

EVALUATION REPORT FOR TENDER NO. MOICT/SDICTI/019/2017-2018 FOR SUPPLY AND DELIVERY OF LASER JET PRINTER/SCANNER/COPIER-MULTIFUNCTIONAL COLOR

MEMBERS

MS. WINNIE MACHARIA	Chairman
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Mr. PETER MUTHUSI	Secretariat
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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 Bidder representatives. Twenty six (26) firms submitted their bids as shown in the Table 1

Ministry's Website. The tender was opened on 3rd September, 2018 in the presence of firms below:-

TABLE 1: LIST OF FIRMS RESPONDENT

TENDER MOICT/\$DICTI/019/2017-2018-Supply and Delivery Of Laserjet Printer Scan,Copier	FIRM
1 Frijo Enterprises	F1
2 Ravejo Delears	F2
3 Shonitel Ltd	F3
4 Copierforce Kenya Ltd	F4
5 Jandawa Enterprises	F5
6 Ndege virtual brain Ltd	F6
7 Office Technologies Ltd	F7
8 The Copy Cat Ltd	F8
9 Fairton Agencies	F9
10 JOSSNAD Agencies	F10
11 Soleca Commodities	F11
12 MFI Document Ltd	F12
13 AfroKent Office Equipment	F13
14 Techbiz	F14
15 Stueamlan Solutions	F15
16 Sunbeam Computer Systems	F16
17 Specicom Technology	F17
18 Weston Commodities	F18
19 oruce investement	F19
20 XRX Technologies	F20
21 Intermass Technology	F21
22 Computech Ltd	F22
23 Linicom Ltd	F23
24 Motech Enterprises	F24
25 Rodiam Technologies	F25
26 Timochem General Supplies	F26

Evaluation was done in three stages:-

1. PRELIMINARY STAGE
2. TECHNICAL STAGE

3. FINANCIAL/COMMERCIAL STAGE

1. STAGE ONE PRELIMINARY EVALUATION

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 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 required documents as it was stated in the tender document. Bidders that did not attach any of the required documents were not considered for technical evaluation.

The set criteria is as shown below in table 2

TABLE 2 : PRELIMINARY EVALUATION CRITERIA

MOICT/SDICT&I /019/2018-2019 PRELIMINARY EVALUATION CRITERIA	
S/NO	CRITERIA
1.	Certificate of Incorporation/ Registration.
2.	CR 12 where applicable.
3.	Valid Tax Compliance Certificate.
4.	Valid Trade License or Single Business Permit.
5.	Duly filled, signed and stamped business questionnaire.

6.	Duly filled, signed and stamped form of tender.
7.	Original bid bond of Kshs.250, 000.
8.	The Tender Security shall remain Valid for 150 days after the date of opening
9.	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.
10.	Submit audited accounts for last 3years and bank statement for the last 6 months preceding tender opening date.
11.	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.
12.	<p>Warranty and Manufacturer's authorization:</p> <p>a) A certified copy of valid manufacturer's authorization 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 MoICT and should be tender and item specific.</p>
13.	<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 employment law practices.</p> <p>f) Declaration that the firm will not engage in any corrupt or fraudulent practice.</p>
14.	All pages of both original and copy of the tender documents submitted MUST be sequentially serialized by the tenderers.

C - Compliant NC – Non- Compliant

N.B the scoring was either COMPLIANT (C) OR Non-Compliant (NC)

