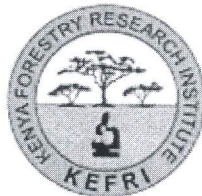


KENYA FORESTRY RESEARCH INSTITUTE



INTERNAL MEMO

TO : SDD/F&A
 FROM : DD/SCM
 DATE : 9th OCTOBER, 2018

SUBJECT: QTN/037/2018-2019- PROVISION TO SERVICING OF GENERATORS

1. Background Information

The user, KEFRI administration division would like to procure the service of Generator Maintenance. 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. Riftvalley Machinery
2. Abony East Africa
3. Hyperteck electrical

3. Respondents

The following firms responded to Request for Quotation :-

1. Riftvalley Machinery
2. Abony East Africa
3. Hyperteck electrical

4. Evaluation Committee

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

- | | | |
|------------------|---|-----------|
| 1. James Gituri | - | Chairing |
| 2. John Getonto | - | Member |
| 3. John Kyalo | - | Member |
| 4. Julius Owino | - | Member |
| 5. Thomas Wambua | - | Secretary |

5. Financial Evaluation Price Comparison Schedule

No	Item Description	Unit	QTY	Riftvalley	abony	Hyperteck
1	Service of Generator 300 KVA	No	1	85,956.00	137,361.40	53,963.20
2.	Service Generator 50 KVA	No	2	85,608	127,716	103,031.20
3.	Service Generator 125 KVA	No	1	71,343.48	112,427	49,800

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

6. Recommendation By the Evaluation Committee

The Evaluation Committee hereby recommends the award of Service of the Generators as follows;
NB: All prices are inclusive of 16% VAT

1. Rift Valley Machinery

No	Item Description	Unit	QTY	Total
1.	Service Generator 50 KVA	No	2	85,608.00
	Total			85,608.00

2. Hyperteck Electrical Services

No	Item Description	Unit	QTY	Total
1	Service of Generator 300 KVA	No	1	53,963.20
2.	Service Generator 125 KVA	No	1	49,800.00
	Total			103,763.20

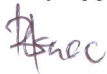
7. Legal Position

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 service of generator **50 KVA** to **Ms. Rift Valley Machinery** at a total cost of **Ksh 85, 608.00.00** inclusive of V.A.T and service of **300 KVA** and **125 KVA** to **Ms. Hyperteck Electrical Services** at a total cost of **103,763.20** inclusive of V.A.T

Kindly approve the award of the contract.


Isaac 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. OTIENO Signature.....  Date 9/10/18