



Kenya Forestry Research Institute (KEFRI)  
**INTERNAL MEMO**

**TO** : SDD/F&A  
**FROM** : DD/SCM  
**DATE** : 26<sup>th</sup> September, 2018

**SUBJECT: KEFRI/031/2018-2019– SUPPLY AND DELIVERY OF FLIERS AND CARRIER BAGS**

**1. Background**

The Institute would like to source for Supply and Delivery of Fliers and Carrier Bags. The requisitions were raised, dully authorized and received in procurement section.

**2. Method of Procurement**

The method of procurement used was request for quotations. The following prequalified firms were invited to quote:-

1. Almond Print Ltd
2. Tassy Agencies
3. Sontech Enterprise Ltd
4. Gowawa Enterprise
5. Evaton Systems
6. Mckinee Consultancy
7. Plutocrat Ventures
8. Kreetive Designers & Supplies
9. Rilish International
10. Alfema Enterprise
11. Ibrand Limited

**3. Respondents.**

The following firms responded to the request for quotations;

1. Plutocrat Ventures
2. Mckinee Consultancy
3. Ibrand Limited

*Handwritten signature/initials in blue ink.*

#### 4. Evaluation Committee

The following officers participated in the evaluation of the quotations:

1. Timothy Wanjala - Chairing
2. Derrick Enonda - Member
3. Eliza Muema - Member
4. Gregory Namasaka - Secretary

#### 5. Financial Evaluation

##### Price Comparison Schedule

Item Description	QTY	Ibrand		Mckinee		Plutocrat	
		Unit	Total	Unit	Total	Unit	Total
Fliers	5000	5.8	29000	23.2	116000	5.98	29900
Large Tote bag, Canvas	100	1148.4	114848	792	79,200	1595	159500
Large Tote bag, solid cotton	500	945.4	472700	127.6	63,800	468	234000
Medium Tote bag, solid cotton	500	-	-	104.4	52,200	390	195000
Small Tote bag, solid cotton	400	-	-	81.2	32,480	345	138000

The quotations were evaluated based on the prices quoted as per attached evaluation report. The prices are quoted in Kenya Shillings.

#### 6. Recommendation by the Evaluation Committee

The Evaluation Committee recommended that the award for Supply and Delivery of fliers and carrier bags be awarded to the lowest evaluated bidders.

#### 7. Legal Position

Section 106 subsection 5c states that '*an Accounting Officer shall consider recommendations for award arising from a contract under procurement by a request for quotations for approval or rejection*'.

#### 8. Recommendation

Based on the evaluation report attached, I recommend the award of contract for Supply and Delivery of fliers and carrier bags be awarded to the lowest evaluated bidders inclusive of V.A.T as follows:-

*PKSAC*

**1. Ibrand Limited**

Item Description	QTY	Unit Price	Total
Fliers	5000	5.8	29,000.00

**2. Mckinee Consultancy**

Item Description	QTY	Unit Price	Total
Large Tote bag, Canvas	100	792	79,200.00
Large Tote bag, solid cotton	500	127.6	63,800.00
Medium Tote bag, solid cotton	500	104.4	52,200.00
Small Tote bag, solid cotton	400	81.2	32,480.00
<b>TOTAL</b>			<b>227,680.00</b>

Kindly approve the award of the contract

*Isaac*

**Isaac Odhiambo**

**FOR: Deputy Director, Supply Chain Management**

**APPROVAL BY DIRECTOR OR SDDF&A**

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

Name G. W. OTIENO Signature [Signature] Date 27/9/18.