

EVALUATION REPORT FOR TENDER NO. MOICT/SDICTI/014/2018-2019 FOR SUPPLY AND DELIVERY OF LASERJET PRINTER- HEAVY 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 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. Twenty five (25NO) bidders submitted their bids as follows:-

	Firm Name	Assigned Serial Number
1.	Shonitel Limited	1
2.	Copierforce Limited	2
3.	Joyvenna Agencies	3
4.	Elcat Enterprises Ltd	4
5.	Computerways Limited	5
6.	Luxor Technologies	6
7.	Mini Mix Agencies	7
8.	Intermass Technologies	8
9.	Specicom Technologies Limited	9
10.	XRX Technologies	10
11.	Fabro limited	11
12.	Copy Cat Limited	12
13.	Elism Enterprises	13
14.	Negit enterprises	14
15.	Techbiz Limited	15
16.	Pentium Systems	16
17.	Sunbeam Computer Systems	17

	Firm Name	Assigned Serial Number
18.	MFI Documents Solutions	18
19.	Leamsoft Business Solutions	19
20.	Bell atlantic Communication	20
21.	Weston Commodities	21
22.	Afrokent Office Equipement	22
23.	Computech Limited	23
24.	Logm International Ltd	24
25.	Flexmax Enterprises	25

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	F6	F7	F8	F9	F10	F11	F12	F13	F14	F15	F16	F17	F18	F19	F20	F21	F22	F23	F24	F25	F26
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	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	nc	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	c	c	c	nc	c	c	c	c	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	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

CRITERIA	F1	F2	F3	F4	F6	F7	F8	F9	F10	F11	F12	F13	F14	F15	F16	F17	F18	F19	F20	F21	F22	F23	F24	F25	F26	
certificates or award letters from the current major clients.																										
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	c	c	c	c	nc	c	c	nc	c	c	c	c	c	c	c	nc	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	nc	nc	c	c	c	c	c	c	nc	c	c	nc	c	c	
Warranty and Manufacturer's authorization: a) A certified copy of valid manufacturer's authorization	c	c	c	nc	c	c	c	c	nc	c	c	c	nc	c	c	c	c	nc	c	nc	c	c	c	c	c	

CRITERIA	F1	F2	F3	F4	F6	F7	F8	F9	F10	F11	F12	F13	F14	F15	F16	F17	F18	F19	F20	F21	F22	F23	F24	F25	F26
<p>covering all items the tenderer has tendered.</p> <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</p>																									

CRITERIA	F1	F2	F3	F4	F6	F7	F8	F9	F10	F11	F12	F13	F14	F15	F16	F17	F18	F19	F20	F21	F22	F23	F24	F25	F26
MolCT and should be tender and item specific.																									
A sworn statement or declaration stating that: a) The firm has not been debarred from participating in any public procurement by PPRA. b) No person related to the firm has any spouse or children working at MolCT c) The firm has not been engaged in any unethical, corrupt, collusive or fraudulent activities in public procurement matters. d) The firm has not been declared	c	c	nc	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	nc	nc	c	c	c	c	c

CRITERIA	F1	F2	F3	F4	F6	F7	F8	F9	F10	F11	F12	F13	F14	F15	F16	F17	F18	F19	F20	F21	F22	F23	F24	F25	F26
bankrupt, insolvent or under receivership. 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	nc	nc	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c
Bid Validity- 150 days	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- Compliant NC – Non- Compliant	c	c	nc	nc	c	c	c	c	nc	c	c	nc	nc	c	nc	c	c	nc	nc	nc	c	c	nc	c	c

OBSERVATIONS

- **Firm 5** was found to have been placed wrongly in Tender no 14 instead of tender no 13 during the tender evaluation.
- **Firm 13** was also found to be wrongly placed in tender no 13 instead of Tender no 14.
-to correct this anomaly, the committee decided to evaluate the bid in the correct tender i.e Firm 5 was serialized as Firm 30 on tender no 13 and Firm 13 was serialized as Firm no. 26 in tender no. 14
- **Firm 3**
-was found to have not duly completed form of tender.
- **Firm 4**
-had not attached evidence of having supplied similar items in the last 3years.
-the original and copy of the tender document was not serialized as required in the tender instructions.
- **Firm 13,14,16,22 and 25** are registered as sole proprietors.
- **Firm 10**
-did not have an original Manufacturer Authorization as required in the tender instructions.
- **Firm 19**
-Did not have an original Manufacturer Authorization as required in the tender instructions.
- **Firm 16**
-did not have audited accounts.
- **Firm 14**
-had only evidenced one supply of similar items tendered for.
-did not have original Manufacturers authorization as required in the tender instructions.
- **Firm 20**
-Did not attach a sworn statement as required in the tender instructions.
- **Firm 21**
-Did not have an original Manufacturer Authorization as required in the tender instructions.
-Did not attach a sworn statement as required in the tender instructions.

