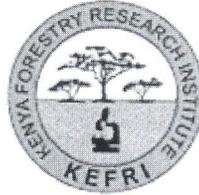


## KENYA FORESTRY RESEARCH INSTITUTE



## INTERNAL MEMO

TO : SDD/F&A  
 FROM : DD/SCM  
 DATE : 9<sup>th</sup> OCTOBER, 2018

**SUBJECT: QTN/037/2018-2019- PROVISION TO SERVICING OF GENERATORS**

### 1. Background Information

The user, KEFRI administration division would like to procure the service of Generator Maintenance. 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. Riftvalley Machinery
2. Abony East Africa
3. Hyperteck electrical

### 3. Respondents

The following firms responded to Request for Quotation :-

1. Riftvalley Machinery
2. Abony East Africa
3. Hyperteck electrical

### 4. Evaluation Committee

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

- |                  |   |           |
|------------------|---|-----------|
| 1. James Gituri  | - | Chairing  |
| 2. John Getonto  | - | Member    |
| 3. John Kyalo    | - | Member    |
| 4. Julius Owino  | - | Member    |
| 5. Thomas Wambua | - | Secretary |

## 5. Financial Evaluation Price Comparison Schedule

No	Item Description	Unit	QTY	Riftvalley	abony	Hyperteck
1	Service of Generator 300 KVA	No	1	85,956.00	137,361.40	53,963.20
2.	Service Generator 50 KVA	No	2	85,608	127,716	103,031.20
3.	Service Generator 125 KVA	No	1	71,343.48	112,427	49,800

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 hereby recommends the award of Service of the Generators as follows;

NB: All prices are inclusive of 16% VAT

### 1. Rift Valley Machinery

No	Item Description	Unit	QTY	Total
1.	Service Generator 50 KVA	No	2	85,608.00
	<b>Total</b>			<b>85,608.00</b>

### 2. Hyperteck Electrical Services

No	Item Description	Unit	QTY	Total
1	Service of Generator 300 KVA	No	1	53,963.20
2.	Service Generator 125 KVA	No	1	49,800.00
	<b>Total</b>			<b>103,763.20</b>

## 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 service of generator **50 KVA** to **Ms. Rift Valley Machinery** at a total cost of **Ksh 85, 608.00.00** inclusive of V.A.T and service of **300 KVA** and **125 KVA** to **Ms. Hyperteck Electrical Services** at a total cost of **103,763.20** inclusive of V.A.T

Kindly approve the award of the contract.

  
Isaac Odhiambo  
FOR: DD/SCM

### APPROVAL BY DIRECTOR OR SDD/F&A

The recommendation for award of contract is hereby **Approved/Not approved**.

Name..... G. W. OTIENO ..... Signature.....  ..... Date 9/10/18 .....