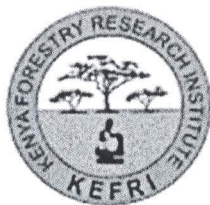


KENYA FORESTRY RESEARCH INSTITUTE

*INTERNAL MEMO*

TO : DIRECTOR - KEFRI
FROM : DD/SCM
DATE : 19TH NOVEMBER, 2018

SUBJECT: KEFRI/02/2018 - 2019 - SUPPLY, UPGRADE & COMMISSIONING OF SYSTEM AND COLLABORATION SOFTWARE AT KEFRI HEADQUARTERS

1. Background

The user, ICT Division would like to source for a system and collaboration software. The Procurement Requisition was raised, dully authorized and received in Procurement.

2. Method Of Procurement

The method of Procurement used was Open National Tender in which the tender was advertised in My.Gov publication on 18th September, 2018 and closed on 5th October, 2018. The tender was also advertised through KEFRI website and other government portals.

3. Response to Open National Tender

One firm responded to the Open National Tender:-

- | | |
|-------------------------|----|
| 1. M/s. Digital Pro Ltd | B1 |
|-------------------------|----|

4. Evaluation of Tenders

The following officers were appointed to evaluate the tenders:-

- | | | |
|---------------------|---|-----------|
| 1. Ben Mutua | - | Chairing |
| 2. Jeremiah Musango | - | Member |
| 3. Joseph Mukoto | - | Member |
| 4. John Njoroge | - | Member |
| 5. Esther Manyeki | - | Member |
| 6. Caroh Maganga | - | Secretary |

5. Tender Evaluation


5.1 Preliminary Evaluation

| REQUIREMENT | B1 |
|---|-------------|
| a) Tender Document should be paginated and tape- bound | YES |
| b) Duly filled Form of Tender in the format provided | YES |
| c) Dully completed Confidential Business Questionnaire in the format provided | YES |
| d) Accreditation by ICT Authority | YES |
| e) A Valid copy of Certificate of Business Registration/Incorporation; | YES |
| f) A copy of a Valid Tax Compliance Certificate from KRA | YES |
| g) Must submit copies of Audited Accounts for 2016, 2017 & 2018; | YES |
| h) A Valid Manufacturers Authorization Form from Novell MicroFocus | YES |
| i) Must attach Valid Vendor certification (e.g. Novell Platinum Partner/Application Re hosting Solution Provider/Micro Focus Business Partner/Micro Focus Solution Partner/Micro Focus Consulting Partner/Micro Focus SI Partner/ Micro Focus Premier Partner or Micro Focus Novell Business Partner) | YES |
| j) Must attach a copy of valid Business Permit. | YES |
| RESULT | PASS |

Bidder B1 - Ms. Digital Pro Ltd was successful at the preliminary evaluation stage and therefore proceeded to the detailed evaluation stage:-

5.2 Detailed Technical Evaluation

| No. | Item | B1 | % Score |
|-----|---|----|---------|
| 1 | Installation Design/Project Plan | 5 | 5 |
| 2 | Experience and past performance of the bidder on the works of a similar nature within the past two years. Attach at least two reference letters and corresponding copies of Local | 15 | 15 |



| | | | |
|---|--|----|------|
| | service orders from clients where similar work has been done. | | |
| 3 | <p>Qualifications and experience of the project leader: At least 5 years (Bachelor's Degree in IT/Computer Science or Business Studies (5 marks) and at least one certificate in Novell/SUSE Linux Certificate SUSE (5marks) Certified Linux Administrator (CLA)/GroupWise/SUSE Certified Linux Professional (CLP)/SUSE Certified Linux Engineer/Certified Linux Desktop Administrator/Novell Certified Administrator/Novell Certified Engineer/Certified Novell Administrator/Certified Novell Engineer) [10 Marks] MUST be attached.</p> | 10 | 20 |
| 4 | <p>Qualifications and experience of other technical personnel: Certificates in SUSE Certified Linux Administrator (CLA)/GroupWise/SUSE Certified Linux Professional (CLP)/SUSE Certified Linux Engineer /Certified Novell Identity Manager Administrator, Certified Novell ZENworks Administrator/Certified Workload Management Administrator/Certified Linux Desktop Administrator/Novell Certified Administrator/Novell Certified Engineer/Certified Novell Administrator/Certified Novell Engineer</p> | 5 | 10 |
| 5 | Adherence to technical specifications & scope of works | 50 | 50 |
| | TOTAL | 85 | 100% |

Bidder B1 - Ms. Digital Pro Ltd was successful at the detailed evaluation stage having scored a technical score of 85% against a pass mark of 80% and therefore proceeded to the financial evaluation stage.

