

EVALUATION REPORT FOR TENDER NO. MOICT/\$DICTI/038/2018-2019 FOR SUPPLY AND DELIVERY OF LIGHT DUTY PHOTOCOPIER

MEMBERS

Mr. Kennedy Ogolla	Chairman
Mr. John Kiria	Member
Mr. James Kimani	Member
Mr. Victor Ngandi	Member
Ms. Dorcas Nyawira	Secretariat

BACKGROUND

The tender was floated in execution of circular NO.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 6th September, 2018 in the presence of bidder representatives. Twenty (20NO) bidders submitted their bids as follows:-

S/NO	FIRM NAME	ASSIGNED SERIAL NO.
1.	Copierforce Kenya Ltd	F1
2.	Felinda General Supplies	F2
3.	Copycat Ltd	F3
4.	Computerways Ltd	F4
5.	Weston Commodities Enterprises	F5
6.	Selex International Ltd	F6
7.	Equip Agencies Ltd	F7
8.	Office Technologies Ltd	F8
9.	Emerging Business Technologies Ltd	F9
10.	Croweb Enterprises Ltd	F10
11.	Pentium Systems	F11

12.	Sunbeam Computer Systems EA Ltd	F12
13.	Namwoya Computer Solutions	F13
14.	Negit Enterprises	F14
15.	Afro Kent Office Equipment	F15
16.	Express Automation Ltd	F16
17.	XRX Technologies	F17
18.	Specicom Technologies Ltd	F18
19.	Zephe Enterprises	F19
20.	MFI Document Solutions Ltd	F20

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 per-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 proceed 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 mandatory documentation to be considered compliant and successful. Bidders that did not attach any of the required documents were not considered for technical evaluation.

PRELIMINARY EVALUATION FORM

CRITERIA	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10	F11	F12	F13	F14	F15	F16	F17	F18	F19	F20
Certificate of Incorporation/Registration.	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
Valid Tax Compliance Certificate.	C	NC	C	C	C	C	C	C	C	C	NC	C	NC	NC	NC	NC	NC	NC	NC	C
Valid Trade License or Single Business Permit.	C	C	C	C	C	C	C	C	C	C	C	C	NC	C	C	C	C	C	C	C
Duly filled, signed and stamped business questionnaire.	C	C	C	NC	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	NC	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C
Original bid bond of Kshs.250,000.	C	NC	C	C	C	C	C	C	C	NC	C	C	NC	C	C	C	C	C	NC	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	NC	C	C	C	C	C	C	NC	C	C	C	C	C	C	C	C	C
Submit audited accounts for last 3years and bank statement for the last 6 months preceding tender opening date.	C	NC	C	NC	C	C	C	C	C	NC	NC	NC	NC	NC	C	C	C	C	NC	C
Submission of detailed bank account information including a reference letter from your bank indicating the lines of credit	C	NC	C	NC	NC	NC	C	C	C	NC	NC	C	NC	NC	C	C	C	C	NC	C

that can be extended to the bidder including bank overdrafts facilities.																					
<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>	C	NC	C	NC	NC	C	C	C	C	NC	C	C	NC	C	C	C	C	C	C	NC	C

<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>	C	NC	C	NC	NC	C	C	C	C	NC	C	C	NC	C	C	C	C	C	C	NC	C
<p>All pages of both original and copy of the tender documents submitted MUST be sequentially serialized by the tenderers.</p>	C	NC	C	C	C	C	C	C	C	NC	NC	C	NC	NC	C	C	C	C	C	NC	C
<p>C- Compliant NC - Non-Compliant</p>																					

OBSERVATIONS

F2

- Did not attach audited bank accounts for last three years
- No sworn statements or declarations.

- No bank reference letter indicating lines of credits.
- Documents not serialized.

F4

- Did not attach audited accounts for last three years
- No bank reference letter.
- No sworn statement or declarations.
- The form of tender was not stamped.
- The business questionnaire was not stamped.

F5

- No sworn statement or declarations.
- No warranty and manufacture authorization
- No bank reference letter indicating the lines of credit extended to them.

F6

- No bank reference letter indicating the lines of credit extended to them.

F10

- Did not attach a bid bond,
- No audited accounts for last three years and last 6 months bank statements.
- No sworn statement or declarations.
- Document was not serialized.

F11

- No valid tax compliance certificate.
- Document is not serialized.
- No reference letter from a bank indicating lines of credit extended to them.

F12

- No bank statements for the last six months.

F13

- No bid bond
- No valid tax compliance certificate
- No business permit.
- No sworn statement or declaration.

F14

- No valid tax compliance certificate

F15

- No valid tax compliance certificate

F16

- No valid tax compliance certificate

F17

- No valid tax compliance certificate

F18

- No valid tax compliance certificate

F19

- Did not attach a bid bond
- No valid tax compliance.

CONCLUSION

- Pursuant to clause 2.22.4 of instructions to tenderers the above firms were found to be non-compliant and therefore, were not considered for technical evaluation:-
- The below listed firm proceeded for technical evaluation.