**TABLE 3: PRELIMINARY EVALUATION SCORES
FORM TENDER NUMBER MOICT/\$DICT&I /019/2018-2019**

TABLE3: PRELIMINARY EVALUATION SCORES

FORM TENDER NUMBER MOICT/\$DICT&I /019/2018-2019 SCORES											
S/NO	CRITERIA	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10
1.	Certificate of Incorporation/Registration.	C	C	C	C	C	C	C	C	C	C
2.	CR 12 where applicable.	C	C	C	C	C	C	C	C	C	C
3.	Valid Tax Compliance Certificate.	C	C	C	C	C	C	C	C	C	C
4.	Valid Trade License or Single Business Permit.	C	C	C	C	C	C	C	C	C	C
5.	Duly filled, signed and stamped business questionnaire.	C	C	C	C	C	C	C	C	C	C
6.	Duly filled, signed and stamped form of tender.	C	NC	C	C	C	C	C	C	C	C
7.	Original bid bond of Kshs.250, 000.	C	C	C	C	C	C	CC	C	C	C
8.	The Tender Security shall remain Valid for 150 days after the date of opening	C	C	C	C	C	C	C	C	C	C
9	Bidders must provide evidence of having supplied similar items in the last 3 years by providing copies of orders, completion	NC	NC	C	NC	NC	C	C	C	NC	C

	certificates or award letters from the current major clients.										
10	Submit audited accounts for last 3years and bank statement for the last 6 months preceding tender opening date.	NC	NC	C	NC	NC	NC	NC	C	C	C
11	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.	NC	NC	C	NC	NC	NC	C	C	NC	C
12	<p>Warranty and Manufacturer's authorization:</p> <p>c) A certified copy of valid manufacturer's authorization covering all items the tenderer has tendered.</p> <p>d) A duly signed original statement by the manufacturer indicating that:-</p> <p>iii. The Tenderer is authorized to offer and supply goods that are manufactured by the manufacturer</p> <p>iv. The Original Manufacturer's Authorization (MA) MUST be on Letter Head, duly signed, stamped and</p>	C	NC	C	C	NC	NC	C	C	NC	C

	addressed to The Principal Secretary MolCT and should be tender and item specific.										
13	<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 MolCT</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 employment law practices.</p> <p>f) Declaration that the firm will not engage in any corrupt or fraudulent practice.</p>	C	NC	C	C	NC	C	C	C	NC	C
14	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	C

C - Compliant Compliant	NC – Non- Compliant	NC	NC	C	NC	NC	NC	NC	NC	C	NC	C
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**FORM TENDER NUMBER MOICT/SDICT&I /019/2018-2019
PRELIMINARY EVALUATION FORM**

TABLE4: PRELIMINARY EVALUATION SCORES

S/N 0	CRITERIA MOICT/SDICTI/019/2 017-2018	F1 1	F1 2	F1 3	F1 4	F1 5	F1 6	F1 7	F1 8	F1 9	F2 0
1.	Certificate of Incorporation/ Registration.	C	C	C	C	C	C	C	C	C	C
2.	CR 12 where applicable.	C	C	C	C	C	C	C	C	C	C
3.	Valid Tax Compliance Certificate.	C	C	C	C	C	C	C	C	C	C
4.	Valid Trade License or Single Business Permit.	C	C	C	C	C	C	C	C	C	C
5.	Duly filled, signed and stamped business questionnaire.	C	C	C	C	C	C	C	C	C	C
6.	Dully filled signed and stamped form of tender	C	C	C	C	C	C	C	C	C	C
7.	Original bid bond of Kshs.250, 000.	C	C	C	C	C	C	C	C	C	C
8.	The Tender Security shall remain valid for 150 days after the date of opening	C	C	C	C	NC	C	C	C	C	C

9.	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.	N C	C	C	C	N C	C	C	C	N C	C
10.	Submit audited accounts for last 3years and bank statement for the last 6 months preceding tender opening date.	C	C	C	C	N C	C	C	C	N C	C
11.	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	N C	C	C	N C	N C	C
12.	Warranty and Manufacturer's authorization: e) A certified copy of valid manufacturer's authorization covering all items the tenderer has tendered. f) A duly signed original statement by the manufacturer indicating that:-	C	C	C	N C	C	C	N C	N C	N C	C

	<p>v. The Tenderer is authorized to offer and supply goods that are manufactured by the manufacturer</p> <p>vi. 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>										
13	<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, Cinsolvent or under receivership.</p>	C	C	C	C	C	C	C	N C	C	C

	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.										
14	All pages of both original and copy of the tender documents submitted MUST be sequentially serialized by the tenderers.	C	C	C	NC	C	C	C	C	C	C
	C - Compliant NC – Non- Compliant	NC	C	C	NC	NC	C	NC	NC	NC	C

