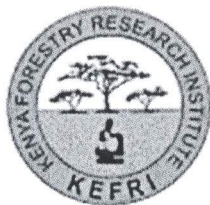


KENYA FORESTRY RESEARCH INSTITUTE

*INTERNAL MEMO*

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

SUBJECT: KEFRI/02/2018 - 2019 - SUPPLY, UPGRADE & COMMISSIONING OF SYSTEM AND COLLABORATION SOFTWARE AT KEFRI HEADQUARTERS

1. Background

The user, ICT Division would like to source for a system and collaboration software. The Procurement Requisition was raised, dully authorized and received in Procurement.

2. Method Of Procurement

The method of Procurement used was Open National Tender in which the tender was advertised in My.Gov publication on 18th September, 2018 and closed on 5th October, 2018. The tender was also advertised through KEFRI website and other government portals.

3. Response to Open National Tender

One firm responded to the Open National Tender:-

- | | |
|-------------------------|----|
| 1. M/s. Digital Pro Ltd | B1 |
|-------------------------|----|

4. Evaluation of Tenders

The following officers were appointed to evaluate the tenders:-

- | | | |
|---------------------|---|-----------|
| 1. Ben Mutua | - | Chairing |
| 2. Jeremiah Musango | - | Member |
| 3. Joseph Mukoto | - | Member |
| 4. John Njoroge | - | Member |
| 5. Esther Manyeki | - | Member |
| 6. Caroh Maganga | - | Secretary |

5. Tender Evaluation

5.1 Preliminary Evaluation

REQUIREMENT	B1
a) Tender Document should be paginated and tape- bound	YES
b) Duly filled Form of Tender in the format provided	YES
c) Dully completed Confidential Business Questionnaire in the format provided	YES
d) Accreditation by ICT Authority	YES
e) A Valid copy of Certificate of Business Registration/Incorporation;	YES
f) A copy of a Valid Tax Compliance Certificate from KRA	YES
g) Must submit copies of Audited Accounts for 2016, 2017 & 2018;	YES
h) A Valid Manufacturers Authorization Form from Novell MicroFocus	YES
i) Must attach Valid Vendor certification (e.g. Novell Platinum Partner/Application Re hosting Solution Provider/Micro Focus Business Partner/Micro Focus Solution Partner/Micro Focus Consulting Partner/Micro Focus SI Partner/ Micro Focus Premier Partner or Micro Focus Novell Business Partner)	YES
j) Must attach a copy of valid Business Permit.	YES
RESULT	PASS

Bidder B1 - Ms. Digital Pro Ltd was successful at the preliminary evaluation stage and therefore proceeded to the detailed evaluation stage:-

5.2 Detailed Technical Evaluation

No.	Item	B1	% Score
1	Installation Design/Project Plan	5	5
2	Experience and past performance of the bidder on the works of a similar nature within the past two years. Attach at least two reference letters and corresponding copies of Local	15	15

