

EVALUATION REPORT FOR TENDER NO. MOICT/SDICTI/013/2018-2019 FOR SUPPLY AND DELIVERY OF LASERJET PRINTER- MEDIUM DUTY, MONOCHROME, AS AND WHEN REQUIRED, FOR FINANCIAL YEARS 2018/2019 AND 2019/2020 IN 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 MyGov publication and the Ministry's Website. The tender was opened on 4th September, 2018 in the presence of bidder representatives. Thirty (30NO) bidders submitted their bids as follows:

	FIRM NAME AND ADDRESS	Assigned serial number
1	The Copycat Ltd	F1
2	Shonitel ltd	F2
3	Trenchmax solns ltd	F3
4	Techbiz ltd	F4
5	Sun beam computer system EA ltd	F5
6	Copierforce K. ltd	F6
7	Mentor systems	F7
8	Pentium systems	F8
9	Selex international ltd	F9
10	Computech consulting ltd	F10
11	Fashtech computer ltd	F11
12	Unicom limited	F12
13	Computerways Limited	F13
14	Smartsoft technologies ltd	F14
15	Elsim enterprises	F15
16	Specicom	F16
17	Namwoya computer solutions	F17
18	XRX Technologies	F18
19	Mfi document solutions ltd	F19

	FIRM NAME AND ADDRESS	Assigned serial number
20	Intermass technologies EA ltd	F20
21	Joyvenna agencies – 1 copy	F21
22	Chakam office supplies	F22
23	Chin com solns ltd	F23
24	Posh systems kenya ltd	F24
25	Lenox general supplies	F25
26	Prime Constel company ltd	F26
27	Afro kent office equipment	F27
28	Felinda general supplies	F28
29	Luxor technology and consultancy ltd	F29
30	Computerways Limited	F30

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 evaluation stage.

PRELIMINARY EVALUATION FORM

CRITERIA	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	F14	F15	F16	F17	F18	F19	F20	F21	F22	F23	F24	F25	F26	F27	F28	F29	F30
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	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	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	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	nc	c	c	c	c	c	c	c	c	c	c	c	c	c
Duly filled, signed and stamped business questionnaire.	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	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	c	c	c	c
Original bid bond of Kshs.250, 000.	c	c	c	c	c	c	c	nc	c	c	c	c	c	nc	c	c	c	c	c	c	c	c	c	nc	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 clients.	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	nc	c	c	c	c	c	c	nc	c	c	c	nc	c	c

CRITERIA	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	F14	F15	F16	F17	F18	F19	F20	F21	F22	F23	F24	F25	F26	F27	F28	F29	F30
Submit audited accounts for last 3years and bank statement for the last 6 months preceding tender opening date.	c	c	nc	nc	c	c	c	nc	c	c	c	c	c	c	c	nc	c	c	c	nc	c	c	c	c	nc	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	nc	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	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	nc	c	c	c	c	c	c	c	nc	c	c	c	nc	c	c	c	c	c	c	nc	c	c

CRITERIA	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	F14	F15	F16	F17	F18	F19	F20	F21	F22	F23	F24	F25	F26	F27	F28	F29	F30
<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	F14	F15	F16	F17	F18	F19	F20	F21	F22	F23	F24	F25	F26	F27	F28	F29	F30
<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> <p>e) The firm is not guilty of any violation of fair</p>	c	c	c	c	c	c	nc	c	c	c	c	c	c	c	c	c	c	c	c	nc	c	c	c	c	c	c	nc	c	c

CRITERIA	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	F14	F15	F16	F17	F18	F19	F20	F21	F22	F23	F24	F25	F26	F27	F28	F29	F30
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	nc	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	nc	c	c	nc	c	c	c	nc	c	c
Bid Validity- 150 days	c	c	nc	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	c
C- Compliant NC – Non-Compliant	c	c	nc	c	c	c	nc	nc	c	c	c	c	c	nc	c	nc	c	c	c	nc	c	c	nc	nc	nc	c	nc	c	c

OBSERVATIONS

- **Firm 14**
 - The Firm's tender validity period was less days than those required in the tender document which are 150 days.
 - The bid bond ends on 2nd January instead of 1st February 2019 when the validity period ends officially.
 - **Firm 24**
 - did not have serialized documents as stated in the tender instructions.
 - did not have evidence of having supplied similar items in the last 3 years.
 - **Firm 7**
 - did not have a sworn statement as required in the tender document.
 - **Firm 8**
 - did not have an original Manufacturer Authorization.
 - did not have a bid bond.
 - **Firm 13** was found to have been wrongly placed in tender no 13 instead of Tender no 14 during tender evaluation.
 - the committee also noted that Firm no 5 was found to have been placed wrongly in tender no 14 instead of tender no 13.
 - To correct the anomaly, the committee decided to evaluate the bids in the correct tender i.e Firm 13 was serialized as Firm 26 in Tender 14 and Firm 5 was serialized as Firm 30 on Tender no 13.
- NB: The two documents are from the same firm (Computerways Limited)
- **Firm 17**
 - did not have trade license or single business permit as per the tender instructions.
 - did not have evidence of having supplied similar items in the last 3 years
 - did not attach an Original Manufacturer Authorization as required in the tender document.
 - **Firm 15**
 - had no bid bond
 - **Firm 21**
 - did not provide copy of the tender document as stated in the tender document clause 2.17.1.
 - did not have Original Manufacturer Authorization.
 - did not have a sworn statement.
 - **Firm 25**
 - did not have bid bond.
 - **Firm 28**
 - did not have Original Manufacturer Authorization.
 - Did not have evidence of having supplied similar items in the last 3 years as required in the tender instructions.

