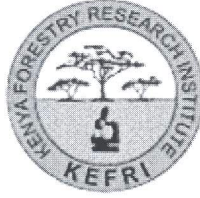


## KENYA FORESTRY RESEARCH INSTITUTE



## INTERNAL MEMO

TO : SDD/F&A  
FROM : DD/SCM  
DATE : 28<sup>th</sup> AUGUST, 2018

**SUBJECT: QTN/009/2018-2019 – SUPPLY AND DELIVERY OF VISITORS TAGS.**

**1. Background Information**

The User, Administration division would like to procure visitors tags. The procurement requisition was 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. Ultimate Tabs Venture.
2. Edge Court Ltd.
3. Milele Office Systems
4. Le-sol Ventures
5. Flaco (E A) Ltd
6. Jemwenda Enterprises
7. Vertex Heritage Co Ltd
8. Ibrand Ltd
9. Vinpet Enterprises
10. Top one Agency
11. Lianka Enterprises

**3. Respondents**

The following firms responded to Request for Quotations:-

1. Ultimate Tabs Venture.
2. Edge Court Ltd.
3. Milele Office Systems
4. Le-sol Ventures
5. Flaco (E A) Ltd
6. Jemwenda Enterprises
7. Vertex Heritage Co Ltd
8. Ibrand Ltd

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9. Vinpet Enterprises  
10. Lianka Enterprise

#### 4. Evaluation Committee

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

S/N	NAMES	POSITION
1	Emilio Kinyua	Chairman
2	Ben Mutua	Member
3	Patrick Muthee	Member
4	Gregory Namasaka	Secretary

#### 5. Financial Evaluation Price Comparison Schedule

S/No	Firm Name	Qty	Sub Total	Vat	Discount	Total Amount
1	Lynje Enterprises	200	70,000	11,200	8,120	73,080
2	Flaco East Africa Ltd		52,000	8,320	Nil	60,320
3	Ultimate Tabs Ventures		30,000	Inclusive	Nil	30,000
4	Edge Court Ltd		28,000	4,480	Inclusive	32,480
5	Ibrand Ltd		50,000	8,000	Inclusive	58,000
6	Lianka Enterprises		78,000	12,480	Nil	90,480
7	Vinpet Enterprises		30,000	Inclusive	Nil	30,000
8	Jemwenda Enterprises		24,138	3,862	Nil	28,000
9	Milele Office Systems		34,000	5,440	Nil	39,440
10	Le-Sol Venture		15,000		Nil	15,000

The quotations were evaluated based on the prices quoted and responsiveness to the terms of reference.

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**6. Recommendation By the Evaluation Committee**

The Evaluation Committee recommended the award of contract for supply and delivery of 200 Pcs of visitors tags to the lowest evaluated bidder **M/s. Le-Sol Venture** at a total cost of **Ksh15,000.00** inclusive of V.A.T.

**7. 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*

**8. Recommendation**

Based on the above, I recommend the award of contract for supply and delivery of 200 Pcs of visitors tags to the lowest evaluated bidder **M/s. Le-Sol Venture** at a total cost of **Ksh15,000.00** 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 TIENO ..... Signature.....  ..... Date..... 28/8/18 .....