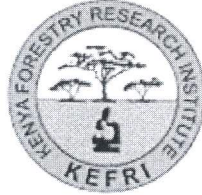


KENYA FORESTRY RESEARCH INSTITUTE



INTERNAL MEMO

TO : DIRECTOR
 FROM : DD/SCM
 DATE : 19TH NOVEMBER, 2018

SUBJECT: QTN/068/2018 - 2019 – PROVISION OF PUBLICITY TALK SHOW

1. Background Information

The User, Directorate would like to procure services for publicity talk show. The Procurement requisition was raised, dully authorized and received in Procurement on 16th November, 2018. The quotations were sent online and received online.

2. Method of Procurement

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

1. Mediamax Network Ltd
2. Royal Media Services Ltd
3. The Standard Group PLC
4. Nation Group Media

1. Respondents

The following firms responded to the Request for Quotations:-

1. Mediamax Network Ltd
2. Royal Media Services Ltd
3. The Standard Group PLC

3. Evaluation Committee

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

- | | | |
|------------------------|---|-----------|
| 1. Ms. Margaret Njenga | - | Chairing |
| 2. Mr. Stephen Gitonga | - | Member |
| 3. Ms. Betsy Namisi | - | Member |
| 4. Mr. Isaac Odhiambo | - | Secretary |

4. Financial Evaluation Price Comparison Schedule

S/No.	Description	Mediamax Network Ltd	Royal Media Services Ltd	The Standard Group PLC
1.	High Frequency Adverts (1 Week) 2 Day on infomercials, 3 Promos daily before the Wednesday Event	600,000.00	1,258,600.00	464,000.00
2.	TV Talk Appearance – 30 minutes talk – evening talk show (1 day) on 20 th Nov, 2018 preferable time is between 7.30pm and 9.00pm	1,100,000.00	840,000.00	

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

5. Recommendation By the Evaluation Committee

The Evaluation Committee recommended that the award for provision of publicity talk show be made to the lowest evaluated bidder **Ms. The Standard Group PLC** for 3 days of infomercials, 3 days promos and 30minutes live interview from 7.30pm to 8.00pm on Tuesday at a total cost of **Ksh. 464,000.00** inclusive of V.A.T against a budget of **Ksh. 500,000.00**.

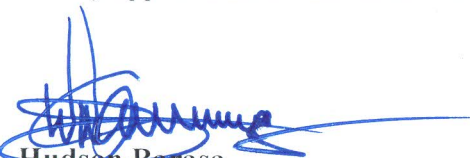
6. Legal Position

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

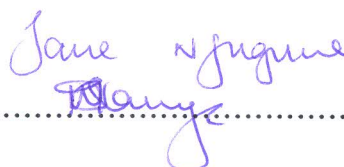

Based on the above, I recommend the award of contract for provision of publicity talk show be made to the lowest evaluated bidder **Ms. The Standard Group PLC** for 3 days of infomercials, 3 days promos and 30minutes live interview from 7.30pm to 8.00pm on Tuesday at a total cost of **Ksh. 464,000.00** inclusive of V.A.T against a budget of **Ksh. 500,000.00**.

Kindly approve the award of the contract.


Hudson Barasa
DD/SCM

APPROVAL BY DIRECTOR OR SDD/F&A

The recommendation for award of contract is hereby ~~Not approved~~ [✓] **Approved**.

Name.....  Signature  Date..... 19/11/18