



KENYA FORESTRY RESEARCH INSTITUTE (KEFRI)

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

SUBJECT: QTN/27/2018 -2019 - PROVISION OF SERVICE FOR HIRING TENTS TO BE USED AT ASK NAIROBI SHOW

1. Background

The users, Enterprise Division would like to procure Provision of service to hire Tents to be used at ASK Nairobi show. The Procurement Requisition was raised, dully authorized and received in Procurement.

2. Method of Procurement

The method of procurement used was request for quotations. The following prequalified firms were invited to quote:-

1. Brand Magnet Ltd
2. Culnat Enterprises
3. Zenith East Africa
4. Waritex Supplier
5. Life Bridge (K) Ltd
6. Bentech Venture

3. Respondents

The following firms responded to the request for quotations;

1. Culnat Enterprises Ltd
2. Life Bridge (K) Ltd
3. Zenith East Africa

4. Evaluation Committee

The following officers participated in the evaluation of the quotation

- | | | |
|-----------------------|---|-----------|
| 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

Item Description	Pcs	QTY	Culnat Enterprises Ltd		Life Bridge (K) Ltd		Zenith East Africa	
			Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost
Hundred seater Tent (100)	No	1	5,220.00	5,220.00	9,000.00	9,000.00	4,408.00	4,408.00
Fifty seater Tent(5r)	No	1	4,060.00	4,060.00	6,200.00	6,200.00	3,480.00	3,480.00
Transport charges	Lot	1	15,000.00	15,000.00	-	-	8,120.00	8,120.00

The quotations were evaluated based on the prices quoted and the responsiveness on terms of reference. The prices are quoted in Kenya Shillings.

6. Recommendation by Evaluation Committee:

The Evaluation Committee recommended the award for hire of tents to be used at ASK Nairobi show for a period of 7 days to **Ms. Zenith East Africa** at a total cost of **Kshs. 16,008.00** per day Inclusive of V.A.T

7. 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 for hire of tents to be used at ASK Nairobi show for a period of 7 days to **Ms. Zenith East Africa** at a total cost of **Kshs. 63, 336.00** 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. Otiemo* Signature *[Signature]* Date *26/9/18*