

EVALUATION REPORT FOR TENDER NO. MOICT/SDICTI/012/2018-2019 FOR SUPPLY AND DELIVERY OF LASERJET PRINTER- LIGHT DUTY, MONOCHROME, AS AND WHEN REQUIRED, FOR FINANCIAL YEARS 2018/2019 AND 2019/2020 AT A MEETING HELD BETWEEN 17TH SEPTEMBER 2018 AND 26TH SEPTEMBER 2018 AT KYAKA HOTEL MACHAKOS.

MEMBERS

Mr. Dickson Nyandiga	Chairman
Mr. Pius Muchai	Member
Mrs. Mercy Mwangi	Member
Ms. Mukami Mung'ania	Secretary
Mrs. Nyachomba Kibocha	Secretariat

BACKGROUND

The tender was floated in execution of circular OP/CAB.39/1A dated 23rd February, 2018 from the Head of Public Service on Centralized Procurement of ICT Equipment and Services. Procurement of ICT equipment and services was consolidated under the State Department of ICT and Innovation. This was an open tender that was published on 21st August, 2018 in My Gov publication and the Ministry's Website. The tender was opened on 4th September, 2018 in the presence of bidder representatives. Twenty Five (25NO) bidders submitted their bids as follows:-

	FIRM NAME AND ADDRESS	Assigned Serial Number
1	Shonitel limited	F1
2	Copier Forec (Kenya)Ltd	F2
3	Copier Force(Kenya)Ltd	F3
4	Maars Technologies Ltd	F4
5	Diston Investment Ltd	F5
6	Eurocom Systems ltd	F6
7	XRX Technologies	F7
8	Sunbeam Computer System(E.A) Ltd	F8
9	Intermass Technologies EA ltd	F9
10	Pentium Systems	F10
11	Elsim Enterprises	F11
12	Luxor Technology and Consultancy Ltd	F12
13	Selex international ltd	F13

14	Tech Biz Ltd	F14
15	Motech Enterprises	F15
16	MFI Document Solutions Ltd	F16
17	Rein Solns	F17
18	Computech Ltd	F18
19	Weston Commodities Enterprises Ltd	F19
20	Fabro ltd	F20
21	Negit Enterprises	F21
22	Chincom Solns Ltd	F22
23	The Copy Cat Ltd	F23
24	Joyvenah agencies	F24
25	Afrokent Office equipment	F25

Evaluation was done in three stages:-

1. PRELIMINARY STAGE
2. TECHNICAL STAGE
3. FINANCIAL/COMMERCIAL STAGE

1. PRELIMINARY STAGE

This stage of evaluation involved examination of the pre-qualification conditions as set out in the tender advertisement Notice or Letter of Invitation to tender and any other conditions stated in the bid document. All the under listed conditions had to be fulfilled in order for the bidder to be considered compliant and move to the next stage of evaluation.

The conditions set out in this stage were mandatory and all bidders were required to have attached all the above documentation to be considered compliant and successful. Bidders that did not attach any of the required documents were not considered for technical evaluation and subsequently were not to be considered in any other stage.

PRELIMINARY EVALUATION FORM

CRITERIA	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	F13	F14	F15	F16	F17	F18	F19	F20	F21	F22	F23	F24	F25
Certificate of Incorporation/Registration.	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c
CR 12 where applicable.	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c
Valid Tax Compliance Certificate.	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c
Valid Trade License or Single Business Permit.	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c
Duly filled, signed and stamped business questionnaire.	c	c	c	c	nc	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c
Duly filled, signed and stamped form of tender.	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c
Original bid bond of Kshs.250, 000.	c	c	c	c	c	c	c	c	c	nc	nc	c	c	c	nc	c	nc	c	c	c	c	c	c	c	c
Bidders must provide evidence of having supplied similar items in the last 3 years by providing copies of orders, completion certificates or award letters from the current major	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c

CRITERIA	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	F13	F14	F15	F16	F17	F18	F19	F20	F21	F22	F23	F24	F25
clients.																									
Submit audited accounts for last 3years and bank statement for the last 6 months preceding tender opening date.	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c
Submission of detailed bank account information including a reference letter from your bank indicating the lines of credit that can be extended to the bidder including bank overdrafts facilities.	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	nc	c
Warranty and Manufacturer's authorization: a) A certified copy of valid manufacturer's authorization covering all items the tenderer has tendered.	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	nc	c	c	nc	c

