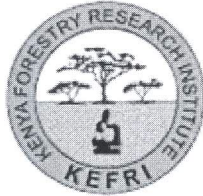


## KENYA FORESTRY RESEARCH INSTITUTE



## INTERNAL MEMO

---

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

---

**SUBJECT: KEFRI/017/2018 - 2019 – SUPPLY AND DELIVERY OF LCD PROJECTOR**

---

**1. Background**

The Institute would like to procure LCD Projector 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 Quotation. The following prequalified firms were invited to quote:-

1. Copy Cat Ltd
2. Computerways Limited
2. Pillar Audiovisual Services Ltd
3. Fresco Ltd
- 4 Circuit Business Systems
5. Quinat Agencies
6. Com21 Ltd

**3. Response to Request for quotations**

The following firms responded:-

1. B1 - Computerways Limited
2. B2 - Pillar Audiovisual Services Ltd
3. B3 - Fresco Ltd
4. B4 - Circuit Business Systems
5. B5 - Quinat Agencies

**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. Detailed Technical Evaluation

The committee disqualified **B1 - Computerways Limited** because did not attach brochure for Projector Sony DX 220 and **B3 - Fresco Ltd** did not sign the quotation as required.

The committee proceeded to the financial stage for B2, B4 and B5 since they quoted the right.

#### 6. Financial Evaluation

##### Price Comparison Schedule

S/No	Description	UOM	Qty	B2 - Pillar Audiovisual Services Ltd	B4 - Circuit Business Systems	B5 - Quinat Agencies
1	Sony LCD Projector DX 220	Pc	1	63,800.00	<b>60,320.00</b>	76,500.00

#### 7. Recommendation By the Evaluation Committee

The Evaluation Committee recommended the award of contract for supply and delivery of Sony DX 220 LCD projector be awarded to the lowest evaluated bidder **M/s. Circuit Business systems** at a cost of **60,320.00** inclusive of VAT

#### 8. 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*

#### 9. Recommendation

Based on the above, I recommend award of contract for supply and delivery of Sony DX 220 LCD projector be awarded to the lowest evaluated bidder **M/s. Circuit Business systems** at a cost of **60,320.00** 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..... 11/9/18 .....