Note: F3, F7, F8, F14, F15, F17, F21, F24, F25, and F28 were found to be non-compliant therefore were 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	Assigned serial number
1	The Copycat Ltd	F1
2	Shonitel Ltd	F2
4	Techbiz Ltd	F4
5	Sun beam computer system EA Ltd	F5
6	Copierforce K. ltd	F6
9	Selex international ltd	F9
10	Computech consulting ltd	F10
11	Fashtech computer ltd	F11
12	Unicom limited	F12
15	Elsim enterprises	F15
16	Specicom	F16
17	Namwoya computer solutions	F17
18	XRX Technologies	F18
19	Mfi document solutions ltd	F19
20	Intermass technologies EA Ltd	F20
21	Joyvenna agencies – 1 copy	F21
22	Chakam office supplies	F22
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24	Posh systems kenya ltd	F24
25	Lenox general supplies	F25
26	Prime Constel company ltd	F26
27	Afro kent office equipment	F27
29	Luxor technology and consultancy ltd	F29
30	Computerways Limited	F30

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 as given below:-

ITEM	REQUIREMENT	F1	F2	F4	F5	F6	F9	F10	F11	F12	F16	F18	F19	F20	F22	F23	F27	F29	F30
Print Quality	1200 x 1200 dpi	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	nc	c	c
Print Speed and throughput	Up to 45ppm	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	nc	c	c
Print technology	Laser	c	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	nc	c	c
Memory	Atleast 512 MB	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	nc	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 1.2 Ghz	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	nc	c	c
First page out	Less than 5.3 sec	c	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	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	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	c
Media Sizes	Letter,legal,executive,A4	c	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	c
Duplex printing	Automatic (standard)	c	c	c	c	c	c	c	c	c	c	c		c	c	c	c	c	c
Connectivity	IEEE-1284 compliant bi-directional	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c

ITEM	REQUIREMENT	F1	F2	F4	F5	F6	F9	F10	F11	F12	F16	F18	F19	F20	F22	F23	F27	F29	F30
	parallel port and/or Universal Serial Bus (USB), Wireless																		
	RJ 45 Ethernet port	c	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	nc	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	c
Network	Yes (Standard)	c	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	nc	c	c
	Linux compatible standard	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	nc	c	c
	PCL XL emulation standard	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	nc	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	nc	c	c
Warranty	One (1) Year	c	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	c
Spare part availability		c	c	c	c	c	nc	c	c	c	c	c	c	c	c	c	nc	c	c
After sale service plan		c	c	c	c	c	nc	c	nc	c	c	c	c	c	c	c	nc	c	c
Compliant- C Non-Complint- N/C		c	c	c	c	c	nc	c	nc	c	c	c	c	c	c	c	nc	c	c

OBSERVATIONS

- **Firm No 16**
-the committee did evaluation based on the copy of the tender document.
-the firm had attached the technical specifications and brochures in the copy of the tender document.
- **Firm no 9**
-did not have after sales service plan and spare part availability as required in the tender document.
- **Firm 11**
-did not have after sales service plan as per technical criteria in the tender document.
- **Firm 27**
- did not have after sales service plan and spare part availability as required in the tender document.
- An observation made was that most firms were quoting HP model no m607 series.
- For technical compliance on the item of 'first page out' a speed of 0 to 9 secs is within the internationally accepted threshold by all printer manufacturers and therefore the committee gave waiver for all bidders.

Note: F9, F11 and F27 were found to be non- compliant therefore were not considered for any other evaluation stage.

3. FINANCIAL/COMMERCIAL STAGE

FINANCIAL EVALUATION CRITERIA

- 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.
- 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

FINANCIAL EVALUATION

TENDER	F1	F2	F4	F6	F10	F12	F16	F18	F19	F20	F22	F23	F29	F30
Average Turnover of 5 million and above	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-compliant	C	C	C	C	C	C	C	C	C	C	C	C	C	C
nc-non compliant														

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

PRICE QUOTE SCHEDULE		
Serial Assigned	Firm Name	Amount
F1	The Copy Cat Solutions	110,409
F2	Shonitel Limited	113,832.82
F4	Techbiz Limited	121,220
F6	Copierforce K. Limited	101,882.80
F10	Computech Consulting Limited	109,753
F12	Unicom Limited	131,075
F16	Specicom Technologies Ltd	99,980
F18	XRX Technologies	74,900
F19	Mfi document solutions ltd	75,400
F20	Intermass Technologies E.A	107,689
F22	Chakama Office Supplies	79,950
F23	Chincom Solutions Ltd	102,000
F29	Luxor Technology and Consultancy	132,300
F30	Computerways Limited	73,602

CONCLUSION

The tender evaluation committee recommends M/S Computerways Limited being technically responsive and the lowest financially evaluated bidder at their tender sum of Kshs. 73,602(Seventy three thousand six hundred and two shillings)

The Tender evaluation team recommends M/S Computerways Limited of PO.BOX 11696-00400 Nairobi to be considered for award of the tender for supply and delivery of laserjet printer- medium 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.....	