

KENYA FORESTRY RESEARCH INSTITUTE



INTERNAL MEMO

TO : SSD/F&A
FROM : DD/SCM
DATE : 9TH OCTOBER, 2018

SUBJECT: QTN/038/2018-2019– PROVISION OF PRINTING SERVICES FOR 5TH SCIENTIFIC CONFERENCE PROCEEDING BOOK

1. Background Information

The User, TSS Department would like to procure Provision for Printing Services of 5th scientific conference proceeding Books. The procurement requisition was raised, dully authorized and received in procurement. 29th August, 2018.

2. Method of Procurement

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

1. Kreative Designers
2. Smati Graphics
3. Sagana Holdings Ltd
4. Fiesta Works Agencies
5. Brandient Advertising
6. Tree Agama Ltd

3. Respondents

The following firms responded to Request for Quotations:-

1. Fiesta Works Agencies
2. Kreative Designers
3. Smati Graphics
4. Brandient Advertising

4. Evaluation Committee

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

1. Paul Tuwei - Chairing

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2. David Omuse - Member
 3. John Otuoma - Member
 4. Stephen Etyang - Secretary

5. Financial Evaluation Price Comparison Schedule

S/NO	Item Description	UOM	QTY	Kreetive Designer		Smati Graphics		Brandient Advertising		Fiesta work Agencies	
				Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost
1	Printing of KEFRI Scientific conference Book 5 th	Pcs	100	42,000	4,200,000	12,992	1,299,200	18,560	1,856,000	9,000	900,000

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 recommends the contract for Provision of printing services of 5th scientific conference proceeding Books be made to the lowest evaluated bidder **Ms. Fiesta Works Agencies** at a total cost of **Ksh. 900, 000.00** inclusive of V.A.T

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 of printing services of 5th scientific conference proceeding Books be made to the lowest evaluated bidder **Ms. Fiesta Works Agencies** at a total cost of **Ksh. 900, 000.00** inclusive of V.A.T

Kindly approve the award of the contract.

Isaac Odhiambo

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. OTENO.....Signature.....[Signature].....Date.....9/10/18
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