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KEFRI/F/CAQA/07

KENYA FORESTRY RESEARCH INSTITUTE



INTERNAL MEMO

TO : SDD/F&A

FROM: DD/SCM

DATE : 26TH OCTOBER, 2018

SUBJECT: QTN43/2018-2019 – SUPPLY AND DELIVERY CHEMICAL REAGENTS

1. Background Information

The user, Forest Productivity and Improvement would like to source for chemical reagents. The Procurement Requisition was raised, duly authorized and received in Procurement on 7th August, 2018.

2. Request for Quotation

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

- | | | |
|---|---|-----|
| 1. Vision Scientific and Engineering Kenya –BID | - | B1 |
| 2. Kobian Kenya Limited | - | B2 |
| 3. Precise Lab Africa Limited | - | B3 |
| 4. Qualify Africa Solutions Limited | - | B4 |
| 5. Africa Biosystems Limited | - | B5 |
| 6. Instalabs East Africa Limited | - | B6 |
| 7. Labtech Electronic | - | B7 |
| 8. Biologend Scientific Limited | - | B8 |
| 9. Bio-Zeq Kenya | - | B9 |
| 10. Chemiaty Enterprises | - | B10 |

3. Respondents

The following firms responded to the Request for Quotations:

- | | | |
|---|---|----|
| 1. Vision Scientific and Engineering Kenya –BID | - | B1 |
| 2. Kobian Kenya Limited | - | B2 |
| 3. Precise Lab Africa Limited | - | B3 |
| 4. Qualify Africa Solutions Limited | - | B4 |
| 5. Africa Biosystems Limited | - | B5 |
| 6. Instalabs East Africa Limited | - | B6 |
| 7. Labtech Electronic | - | B7 |
| 8. Biologend Scientific Limited | - | B8 |

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9. Bio-Zeq Kenya - B9
10. Chemiaty Enterprises - B10

4. Evaluation Committee

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

S/NO.	NAME	POSITION
1	Kennedy Mutunga	Chairman
2	Mary Gathara	Member
3	Suleiman Mohammed	Member
4	Patricia Soli	Secretary

5. Financial Evaluation

Price Comparison Schedule

ITEM	UNIT	QTY	B1	B2	B3	B4	B5	B6	B7	B8	B9	B10
M Alt Extract	500 Gm	6	-	8,120	3,500	15,951.8	-	12,000	13,920	10,440	9,000	16,000
Filter Paper 9 Cm	Pkts	8	-	928.	500	1,096.2	-	1,740	3,480	9,688.32	700.00	1,740
Parafilm 4X 125	Roll	3	4,060	9,280	3,500	11,031.6	-	3,800	9,280	4,408	4,300	3,200
Ethanol Absolute	Jars	2	4,292	4,640	5,500	3,824.	-	2,800	6,612	5,220	4,900	-
Hydrogen Peroxide	Jar	1	3,364	6,960	5,000	1,837.	-	1,200	4,176	6,380	6,500	-
Autoclave Bags	Pcs	100	-	-	6,000	24,824	-	-	4,640	-	6,000	9,000
9cm Petri Dishes	Boxes	2	7,540	6,264	6,000	11,484.	-	150	10,440	10,440	230	9,500

The quotations were evaluated based on quoted prices and responsiveness to the Terms of Reference.

6. Recommendation by the Evaluation Committee

The Evaluation Committee recommended the award of contract for supply and delivery of Chemical Reagents to be made to the lowest evaluated bidders inclusive of V.A.T apart from:-

- The committee recommended Item no 1 to be awarded to second lowest bidder because B3 quotes are not within the market price as per the user and he was not in position to mention product origin making doubt on the quality of the product.
- Item no 2 was awarded to B9 as the second lowest bidder but has only won that one item and the committee recommend to be awarded to B2

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 supply and delivery of Chemical Reagents to the lowest evaluated bidder inclusive of V.A.T. as follows:-

1) Kobian Kenya Ltd

S/No.	Items	UOM	Qty	Unit Cost	Total Cost
1	Malt Extract	500 Gm	6	8,120.00	48,720.00
2	Filter Paper 9 Cm	Pkts	8	928.00	7,424.00
3	9cm Petri Dishes	Boxes	2	6,264.00	12,528.00
Totals					68,672.00

2) Instalabs East Africa Ltd

S/No.	Items	UOM	Qty	Unit Cost	Total Cost
1	Ethanol Absolute	Jars	6	2,800.00	16,800.00
2	Hydrogen Peroxide	Jar	8	1,200.00	9,600.00
Totals					26,400.00

3) Chemiaty Enterprises

S/No.	Items	UOM	Qty	Unit Cost	Total Cost
1	Parafilm 4X 125	Roll	3	3,200.00	9,600.00

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. OTIENOSignature..... Date..... 26/10/18