

## KENYA FORESTRY RESEARCH INSTITUTE



## INTERNAL MEMO

**TO** : SSD/F&A  
**FROM** : DD/SCM  
**DATE** : 9<sup>TH</sup> OCTOBER, 2018

**SUBJECT: QTN/038/2018-2019– PROVISION OF PRINTING SERVICES FOR 5<sup>TH</sup> SCIENTIFIC CONFERENCE PROCEEDING BOOK**

**1. Background Information**

The User, TSS Department would like to procure Provision for Printing Services of 5<sup>th</sup> scientific conference proceeding Books. The procurement requisition was raised, dully authorized and received in procurement. 29<sup>th</sup> August, 2018.

**2. Method of Procurement**

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

1. Kreative Designers
2. Smati Graphics
3. Sagana Holdings Ltd
4. Fiesta Works Agencies
5. Brandient Advertising
6. Tree Agama Ltd

**3. Respondents**

The following firms responded to Request for Quotations:-

1. Fiesta Works Agencies
2. Kreative Designers
3. Smati Graphics
4. Brandient Advertising

**4. Evaluation Committee**

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

1. Paul Tuwei - Chairing

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2. David Omuse - Member  
 3. John Otuoma - Member  
 4. Stephen Etyang - Secretary

### 5. Financial Evaluation Price Comparison Schedule

| S/NO | Item Description                             | UOM | QTY | Kreetive Designer |            | Smati Graphics |            | Brandient Advertising |            | Fiesta work Agencies |            |
|------|--|-----|-----|-------------------|------------|----------------|------------|-----------------------|------------|----------------------|------------|
|      |  |     |     | Unit Cost         | Total Cost | Unit Cost      | Total Cost | Unit Cost             | Total Cost | Unit Cost            | Total Cost |
| 1    | Printing of KEFRI Scientific conference Book | Pcs | 100 | 42,000            | 4,200,000  | 12,992         | 1,299,200  | 18,560                | 1,856,000  | 9,000                | 900,000    |

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 recommends the contract for Provision of printing services of 5<sup>th</sup> scientific conference proceeding Books be made to the lowest evaluated bidder **Ms. Fiesta Works Agencies** at a total cost of **Ksh. 900, 000.00** inclusive of V.A.T

### 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 contract for Provision of printing services of 5<sup>th</sup> scientific conference proceeding Books be made to the lowest evaluated bidder **Ms. Fiesta Works Agencies** at a total cost of **Ksh. 900, 000.00** inclusive of V.A.T

Kindly approve the award of the contract.

*Isaac Odhiambo*

**Isaac Odhiambo**  
**FOR: DD/SCM**

### APPROVAL BY DIRECTOR OR SDDF&A

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