5.3. Financial Evaluation Stage



| No | Product Description | Qty | Unit Price | Vat | Amount (Ksh.) |
|--------------|--|-----|------------|------------|---------------------|
| 1 | Novell Micro Focus GroupWise 2018 licenses | 350 | 5,471.88 | 264,158.00 | 1,915,158.00 |
| 2 | EMEA - SUSE Linux Enterprise Server x86/AMD64/Intel64 License with Standard SUSE Support Subscription (1 Year) | 3 | 156,600.00 | 64,800.00 | 469,800.00 |
| 3 | SSL Secure Socket Layer Certificates for GroupWise GMS & Web Access (1 year) | LOT | 199,520.00 | 27,520.00 | 199,520.00 |
| 4 | Installation, upgrade & Integration | LOT | 100,000.00 | 13,793.00 | 100,000.00 |
| TOTAL | | | | | 2,684,478.00 |

6. Recommendations by the Evaluation Committee

The Evaluation Committee recommended the award of contract for Supply, Upgrade & Commissioning of System and Collaboration Software at KEFRI Headquarters be awarded to **Ms. Digital Pro Ltd** at a total cost of **Ksh. 2, 684, 478.00** inclusive of VAT.

7.0 Observation/Comment

- i) The evaluation of tenders was conducted outside of the stipulated legal timeline of 30 days contrary to Section 80, sub-section 6 of the Public Procurement and Asset Disposal Act, 2015. The evaluation report was not properly dated.
- ii) The Head of the Public Service through Circular Ref. No.OP/CAB.39/IA dated 23rd February, 2018 on Procurement of ICT Equipment & Services in Ministries and Departments and Circular Ref. No.OP/CAB.39/1A dated 1st March, 2018 on transparency and Accountability Prescriptions for Accounting Officers of Ministries, Departments and Agencies centralized procurement of ICT equipment and services by MDAs under the Ministry of Information, Communication and Technology and the ICT Authority on a Framework Contracting scheme. KEFRI being a state corporation is bound to comply with these circulars.

8. Legal Position

Section 80 of the Public Procurement and Disposal Act, 2015 states as follows:

Sub Section 4: *'The evaluation committee shall prepare an evaluation report containing a summary of the evaluation and comparison of tenders and shall submit the report to the person responsible for procurement for his or her review and recommendations'*

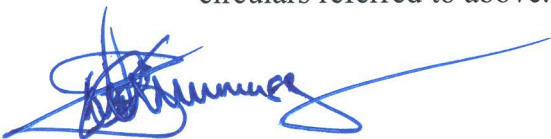
Sub Section 5: *'The person responsible for procurement shall, upon receipt of the evaluation report prepared under subsection (4), submit the evaluation report to the Accounting Officer for approval as may be prescribed in the regulations'*

Section 81 (I) of the Public Procurement and Asset Disposal Act, 2015 states as that " The head of procurement function of a procuring entity shall alongside the report to evaluation committee as secretariat comments, review the tender evaluation report and provide a signed professional opinion to the accounting officer on the procurement of asset or disposal proceedings"

9. Recommendation

Based on the above, I recommend as follows:-

- i) The tender process be terminated
- ii) The procurement of the ICT goods stated in this tender be done through the Ministry of Information, Communication and Technology for KEFRI to comply with the two circulars referred to above.



H.W. BARASA
Deputy Director Supply Chain Management

APPROVAL BY DIRECTOR

The recommendations are hereby **Approved/NOT Approved.**

Name.....*H. Jaro Nyuguna*.....Signature.....*H. Jaro Nyuguna*.....Date.....*23/11/18*.....

Reasons for Rejection (if recommendation not approved):-

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