

## KENYA FORESTRY RESEARCH INSTITUTE



## INTERNAL MEMO

TO : DIRECTOR  
 FROM : DD/SCM  
 DATE : 19<sup>TH</sup> NOVEMBER, 2018

SUBJECT: QTN/068/2018 - 2019 – PROVISION OF PUBLICITY TALK SHOW

### 1. Background Information

The User, Directorate would like to procure services for publicity talk show. The Procurement requisition was raised, dully authorized and received in Procurement on 16<sup>th</sup> November, 2018. The quotations were sent online and received online.

### 2. Method of Procurement

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

1. Mediamax Network Ltd
2. Royal Media Services Ltd
3. The Standard Group PLC
4. Nation Group Media

### 1. Respondents

The following firms responded to the Request for Quotations:-

1. Mediamax Network Ltd
2. Royal Media Services Ltd
3. The Standard Group PLC

### 3. Evaluation Committee

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

- |                        |   |           |
|------------------------|---|-----------|
| 1. Ms. Margaret Njenga | - | Chairing  |
| 2. Mr. Stephen Gitonga | - | Member    |
| 3. Ms. Betsy Namisi    | - | Member    |
| 4. Mr. Isaac Odhiambo  | - | Secretary |

#### 4. Financial Evaluation Price Comparison Schedule

S/No.	Description	Mediamax Network Ltd	Royal Media Services Ltd	The Standard Group PLC
1.	High Frequency Adverts (1 Week) 2 Day on infomercials, 3 Promos daily before the Wednesday Event	600,000.00	1,258,600.00	464,000.00
2.	TV Talk Appearance – 30 minutes talk – evening talk show (1 day) on 20 <sup>th</sup> Nov, 2018 preferable time is between 7.30pm and 9.00pm	1,100,000.00	840,000.00	

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

#### 5. Recommendation By the Evaluation Committee

The Evaluation Committee recommended that the award for provision of publicity talk show be made to the lowest evaluated bidder **Ms. The Standard Group PLC** for 3 days of infomercials, 3 days promos and 30minutes live interview from 7.30pm to 8.00pm on Tuesday at a total cost of **Ksh. 464,000.00** inclusive of V.A.T against a budget of **Ksh. 500,000.00**.

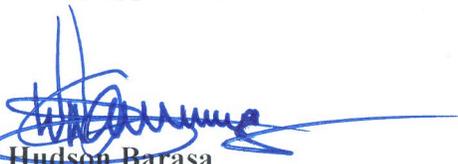
#### 6. Legal Position

**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 provision of publicity talk show be made to the lowest evaluated bidder **Ms. The Standard Group PLC** for 3 days of infomercials, 3 days promos and 30minutes live interview from 7.30pm to 8.00pm on Tuesday at a total cost of **Ksh. 464,000.00** inclusive of V.A.T against a budget of **Ksh. 500,000.00**.

Kindly approve the award of the contract.



Hudson Barasa  
DD/SCM

#### APPROVAL BY DIRECTOR OR SDD/F&A

The recommendation for award of contract is hereby ~~Not approved~~ <sup>✓</sup> **Approved**.

Name..... Jane Nyugue ..... Signature..... [Signature] ..... Date..... 19/11/18 .....