

KENYA FORESTRY RESEARCH INSTITUTE



INTERNAL MEMO

TO : SDD/F&A

FROM : DEPUTY DIRECTOR, SUPPLY CHAIN MANAGEMENT

DATE : 22nd OCTOBER, 2018

SUBJECT: KEFRI/QTN042/2018-2019 – SUPPLY AND DELIVERY OF CALIBRATION OF LABORATORY EQUIPMENT

1. Background

The user, Lab Coordinator Office would like to source for Calibration services of Laboratory Equipment. The procurement requisition was raised, dully authorized and received in procurement.

2. Method of Procurement

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

1. Sonic Quality Inspections Ltd
2. Instrumentation
3. Elister 2000 Ltd
4. Estec Limited
5. Quality Assurance System Ltd.
6. Azania Physical Laboratory.
7. Lynx Africa.
8. Lab.CRS Services Limited.
9. Endeavor Instrument Africa Limited.
10. Ideal Quality Trail System Limited

Asaac

3. Respondents to Request for quotations

The following firms responded:-

1. Lynx Africa Ltd
2. Azania Physical Laboratory
3. Lab.CRS Services Limited
4. Endeavor Instrument Africa Limited
5. Ideal Quality Trail System Limited

4. Evaluation Committee

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

- 1) John Njoroge - Chairing
- 2) Kamau Thuo - Member
- 3) Sarah Wakesho - Member
- 4) Carol Maganga - Secretary

5. Detailed Technical Evaluation

Ideal Quality Trail System Limited was the successful bidder at the detailed technical evaluation.

6. Financial Evaluation

Price Comparison Schedule

S/No.	Firms	Quantity	Total Price
1	Lynx Africa Ltd	Each	524,320.00
2	Ideal Quality Trail System Limited		196,272.00
3	Azania Physical Laboratory		390,920.00
4	LabCRS Services Limited		230,608.00
5	Endeavor Instrument Africa Limited		341,040.00

7. Recommendation By the Evaluation Committee

The Evaluation Committee recommended the award of contract for calibration services for lab equipments be awarded to the lowest evaluated bidder **Ms. Ideal Quality Trail System Limited** at a total cost of **Ksh. 196,272.00** inclusive of V.A.T

8. 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*

9. Recommendation

Based on the above, I recommend award of contract for award of contract for calibration services for lab equipments be awarded to the lowest evaluated bidder **Ms. Ideal Quality Trail System Limited** at a total cost of **Ksh. 196,272.00** inclusive of V.A.T

Kindly approve the award of the contract.



Isaac Odhiambo
FOR: DD/SCM

APPROVAL BY DIRECTOR OR SDDF&A

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

Name..... G. W. O. O. O. Signature.....  Date..... 23/10/18.