**FORM TENDER NUMBER MOICT/\$DICT&I /019/2018-2019
PRELIMINARY EVALUATION FORM**

TABLE 5: PRELIMINARY EVALUATION

S/NO	CRITERIA MOICT/\$DICTI/019/2017-2018	F21	F22	F23	F24	F25	F26
1.	Certificate of Incorporation/Registration.	C	C	C	C	C	C
2.	CR 12 where applicable.	C	C	C	C	C	C
3.	Valid Tax Compliance Certificate.	C	C	C	C	C	C
4.	Valid Trade License or Single Business Permit.	C	C	C	C	C	NC

5.	Duly filled, signed and stamped business questionnaire.	C	C	C	C	C	C
6.	Dully filled signed and stamped form of tender	C	C	C	C	C	C
7.	Original bid bond of Kshs.250, 000.	C	C	C	C	C	NC
8.	The Tender Security shall remain valid for 150 days after the date of opening	C	C	C	C	C	NC
9.	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	NC	NC	NC	NC
10	Submit audited accounts for last 3years and bank statement for the last 6 months preceding tender opening date.	C	C	NC	C	C	NC
11.	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	NC
12	<p>Warranty and Manufacturer's authorization:</p> <p>g) A certified copy of valid manufacturer's authorization covering all items the tenderer has tendered.</p> <p>h) A duly signed original statement by the manufacturer indicating that:-</p> <p>vii. The Tenderer is authorized to offer and supply goods that are manufactured by the manufacturer</p>	C	C	C	C	C	NC

	iii. 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.						
13.	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 MoICT 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 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.	C	C	C	C	C	NC
14.	All pages of both original and copy of the tender documents submitted MUST be sequentially serialized by the tenderers.	C	C	C	C	C	NC
	C - Compliant NC – Non-Compliant	C	C	NC	NC	NC	NC

N.B the scoring was either COMPLIANT (C) OR Non-Compliant (NC) and those who complied were considered for technical evaluation

OBSERVATIONS

Pursuant to clause 2.22.4 of instructions to tenderers, the following bidders/firms F1, F2, F4, F5, F6, F7, F9, F10, F11, F14, F15, F17, F18, F19, F23, F24, F25 and F26 were not considered for technical evaluation, due to various reasons as indicated in the table four (6) below.

TABLE 6: TECHNICAL EVALUATION OUT COME.

TENDER NO. MOICT/\$DICTI/019/2017-2018	
PRELIMINARY EVALUATION RESULT	
F1	Item 9; Did not provide evidence of having supplied similar printer; in the last 3 years;
	Item 10; Did not provide audited account; for the last three years;
	Item 11; Did not provide detailed Bank Information, No bank statements;
F2	Did not provide Audited account;
	Did not provide evidence supplied similar item for the last three years; previous supplier; documents; not clear
	Did not provide Manufacturer's Authorization and Warranty
	Item 6 The form of tender was not dully filled and signed
F4	Item 10, Did not provide Auditor; Report for the last three years;
	Item 11; Did not provide bank reference letter
	Item 13, Did not provide sworn statement
F5	Item 9; Did not provide Audited Account; for the last three years;
	Item 12; Did not provide Manufacturer's Authorization and Warranty
	Item 13; Did not provide Sworn statement as it was required

F6	Item 10; Did not provide Auditor account; report for the last three years;
	Item 11; Did not provide bank reference letter
	Item 12; Did not provide Manufacturer; Authorization
F7	Item 10; Did not provide Audited Account; Report for the last three years;
F9	Did not provide evidence of supplied similar items; for the last three years; and no Bank reference letter
	Item 9; Did not provide evidence of having supplied similar items; for the last three years;
F10	The bidder provision of brochure for KONICA is different from what the local dealer Red dot had authorized him/her to provide hence Non- compliant
F14	Item 12, Did not provide Manufacture's Authorization missing
F15	Didn't provide item 9,11 and 12 as it was required in the criteria given
	Did not provide detailed bank account;
	No Evidence having supplied similar items;
F17	manufacturer; Authorization is not valid
	Did not provide Manufacturer's Authorization and Warranty
F18	Did not provide detailed Bank Account And Bank reference
	Item 12 no manufacturer's Warranty
	Item 13 No sworn statement
F19	Did not provide Item 9 ,10, 11, and 12
F21	Item 9 No evidence of having supplied multifunctional printer
	Did not provide Audited Account; for the last 3 years;
F23	Did not provide evidence of supplied similar items; in the last three years;
F24	No evidence of having supplied similar item
F25	Did not provide evidence of having supplied similar item
F26	Item 4; Did not provide single Business permit

