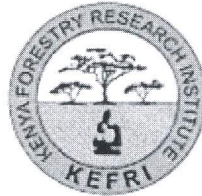


## KENYA FORESTRY RESEARCH INSTITUTE



## INTERNAL MEMO

TO : SDD/F&A  
 FROM : DD/SCM  
 DATE : 12<sup>TH</sup> OCTOBER 2018

**SUBJECT: QTN/10/2018 – 2019 – SUPPLY AND DELIVERY OF GAS RANGE**

**1. Background information**

The Enterprise Division would like to purchase a gas range. The Purchase Requisition was raised, dully authorized and received in Procurement.

**2. Procurement method**

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

- a) Ikram Sheet Metal Works
- b) Servicescope E.A Ltd
- c) Sheffield Systems Ltd.

**3. Respondents**

The following three firms responded to the Request for Quotations:

- a) Ikram Sheet Metal Works
- b) Servicescope E.A Ltd
- c) Sheffield Systems Ltd.

**4. Evaluation of quotations**

The following officers participated in the evaluation of the quotations.

S/No.	Evaluator	Position
1.	Roselyn Magero	Chairman

*Handwritten signature/initials*

2.	Jemimah Nzilani	Member
3.	Eunice Kahuria	Secretary
4.	Elizabeth Ngesa	Member
5.	Samson Masava	Member

## 5. Financial Comparison

### Pricing Comparison Schedule

ITEM	DESCRIPTION	UNIT	QTY	IKRAM	SHEFFIELD	SERVICESCOPE
1	a) A gas cooking range with 6 burner -2high pressure and 4 low pressure	No	1	95,000.00	275,000.00	140,000.00
	b) A gas cooking range with 6 burner -2high pressure and 4 low pressure with electric oven	No	1	200,000.00	375,000.00	265,000.00

The quotations were evaluated based on the above quoted prices for arithmetic accuracy and responsiveness to the Term of References.

## 6. Recommendations by the Evaluation Committee

The Evaluation Committee recommended the award of contract to the lowest bidder evaluated bidder **MS Ikram Sheet Metal Works** for supply and delivery of gas cooking range with 6 burners - 2high pressure and 4 low pressures without the oven at a total cost of **KSH. 95,000.00** inclusive of 16% VAT

## 7. Legal Section

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 above, I recommend the award of contract for the supply and delivery of gas cooking range with 6 burner - 2high pressure and 4 low pressure without the oven to the lowest evaluated bidder, **MS Ikram Sheet Metal Works** at a total cost of **KSH. 95,000.00** inclusive of 16% VAT

Kindly approve the award of the contract.

**Isaac B. Odhiambo**  
**FOR: DD/SCM**

**APPROVAL BY DIRECTOR OR SDD F&A**

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

Name G. W. OJENO ..... Signature  ..... Date 15/10/18 .....