CRITERIA	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	F13	F14	F15	F16	F17	F18	F19	F20	F21	F22	F23	F24	F25
<p>b) A duly signed original statement by the manufacturer indicating that:-</p> <p>i. The Tenderer is authorized to offer and supply goods that are manufactured by the manufacturer</p> <p>ii. The Original Manufacturer's Authorization (MA) MUST be on Letter Head, duly signed, stamped and addressed to The Principal Secretary MoICT and should be tender and item specific.</p>																									

CRITERIA	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	F13	F14	F15	F16	F17	F18	F19	F20	F21	F22	F23	F24	F25
<p>A sworn statement or declaration stating that:</p> <p>a) The firm has not been debarred from participating in any public procurement by PPRA.</p> <p>b) No person related to the firm has any spouse or children working at MoICT</p> <p>c) The firm has not been engaged in any unethical, corrupt, collusive or fraudulent activities in public procurement matters.</p> <p>d) The firm has not been declared bankrupt, insolvent or under receivership.</p>	c	c	c	nc	c	c	c	c	c	c	nc	c	c	c	c	c	nc	c	nc	c	c	c	c	nc	c

CRITERIA	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	F13	F14	F15	F16	F17	F18	F19	F20	F21	F22	F23	F24	F25	
e) The firm is not guilty of any violation of fair employment law practices. f) Declaration that the firm will not engage in any corrupt or fraudulent practice.																										
All pages of both original and copy of the tender documents submitted MUST be sequentially serialized by the tenderers.	c	c	c	c	c	c	c	c	c	nc	c	c	c	c	c	c	c	c	c	c	c	c	c	nc	c	
Bid Validity- 150 days	c	c	c	c	c	c	c	c	c	c	nc	c	c	c	c	c	nc	c	c	c	c	c	c	c	c	c
C- Compliant NC – Non- Compliant	c	c	c	nc	nc	c	c	c	c	nc	nc	c	c	c	c	c	nc	c	nc	c	nc	c	c	nc	c	

OBSERVATIONS

- **Firm 4**
 - Did not have sworn statement as required in the tender.
 - They had audited accounts for only 2016 and 2017.
- **Firm 5**
 - the form of tender was not duly filled.
- **Firm no. 19**
 - Did not attach sworn statement as required in tender instructions.
- **Firm No. 17**
 - The bid validity was below what was required from the tender.
- **Firm no. 11**
 - Had no bid bond.
- **Firm no. 10**
 - Had no bid bond
- **Firm no. 24**
 - the original document was not serialized.
 - did not attach Original Manufacturer Authorization

Note: F4, F5, F10, F11, F17, F19, F21, F24 were found to be non-compliant therefore not considered for any other evaluation stage.

CONCLUSION

- Pursuant to clause 2.22.4 of instructions to tenderers the following suppliers were found to be compliant and therefore, were considered for technical evaluation:-

	FIRM NAME AND ADDRESS	
1	SHONITEL LIMITED	F1
2	Copier Force (Kenya)Ltd	F2
3	Copier Force(Kenya)Ltd	F3
6	Eurocom Systems ltd	F6
7	XRX Technologies	F7
8	Sunbeam Computer System(E.A) Ltd	F8
9	Intermass Technologies EA ltd	F9
12	Luxor Technology and Consultancy Ltd	F12
13	Selex international ltd	F13
14	Tech Biz Ltd	F14
15	Motech Enterprises	F15
16	MFI Document Solutions Ltd	F16
18	Computech Ltd	F18
20	Fabro ltd	F20
22	Chincom Solns Ltd	F22
23	The Copy Cat ltd	F23
25	Afrokent Office equipment	F25

2. TECHNICAL STAGE

In this section, the bids were analyzed to determine compliance with technical specifications for the works as per the evaluation criteria set-out in the tender document. The criteria were given as below:-