Item 7 , Did not provide Bid Bond hence no validity in Item 9, 10, and 11
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N.B

Firms F3, F8, F12, F13, F16, F20, F21, and F22 were considered for Technical evaluation

2. TECHNICAL EVALUATION

In this section, the bids were analyzed to determine compliance with minimal technical specifications for the works as per the evaluation criteria set-out in the tender document. The criteria was as given below in table 7:-

TABLE 7; TECHNICAL EVALUATION CRITERIA

	ITEM MOICT/\$DICTI/019/2017- 2018	MINIMUM REQUIREMENTS
\$/N	GENERAL	
1	Function	copying, scanning, printing
2	Monthly duty cycle	Up to 300,000 pages
3	Paper tray(\$), minimum	3
4	Memory	2 GB
5	Processor speed	At least 800 MHz
6	Print languages, standard	PCL 6, PCL 5c, postscript level 3 emulation
7	Input capacity	1100 sheets
8	Hard disk	320 GB
9	Media Sizes	Letter,legal,executive, A5, A4 ,A3
10	Media types	Plain paper, envelopes, transparencies, copier, bond (60 to 200 g/m2)
11	Network	Yes (Standard)
12	Connectivity	2 X high speed USB 2.0 Host, 1 X High Speed USB 2.0, 1 GB Ethernet 10/100/1000
13	Compatible Operating Systems	Macintosh, Windows XP Professional; Windows 7); Windows Server 2003 ;Mac OS X or higher; Linux
14	Print speed	45 ppm
15	First Print Out	11s
16	Print resolution	1200 x 1200 dpi
17	Duplex Printing	Automatic
18	Copying Speed	45 ppm
19	Copying Resolution	600 x 600 dpi
20	First Copy Out Time	12 sec
21	Automatic Duplexing	Yes
22	Optical Resolution	600 dpi

23	Automatic Duplexing	Yes
24	Warranty	One (1) Year
25	Original detailed and highlighted Brochures; MUST be submitted	
26	Give a list of major replacement components, mandatory spare parts including tonners of the equipment during its life cycle.	
27	The supplier should provide an after sale service plan during the warranty period. Including a help desk in case of any queries	
REMARKS	C OR NC	

N.B. The score was Compliance (C) or Non-Compliance (NC)

TENDER NO. MOICT/\$DICTI/019/2017-2018
LASERJET PRINTER/\$CANNER/COPIER-MULTIFUNCTIONAL, COLOR
EVALUATION SCORES

	ITEM	MINIMUM REQUIREMENT	F3	F8	F1 2	F1 3	F1 6	F2 0	F2 1	F2 2
S/N	GENERAL									
1	Function	copying, scanning, printing	C	C	C	C	C	C	C	C
2	Monthly duty cycle	Up to 300,000 pages	C	C	C	C	N C	C	C	C
3	Paper tray(s), minimum	3	C	C	C	C	C	C	C	C
4	Memory	2 GB	C	C	C	C	C	C	C	C
5	Processor speed	At least 800 MHz	C	C	C	C	C	C	C	C
6	Print language s, standard	PCL 6, PCL 5c, postscript level 3 emulation	C	C	C	C	C	C	C	C
7	Input capacity	1100 sheets	C	C	C	C	C	C	C	C
8	Hard disk	320 GB	C	C	C	C	C	C	C	C
9	Media Sizes	Letter, legal, executive, A5, A4, A3	C	C	C	C	C	C	C	C
10	Media types	Plain paper, envelopes, transparencies, copier, bond (60 to 200 g/m ²)	C	C	C	C	C	C	C	C
11	Network	Yes (Standard)	C	C	C	C	C	C	C	C

