

KENYA FORESTRY RESEARCH INSTITUTE



INTERNAL MEMO

TO : DIRECTOR -KEFRI  
FROM : DEPUTY DIRECTOR, SUPPLY CHAIN MANAGEMENT  
DATE : 19<sup>TH</sup> NOVEMBER, 2018

SUBJECT: KEFRI/HQT/05/2018-2019 FOR SUPPLY, UPGRADE & COMMISSIONING OF APPLICATION SOFTWARE AT KEFRI HEADQUARTERS.

**1. Background**

The user division ICT made a duly and authorized S11 requisition for Supply, Upgrade & Commissioning of Application Software at KEFRI Headquarters

**2. Method of Procurement**

The method of procurement used was Open National Tender which was advertised on 18<sup>th</sup> September, 2018 and was opened on 5<sup>th</sup> October, 2018 at 10:00am.

**3. Response to tender invitation**

Following the tender advertisement, five (5) firms responded to the tender invitation as follows:

- |                                   |    |
|-----------------------------------|----|
| 1. M/s. XRX Technologies Ltd      | B1 |
| 2. M/s. Technology Associates Ltd | B2 |
| 3. M/s Specicom Technologies Ltd  | B3 |
| 4. M/s Avuity Ltd                 | B4 |
| 5. M/s. Express Automation Ltd    | B5 |

**4. Tenders Evaluation Committee**

The following officers were appointed to the evaluation committee to evaluate the tenders

- |                     |   |          |
|---------------------|---|----------|
| 1) Ben Mutua        | - | Chairing |
| 2) Jeremiah Musango | - | Member   |
| 3) Joseph Mukoto    | - | Member   |

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- 4) Esther Manyeki - Member
- 5) John Njoroge - Member
- 6) Carol Maganga - Secretary

**5. Evaluation process**

The evaluation process involved three stages as follows:

**Stage 1; Preliminary Evaluation**

During this stage the bidders were evaluated based on the mandatory requirements stipulated in the tender document as follows:

*Table 1: Mandatory Evaluation*

REQUIREMENT	B1	B2	B3	B4	B5
1) Paginated and tape- bound bid document with clearly marked sections	NO	NO	YES	YES	YES
2) Duly filled Form of Tender in the format provided	YES	YES	YES	YES	YES
3) A dully completed Confidential Business Questionnaire in format provided	YES	YES	YES	YES	YES
4) A copy of Certificate of Business Registration/Incorporation;	YES	YES	YES	YES	YES
5) Must submit a copy of a Valid Tax Compliance Certificate from KRA	NO	YES	YES	YES	NO
6) A valid business Permit.	YES	YES	YES	YES	YES
7) Accreditation by ICT Authority (State Corporation under the State Corporations Act 446)	NO	NO	NO	YES	YES
8) Copies of Audited Accounts for 2015, 2016 & 2017;	YES	YES	YES	YES	YES
9) A valid direct Manufacturers Authorization Form from VMware	YES	YES	YES	YES	YES
10) Must attach Valid Vendor certification (Solution Provider Professional Partner, Solution Provider Premier Partner or Solution Provider Enterprise Partner from VMware, Inc.)	YES	YES	NO	YES	YES
<b>RESULT</b>	<b>FAIL</b>	<b>FAIL</b>	<b>FAIL</b>	<b>PASS</b>	<b>FAIL</b>

