

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 |
| 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..... | |