : 11<sup>th</sup> OCTOBER, 2018

**SUBJECT: QTN/011/2018-2019– PROVISION FOR PRINTING OF BANNERS**

**1. Background Information**

The User, Corporate Division would like to procure Provision for Printing of KEFRI Banners. The procurement requisition was 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. Milele Office Systems
2. Flaco East Africa Ltd
3. Bejus Enterprises
4. Vinpet Enterprises
5. Zenithcrest Enterprises Ltd
6. Intermass Stationers Ltd
7. Marducos General Services
8. Columbus Printing Industries Ltd

**3. Respondents**

The following firms responded to Request for Quotations:-

1. Milele Office Systems
2. Flaco East Africa Ltd
3. Bejus Enterprises
4. Vinpet Enterprises
5. Zenithcrest Enterprises Ltd
6. Intermass Stationers Ltd

**4. Evaluation Committee**

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

*Handwritten signature and date:*  
2018/10/11

1. Robert Mwachai - Chairing
2. Stephen Gitonga - Member
3. Betsy Namisi - Member
4. Dan Yongo - Secretary

### 5. Financial-Evaluation Price Comparison Schedule

S/N	Item description	Uo m	Qty	B1	B2	B3	B4	B5	B6
1	Banner theme PVC 5x5fts	No	1	1,728.4(7 days)	2,146 (3days)	6,500 (3days)	7,500(2days)	4,036.8(3days)	2,500(2days)
2	Broadbased roll up banner( vision & Mission)	No	2	10,161.6	14,790	12,500	16,817	13,563.65	9,200
3	Banner ( tear drop)	No	4	20,323.2	20,880	14,500	17,980	16,012.6	9,500

The quotations were evaluated based on the prices quoted and responsiveness to the terms of reference.

### 6. Recommendation By the Evaluation Committee

The Evaluation Committee noted that lowest bidder M/s. Milele Office Systems for theme banner quoted kshs. 1,728.40 and work would take 7 days longer than as required for the period of show to start. Therefore, Committee recommends as follows:-

S/No.	Description	Qty	Unit Cost	Total Cost	Firm
1	Banner theme PVC 5x5fts	1Pc	2, 500.00	2, 500.00	Intermass Stationers Ltd
2	Broadbased roll up banner( vision & Mission)	2Pcs	9, 200.00	18, 400.00	Intermass Stationers Ltd
3	Banner ( tear drop)	4Pcs	9, 500.00	38, 000.00	Intermass Stationers Ltd

### 7. Legal Position

**Section 106 (5c) of the Public Procurement and Asset Disposal Act, 2015** states as that *'an accounting officer shall consider recommendation 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 contract for Provision for Printing of KEFRI Banners as follows:-

S/No.	Description	Qty	Unit Cost	Total Cost	Firm
1	Banner theme PVC 5x5fts	1Pc	2, 500.00	2, 500.00	Intermass Stationers Ltd
2	Broadbased roll up banner( vision & Mission)	2Pcs	9, 200.00	18, 400.00	Intermass Stationers Ltd
3	Banner ( tear drop)	4Pcs	9, 500.00	38, 000.00	Intermass Stationers Ltd

Kindly approve the award of the contract.



**Isaac Odhiambo**  
**FOR: DD/SCM**

#### APPROVAL BY DIRECTOR OR SDD/F&A

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

Name G. W. OTIENO ..... Signature [Signature] ..... Date 11/10/08