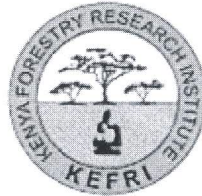


KENYA FORESTRY RESEARCH INSTITUTE



INTERNAL MEMO

TO : SDD/F&A
 FROM : DD/SCM
 DATE : 12TH OCTOBER 2018

SUBJECT: QTN/10/2018 – 2019 – SUPPLY AND DELIVERY OF GAS RANGE

1. Background information

The Enterprise Division would like to purchase a gas range. The Purchase Requisition was raised, dully authorized and received in Procurement.

2. Procurement method

The method of procurement used was Request for Quotations. The following three prequalified firms were invited to quote:-

- a) Ikram Sheet Metal Works
- b) Servicescope E.A Ltd
- c) Sheffield Systems Ltd.

3. Respondents

The following three firms responded to the Request for Quotations:

- a) Ikram Sheet Metal Works
- b) Servicescope E.A Ltd
- c) Sheffield Systems Ltd.

4. Evaluation of quotations

The following officers participated in the evaluation of the quotations.

S/No.	Evaluator	Position
1.	Roselyn Magero	Chairman

Handwritten signature/initials

2.	Jemimah Nzilani	Member
3.	Eunice Kahuria	Secretary
4.	Elizabeth Ngesa	Member
5.	Samson Masava	Member

5. Financial Comparison

Pricing Comparison Schedule

ITEM	DESCRIPTION	UNIT	QTY	IKRAM	SHEFFIELD	SERVICESCOPE
1	a) A gas cooking range with 6 burner -2high pressure and 4 low pressure	No	1	95,000.00	275,000.00	140,000.00
	b) A gas cooking range with 6 burner -2high pressure and 4 low pressure with electric oven	No	1	200,000.00	375,000.00	265,000.00

The quotations were evaluated based on the above quoted prices for arithmetic accuracy and responsiveness to the Term of References.

6. Recommendations by the Evaluation Committee

The Evaluation Committee recommended the award of contract to the lowest bidder evaluated bidder **MS Ikram Sheet Metal Works** for supply and delivery of gas cooking range with 6 burners - 2high pressure and 4 low pressures without the oven at a total cost of **KSH. 95,000.00** inclusive of 16% VAT

7. Legal Section

Section 106 subsection 5c states: *that an Accounting Officer shall consider recommendations for award arising from a contract under procurement by a request for quotations for approval or rejection.*