12	Connectivity	2 X high speed USB 2.0 Host, 1 X High Speed USB 2.0, 1 GB Ethernet 10/100/1000	C	C	C	C	C	C	C	C
13	Compatible Operating Systems	Macintosh, Windows XP Professional; Windows 7); Windows Server 2003 ;Mac OS X or higher; Linux	C	C	C	C	C	C	C	C

PRINTING

14	Print speed	45 ppm	C	N C	C	C	C	C	C	C
15	First Print Out	11s	C	N C	C	C	C	C	C	C
16	Print resolution	1200 x 1200 dpi	C	N C	C	C	C	C	C	C
17	Duplex Printing	Automatic	C	N C	C	C	C	C	C	C

COPYING

18	Copying speed	45 ppm	C	N C	C	C	N C	C	C	C
19	Copying Resolution	600 x 600 dpi	C	N C	C	C	C	C	C	C
20	First Copy Out Time	12 sec	C	N C	C	C	C	C	C	C
21	Automatic Duplexing	Yes	C	N C	C	C	C	C	C	C

SCANNING										
22	Optical Resolution	600 dpi	C	N C	C	C	C	C	C	C
23	Automatic Duplexing	Yes	C	N C	C	C	C	C	C	C
24	Warranty	One (1) Year	C	C	N C	C	C	C		C
25	Original detailed and highlighted Brochures MUST be submitted		C	N C	C	C	C	C	C	N C
B) Spare parts available locally										
26	Give a list of major replacement components, mandatory spare parts including tonners of the equipment during its life cycle.		N C	C	C	C	C	C	C	C
C) After sales service plan										
27	The supplier should provide an after sale service plan during the warranty period. Including a help desk in case of any queries		C	C	N C	C	C	C	C	C
REMARKS	C OR NC		N C	N C	N C	C	N C	C	C	N C

NOTE: The following firms (F8 and F16) were not considered to the next stage due to the following reasons in the table 7 below:-

TENDER NO. MOICT/DICTI/019/2017-2018	
TECHNICAL EVALUATION RESULTS	
F8	The Technical compliance printing specifications are incomplete. The Brochure also doesn't provide the printing specification
F16	The monthly duty cycle is 200,000 and not required 300,000pgs, can only print upto 40pmm And the is providing low specification product
	The bidder is not authorised to supply printer by the local dealer.

Therefore, firms F13, F20 and F21 were considered for financial evaluation.

3. FINANCIAL EVALUATION STAGE

The firms having passed the preliminary and technical specifications, the team evaluated financial based on amount quoted in the form of tender and price schedule. The following three firms F13, F20 and F21 were subjected to financial evaluation.

FINANCIAL			
TENDER MOICT/\$DICTI/019/2017-2018			
BIDDER\$	F13	F20	F21
Item Description	LaserJet Printer/Scanner/Copier-Multifunction ,Color	LaserJet Printer/Scanner/Copier-Multifunction ,Color	LaserJet Printer/Scanner/Copier-Multifunction, Color
Design Brand Name(Model)	\$HARP MX-5050V	XEROX C8055	HP M651dn
Unit Price (Kshs.)	1,870.150.00	586,573.08	999,984.00
Remarks			

F13; AfroKent Office Equipment

F20: XRX Technologies

F21: Intermass Technology

Firm F20; (XRX Technologies) was considered responsive and recommended for consideration for tender award of **TENDER NO. MOICT/\$DICTI/019/2017-2018 LASERJET PRINTER/SCANNER/COPIER-MULTIFUNCTIONAL, COLOR** having quoted unit price at Kshs, **586,573.08**per unit

NAME

SIGNATURE

DATE

MS. WINNIE MACHARIA

.....

MS. JANE MUNORU

.....

Mr. MBONI KYALO

.....

Mr. GODFREY KITANI

.....

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