ITEM	REQUIREMENT	F1	F2	F3	F6	F7	F8	F9	F12	F13	F14	F15	F16	F18	F20	F22	F23	F25
Print Quality	1200 x 1200 dpi	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c
Print Speed and throughput	Up to 38ppm	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c
Print technology	256MB DRAM; 256	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c
Display	2.7" Color LCD display	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c
Memory	Atleast 512 MB	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c
Memory slots	2 x100 –pin DDR DIMM	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c
Processor Speed	At least 1200mhz	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c
First page out	Less than 8 sec	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c
Languages	PCL 5e,PCL 6, Postscript 3 emulation	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c
Media Capacity	Total Media Capacity: 650 sheets 1–100-sheet input tray 1–550 -sheet input tray Output Tray: 500 sheets	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c
	1 manual feeding tray including envelopes, labels, transparencies and special media Output tray up to 300 sheets	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c
Media Sizes	Letter,legal,executive,A4	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c
Media types	Plain paper, envelopes, transparencies, copier, bond (60 to 200 g/m2)	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c
Duplex printing	Automatic (standard)																	

ITEM	REQUIREMENT	F1	F2	F3	F6	F7	F8	F9	F12	F13	F14	F15	F16	F18	F20	F22	F23	F25
Connectivity	IEEE-1284 compliant bi-directional parallel port and/or Universal Serial Bus (USB), Wireless	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
	RJ 45 Ethernet port	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
Hard disk	At least 100 GB	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
Duty cycle	150,000 per month	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
Network	Yes (Standard)	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
Compatibility	Smart switch printer language sensing	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
	Linux compatible standard	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
	PCL XL emulation standard	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
Software	Drivers for windows server 2003/2008/2012/2016/Windows 7/8/10	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
Warranty	One (1) Year	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
Original detailed and highlighted Brochures MUST be submitted		C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
Spare part availability		C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
After sale service plan		C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
Compliant- C Non-Compliant- N/C		C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C

Note:

Every firm complied at the technical evaluation

3. FINANCIAL/COMMERCIAL STAGE

FINANCIAL EVALUATION CRITERIA

- i) Tenderers with an average turnover of **Kshs. 5 million** and above will be considered. Tenderers shall get reference letters from their banks indicating the lines of credit available to them including any overdraft facilities as part of the financial bid.
- ii) The lowest evaluated financial bid i.e. the unit cost, will be considered per item. If there is a discrepancy between words and figures the amount in words will prevail.

NB: prices that do not reflect the prevailing market price shall be rejected

FINANCIAL EVALUATION FORM																	
TENDER	F1	F2	F3	F6	F7	F8	F9	F12	F13	F14	F15	F16	F18	F20	F22	F23	F25
Average Turnover of 5 million and above	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c
Reference letter from the bank	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c
c-compliant nc-non compliant	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c

NOTE: - All Firms complied with all the financial specifications.

PRICE QUOTE SCHEDULE		
Serial Assigned	Firm Name	Amount
F1	Shonitel limited	29,139.56
F2	Copierforce (Kenya) Limited	24,209.20
F3	Maars Technologies Limited	42,000
F6	Eurocom Systems Limited	23,900
F7	XRX Technologies	23,380
F8	Sunbeam Computers System (E.A) Limited	31,500
F9	Intermass Technologies E.A Ltd	30,630
F12	Luxor Technology and Consultancy Ltd	88,200
F13	Selex International Limited	69,500
F14	Techbiz Limited	24,940
F15	Motech Enterprises	61,050
F16	MFI Document Solutions Ltd	23,432
F18	Computech Limited	22,543.92
F20	Fabro Limited	48900
F22	Chincom Solutions Ltd	48,600
F23	The Copy Cat Ltd	49,815
F25	Afrokent Office Equipment	59,500

CONCLUSION

The tender evaluation team recommends M/S Computech Limited being technically responsive and the lowest financial bidder at the tender sum of Kshs. 22,543.92(twenty two thousands five hundred and forty three shillings and ninety two cents)

The Tender evaluation team recommends M/S Computech Limited of PO.BOX 11696-00400 Nairobi to be considered for award of the tender for supply and delivery of laserjet printer- light duty, monochrome, as and when required, for financial years 2018/2019 and 2019/2020

THE TENDER EVALUATION TEAM MEMBERS

NAME	SIGNATURE	DATE
Mr. Dickson Nyandiga	Chairman	
Mr. Pius Muchai	Member.....	
Mrs. Mercy Mwangi	Member.....	
Ms. Mukami Mung'ania	Secretary.....	
Mrs. Nyachomba Kibocha	Secretariat.....	