

KENYA FORESTRY RESEARCH INSTITUTE



INTERNAL MEMO

TO : SDD/F&A
FROM : DD/SCM
DATE : 11th 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 | 60,320.00 | 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