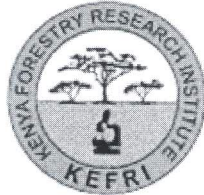


KENYA FORESTRY RESEARCH INSTITUTE



INTERNAL MEMO

TO : SDD/F&A
FROM : DEPUTY DIRECTOR, SUPPLY CHAIN MANAGEMENT
DATE : 9th OCTOBER, 2018

SUBJECT: QTN/036/2018-2019- SUPPLY AND DELIVERY OF TYRES

1. Background Information

The user, KEFRI human resource division (Clinic) and Science Leader would like to procure Tyres and Rim respectively. Procurement Requisitions were 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. Greenland Limited
2. Baselink Group
3. Cutwize Logistics
4. Kibucho Enterprises
5. Across Tropics
6. Transvalley Investments
7. Fontana Enterprises
8. Autoxpress Ltd
9. Yana Tyres Center
10. Lily White Products

3. Respondents

The following firms responded to Request for Quotations:-

1. Baselink Group Limited
2. Yana Tyre Center
3. Transvalley Investments
4. Lily White Products
5. Across Tropics Ltd

Evaluation Committee

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

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S/NO	NAME	POSITION
1	James Gituri	Chairman
2	John Getonto	Member
3	John Kyalo	Member
4	Julius Owino	Member
5	Thomas Wambua	Secretary

4. Financial Evaluation

Price Comparison Schedule

i. Tyres 185/70 R14

No	Item Description	Unit	QTY	Baselink	Yana	Transvall ey	Lily-white	Across Tropics
1	Tyre 185/70 R14	No	5	45,240 (Dunlop)	39,904 (Firestone)	52,171 (Dunlop)	43,750 (Dunlop)	54,375 (Yana)

ii. Rim Size 16"

No	Item Description	Unit	QTY	Baselink	Yana	Transvall ey	Lily-white	Across Tropics
1	Rim 265/70 R16	No	1	11,832	11,716	26,680	10,825	11,600

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 hereby recommended the award of Tyre be awarded to **Ms. Yana Tyre Centre Limited** at a total cost of Kshs **39,904 Inclusive of VAT** and Rim to **Ms. Lily White Products Enterprises Limited** at a total of Kshs **10,825 Inclusive of VAT**.

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*

7. Recommendation

Based on the above, I recommend the award of supply and delivery of Tyres to Yana Tyre Centre Limited at a total cost of Kshs **39,904 Inclusive of VAT** and Rim to Lily White Products enterprises Limited at a total of Kshs **10,825 Inclusive of VAT**.

Kindly approve the award of the contract.



Isaac Odhiambo
FOR: DD/SCM

