

KENYA FORESTRY RESEARCH INSTITUTE



INTERNAL MEMO

TO : SDD/F&A
FROM : DD/SCM
DATE : 28th AUGUST, 2018

SUBJECT: QTN/010/2018-2019 – PROVISION OF BUS SPRAYING, PAINTING, BRANDING, PANEL BEATING AND INTERIOR.

1. Background Information

The User, Administration Division would like to procure provision of bus spraying, painting branding panel beating and interior. 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 pre-qualified firms were invited to quote:-

1. Choda Fabricators Ltd
2. Masters Fabricators Ltd
3. Kenya Coach Industries
4. Central Farmers Garage

3. Respondents

The following firms responded to Request for Quotations:-

1. Choda Fabricators Ltd
2. Central Farmers Garage
3. Masters Fabricators Ltd

4. Evaluation Committee

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

| S/No. | Names | Position |
|-------|------------------|-----------|
| 1 | Emilio Kinyua | Chairman |
| 2 | Ben Mutua | Member |
| 3 | Patrick Muthee | Member |
| 4 | Gregory Namasaka | Secretary |

5. Financial Evaluation Price Comparison Schedule

| S/No. | Firm Name | Sub Total | Vat | Discount | Total Amount |
|-------|----------------------------|------------|-----------|----------|--------------|
| 1 | Choda Fabricators Limited | 883,000 | 141,280 | 51,214 | 973,066 |
| 2 | Master Fabricators Limited | 1,183,500 | 189,360 | NIL | 1,372,860 |
| 3 | Central Farmers Garage | 581,896.55 | 93,103.45 | NIL | 675,000 |

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 recommended the award of contract for provision of bus spraying, painting, branding panel beating and repair of interior to the lowest evaluated bidder **M/s. Central Farmers Garage** at a total cost of **Ksh. 675, 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 bus spraying, painting, branding panel beating and repair of interior to the lowest evaluated bidder **M/s. Central Farmers Garage** at a total cost of **Ksh. 675, 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. Otiemo* Signature..... *[Signature]* Date..... *28/8/18.*