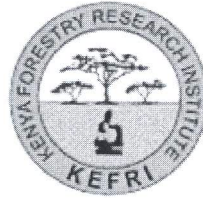


KENYA FORESTRY RESEARCH INSTITUTE



INTERNAL MEMO

TO : SDD/F&A
 FROM : DD/SCM
 DATE : 19th SEPTEMBER, 2018

SUBJECT: QTN/13B/2018 - 2019 – PROVISION OF SERVICE FOR PRINTING FOREST RESEARCH STRATEGY BOOK

1. Background Information

The users, FPI would like to procure printing services of Forest Research Strategy book. The Purchase requisitions were raised and approved and received in Procurement Unit.

2. Request for Quotation

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

1. Fiesta Works Agencies
2. Kreative designs& Supplies
3. Alfema Enterprises
4. Tassy Agencies
5. Eyston Systems Ltd
6. Vickama Enterprises
7. Mckinee Consulting
8. Almond Print Ltd
9. Gowawa Enterprises
10. Ibrand Ltd
11. Maytaria International Ltd

3. Respondents

The following firms responded to the Request for Quotations:

1. Fiesta Works Agencies
2. Vickama Enterprises
3. Ibrand Ltd

4. Quotation Evaluation Committee

The following officers participated in the evaluation of the quotations:

1. Mr. John Njoroge - Chairing
2. Mr. Robert Mwachai - Member

3. M/s. Betsy Namisi - Member
4. Mr. Kamau Thuo - Member
5. Dan Yongo - Secretary

5. Financial Evaluation
Price Comparison Schedule

S/No	Item description	QTY	Ibrand Ltd		Fiesta Works Agencies		Vickama Enterprises	
			Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost
1	Provision of service for printing Forest Research Strategy book	500	398.00	199,000	430.00	215,000	485.00	242,500

The quotations were evaluated based on the price quoted, and responsiveness to the Terms of Reference. The prices are quoted in Kenya Shillings.

6. Recommendation by the Evaluation Committee

The Evaluation Committee recommended the contract award for Printing Services of Forest Research Strategy Book to the lowest evaluated bidder **Ms. Ibrand Ltd** at a total cost of **Ksh. 199, 000.00** inclusive of VAT.

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 contract award for Printing Services of Forest Research Strategy Book to the lowest evaluated bidder **Ms. Ibrand Ltd** at a total cost of **Ksh. 199, 000.00** inclusive of VAT.

Kindly approve the award of the contract.



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. OTIENO Signature:  Date: 24/9/18