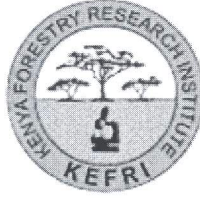


KENYA FORESTRY RESEARCH INSTITUTE



INTERNAL MEMO

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

SUBJECT: QTN/009/2018-2019 – SUPPLY AND DELIVERY OF VISITORS TAGS.

1. Background Information

The User, Administration division would like to procure visitors tags. 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. Ultimate Tabs Venture.
2. Edge Court Ltd.
3. Milele Office Systems
4. Le-sol Ventures
5. Flaco (E A) Ltd
6. Jemwenda Enterprises
7. Vertex Heritage Co Ltd
8. Ibrand Ltd
9. Vinpet Enterprises
10. Top one Agency
11. Lianka Enterprises

3. Respondents

The following firms responded to Request for Quotations:-

1. Ultimate Tabs Venture.
2. Edge Court Ltd.
3. Milele Office Systems
4. Le-sol Ventures
5. Flaco (E A) Ltd
6. Jemwenda Enterprises
7. Vertex Heritage Co Ltd
8. Ibrand Ltd

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9. Vinpet Enterprises
10. Lianka Enterprise

4. Evaluation Committee

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

S/N	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	Qty	Sub Total	Vat	Discount	Total Amount
1	Lynje Enterprises	200	70,000	11,200	8,120	73,080
2	Flaco East Africa Ltd		52,000	8,320	Nil	60,320
3	Ultimate Tabs Ventures		30,000	Inclusive	Nil	30,000
4	Edge Court Ltd		28,000	4,480	Inclusive	32,480
5	Ibrand Ltd		50,000	8,000	Inclusive	58,000
6	Lianka Enterprises		78,000	12,480	Nil	90,480
7	Vinpet Enterprises		30,000	Inclusive	Nil	30,000
8	Jemwenda Enterprises		24,138	3,862	Nil	28,000
9	Milele Office Systems		34,000	5,440	Nil	39,440
10	Le-Sol Venture		15,000		Nil	15,000

The quotations were evaluated based on the prices quoted and responsiveness to the terms of reference.

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