

## KENYA FORESTRY RESEARCH INSTITUTE



## INTERNAL MEMO

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

**SUBJECT: QTN/014/2018 - 2019 – PURCHASE FOR COMPUTERS, LAPTOPS, UPS, AND PRINTER FOR TAITA TAVETA**

**1. Background**

The institute would like to procure Computers, laptops, color Printer and Uninterruptable Power Supply (UPS) for KEFRI Taita Taveta Centre. 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. Fusnel Enterprises Limited
2. Sakichi Supplies
3. Setlak Computer
4. Computercare Consultants Limited
5. Quinat Agencies
6. Network Four Office Solution Ltd
7. Interlink East Africa Ltd
8. Intermass Technologies E.A Ltd
9. Qualify Africa Solutions Ltd
10. Heri General Merchants Ltd

**3. Response to Request for quotations:-**

The following firms responded to Request for Quotations:-

1. Fusnel Enterprises Limited - B1

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2. Sakichi Supplies	-	B2
3. Setlak Computer	-	B3
4. Heri General Merchant Limited	-	B4
5. Quinat Agencies	-	B5
6. Qualify Africa Solutions	-	B6
7. Network Four Office Solution Ltd	-	B7

#### 4. Evaluation Committee

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

1. Timothy Wanjala	-	Chairing
2. Johnston Maganga	-	Member
3. Catherine Gitonga	-	Member
4. Kamau Thuo	-	Member
5. Patricia Soli	-	Secretary

#### 5. Evaluation

##### 5.1. Technical Evaluation

All the firms were successfully at the detailed technical evaluation and therefore they proceeded to the financial evaluation.

Item	Firm	Reason for failure	Firms that proceeded to Financial Evaluation Stage
Desktop Computers	Bidders:- i. Fusnel Enterprises Limited - B1 ii. Sakichi Supplies - B2 iii. Heri General Merchant Limited - B4 iv. Quinat Agencies - B5 v. Network Four Office Solution Ltd - B7	Failed due to lack of adherence to specifications that were required.	i. Setlak Computer - B3 ii. Qualify Africa Solutions - B6
Laptop Computer ( Touch Screen)	Bidders:- i. Fusnel Enterprises Limited - B1 ii. Sakichi Supplies - B2 iii. Heri General Merchant Limited - B4 iv. Quinat Agencies - B5 v. Network Four Office Solution Ltd - B7	Failed due to lack of adherence to specifications that were required.	i. Setlak Computer - B3 ii. Qualify Africa Solutions - B6
UPS	Bidders:- i. Fusnel Enterprises Limited - B1 ii. Sakichi Supplies - B2 iii. Heri General Merchant Limited - B4 iv. Quinat Agencies - B5	Failed due to lack of adherence to specifications that were required.	i. Setlak Computer - B3 ii. Network Four Office Solution Ltd - B7

	v. Qualify Africa Solutions - B6		
Colour Printer	Bidders:- i. Setlak Computer - B3 ii. Heri General Merchant Limited - B4	Failed due to lack of adherence to specifications that were required.	Bidders:- i. Fusnel Enterprises Limited - B1 ii. Sakichi Supplies - B2 iii. Network Four Office Solution Ltd - B7 iv. Quinat Agencies - B5 v. Qualify Africa Solutions - B6

## 5.2. Financial Evaluation

### Price Comparison Schedule

S/N	Item Description	Qty	FIRMS						
			Fusnel Enterprises Limited	Sakichi Supplies	Setlak Computer	Heri General Merchant Limited	Quinat Agencies	Qualify Africa Solutions	Network Four Office Solution Ltd
			Ksh.	Ksh.	Ksh.	Ksh.	Ksh.	Ksh.	Ksh.
1.	Desktop Computers	2	-	-	169,360	-	-	231,652	-
2.	Laptop Computer ( Touch Screen)	1	-	-	63,800	-	-	118,628.40	-
3.	UPS	1	-	-	17,400	-	-	-	78,793
4.	Colour Printer	1	38,000	55,000	-	-	34,500	44,921	42,978

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 of contract for Supply and Delivery of Computers, laptops, color Printer and Uninterruptable Power Supply (UPS) for KEFRI Taita Taveta Centre 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 contract for Supply and Delivery of Computers, laptops, color Printer and Uninterruptable Power Supply (UPS) for KEFRI Taita Taveta Centre to the lowest evaluated bidders as follows, inclusive of V.A.T:-

S/No.	Description	Quantity	Unit Cost	Total Cost	Firm
1	Desktop Computers	2	84, 680.00	169, 360	Setlak Computer
2	Laptop Computer ( Touch Screen)	1	63, 800	63, 800	Setlak Computer
3	UPS	1	17, 400	17, 400	Setlak Computer
4	Colour Printer	1	34, 500	34, 500	Quinat Agencies

Kindly approve the award of the contract.



Isaac Odhiambo

**FOR: Deputy Director, Supply Chain Management**

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

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

Name.....G. W. OILENO.....Signature..........Date.....11/19/18.....