Note: F3, F4, F10, F13, F14, F16, F19, F20, F21, F24 were considered 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:-

S/NO	FIRM NAME	ASSIGNED SERIAL NO.
1.	Shonitel Limited	1
2.	Copier force Kenya ltd	2
3.	Computer ways ltd	5
4.	Luxor technology and consultancy ltd	6
5.	Mini Mix Agencies ltd	7
6.	Intermass Technologies EA. Ltd	8
7.	Specicom Technologies ltd	9
8.	Fabro ltd	11
9.	Copy Cat ltd	12
10.	Techbiz ltd	15
11.	Sunbeam computer systems ltd	17
12.	MFI document solutions	18
13.	Afrokent office equipment	22
14.	Computech ltd	23
15.	Flexmax enterprises	25
16.	Computerways Limited	26

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	F6	F7	F8	F9	F11	F12	F15	F17	F18	F22	F23	F25	F26
Print Quality	1200 x 1200 dpi	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
Print Speed and throughput	Up to 56ppm black	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
Print technology	Laser black	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
Memory	At least 1.0 GB	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
Processor Speed	At least 800 Mhz	C	C	C	C	C	C	C	C	C	C	C	C	C	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
Languages	PCL 5e,PCL 6, Postscript 3 emulation	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
	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
Media Sizes	Letter,legal,executive,A4,A3	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
Duplex printing	Automatic (standard)	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
CConnectivityC	IEEE-1284 compliant bi-directional parallel port and/or Universal Serial Bus (USB), CCWireless	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
Hard disk	Atleast 8 Gb SSD	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
Duty cycle	300,000 per month	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C

ITEM	REQUIREMENT	F1	F2	F6	F7	F8	F9	F11	F12	F15	F17	F18	F22	F23	F25	F26
Network	Yes (Standard)	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
	Linux compatible standard	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
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
Warranty	One (1) Year	c	c	c	c	c	c	c	c	c	c	c	c	c	c	c
BROCHURES	Original detailed and highlited brochures MUST be submitted	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
Spare part availability	Spare parts availability locally. Give a list of major replacement components.	c	nc	c	c	c	c	c	c	c	c	c	c	c	c	c
After sale service plan	After sales service pan during the warranty	c	nc	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

Observations

- Firm 2**

-did not attach after sales service plan and spare part availability as required in the technical evaluation criteria in the tender document.

- An observation made was that most firms were quoting HP model no 806dn.
- For technical compliance on the item of 'first page out' a speed of 0 to 9secs is within the internationally accepted threshold by all printer manufacturers and therefore the committee gave a waiver for all bidders.

Note: Firm 2 was declared non- compliant.

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	F6	F7	F8	F9	F11	F12	F15	F17	F18	F22	F23	F25	F26
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 nc -non compliant	c	c	c	c	c	c	c	c	c	c	c	c	c	c

Below are the price quotes of all firms that complied with the financial evaluation criteria;

PRICE QOUTE SCHEDULE		
Serial Assigned	Firm Name	Amount
F1	Shonitel Limited	389,453.27
F6	Luxor Technology and Consultancy Limited	603,447.06
F7	Mini Mix Agencies Limited	907,678
F8	Intermass Technologies EA Ltd	885,711
F9	Specicom Technologies Limited	341,000
F12	Copy cat Limited	261,183
F15	Techbiz Limited	353,220
F17	Sunbeam Computer Systems EA Limited	545,000
F18	MFI Document Solutions	388,600
F22	Afrokent Office Equipment	195,250
F23	Computech Limited	322,327.23
F26	Computerways Limited	359,200

CONCLUSION

The tender evaluation team recommends M/S Afrokent Office Equipment (F22) being technically responsive and the lowest financial bidder at their tender sum of Kshs. 195,250 (One Hundred ninety five thousand two hundred and fifty shillings)

The Tender evaluation team recommends M/S Afrokent Office Equipement of PO.BOX 29152-00602 Nairobi to be considered for award of the tender for supply and delivery of laserjet printer- heavy 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.....	