FIRM NAME	ASSIGNED SERIAL NO.
Copierforce Kenya ltd	F1
Copycat Ltd	F3
Equip Agencies	F7
Office Technologies	F8
Emerging Business Technologies	F9

TECHNICAL EVALUATION

The criteria below was used to rate the technical responsiveness of the bidder. All the requirements must be met to be considered responsive for the next stage of evaluation.

a) Minimum Technical compliance

Determined by the information given by the tenderer concerning the equipment tendered. Minimum technical specifications must be met. Attach detailed specifications, drawings and catalogues of the equipment to be supplied.

LIGHT DUTY PHOTOCOPIER	
ITEM	REQUIREMENTS
Copying technology	Laser
Duplex copying	Automatic
Input: Output support	1-1, 1-2, 2-1, 2-2
Copying Speed	20cpm
Copy Resolution	600 x 600 dpi
Memory	Atleast 256 MB
Interfaces	USB 2.0 Parallel Port IEEE 1284,(USB cable included);
Display/ Operation	Touch screen panel

Trays	3 paper trays including the bypass tray; Automatic Document Feeder
Media Type	Papers, envelops, transparencies
Document Feeder Capacity	50 sheets
Standard Tray	250 sheets
Optional Tray	250 sheets
Bypass Tray	100 sheets
Output Tray	250 sheets facedown
Auto Tray Switching	Capable
Media Sizes	Document glass and maximum paper size is legal (8.5 x 14 inches);
Monthly Duty Cycle	Maximum 20,000 pages per month.
Power	220-240 VAC 50/60 Hz
Power Saver Mode	50/60 watts
Warm up time	30 Seconds max
First copy out time	8 seconds or less
Toner type	Customer replaceable
Toner Control method	Automatic Toner Density monitoring
Finishing options	Multiposition stapling, fit to new paper size, booklet creation
Document scanner	ADF (full duplex)
Zoom range	25-400% in 1% increments

Other features	Secure print, Delay print, Watermark, Power save mode
Warranty	One (1) Year
Original detailed and highlighted Brochures MUST be submitted	

b) Spare parts availability locally

Give a list of major replacement components, mandatory spare parts including tonners of the equipment during its life cycle.

This is to be determined by the information supplied by the tenderer as regards to local firms that deal with stocking of spare parts for the make of equipment. Letters from the local dealers are required. A physical check/due diligence on these dealers may be done to confirm the information.

Notes:

This is to be determined by the information supplied by the tenderer as regards to local firms that deal with stocking of spare parts for the make of equipment. Letters from the local dealers are required. A physical check/due diligence on these dealers may be done to confirm the information.

TECHNICAL EVALUATION RESULTS

LIGHT DUTY PHOTOCOPIER							
ITEM	REQUIREMENTS	F1	F3	F7	F8	F9	F20
Copying technology	Laser	C	C	C	C	C	C
Duplex copying	Automatic	C	C	C	C	C	C
Input: Output support	1-1, 1-2, 2-1, 2-2	C	C	C	C	C	C
Copying	20cpm	C	C	C	C	C	C

Speed							
Copy Resolution	600 x 600 dpi	C	C	C	C	C	C
Memory	Atleast 256 MB	C	C	C	C	C	C
Interfaces	USB 2.0 Parallel Port IEEE 1284,(USB cable included);	C	C	C	C	C	C
Display/ Operation	Touch screen panel	C	C	C	C	C	C
Trays	3 paper trays including the bypass tray; Automatic Document Feeder	C	C	C	C	C	NC
Media Type	Papers, envelopes, transparencies	C	C	C	C	C	C
Document Feeder Capacity	50 sheets	C	C	C	C	C	NC
Standard Tray	250 sheets	C	C	C	C	C	C
Optional Tray	250 sheets	C	C	C	C	C	C
Bypass Tray	100 sheets	C	C	C	C	C	NC
Output Tray	250 sheets facedown	C	C	C	C	C	C
Auto Tray Switching	Capable	C	C	C	C	C	NC
Media Sizes	Document glass and maximum paper size is legal (8.5 x 14 inches);	C	C	C	C	C	C
Monthly Duty Cycle	Maximum 20,000 pages per month.	C	C	C	C	C	C
Power	220-240 VAC 50/60 Hz	C	C	C	C	C	C
Power Saver Mode	50/60 watts	C	C	C	C	C	C
Warm up time	30 Seconds max	C	C	C	C	C	C
First copy out time	8 seconds or less	C	C	C	C	C	C

Toner type	Customer replaceable	C	C	C	C	C	C
Toner Control method	Automatic Toner Density monitoring	C	C	C	C	C	C
Finishing options	Multiposition stapling, fit to new paper size, booklet creation	C	C	C	C	C	NC
Document scanner	ADF (full duplex)	C	C	C	C	C	C
Zoom range	25-400% in 1% increments	C	C	C	C	C	C
Other features	Secure print, Delay print, Watermark, Power save mode	C	C	C	C	C	C
Warranty	One (1) Year	C	C	C	C	C	C
Original detailed and highlighted Brochure; MUST be submitted							

OBSERVATIONS

F20

- Provided one tray instead of the required three
- No document feeder.
- No bypass tray
- No auto tray switching
- Finishing options not supported.

FINANCIAL EVALUATION 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.

- 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: Price; that do not reflect the prevailing market price shall be rejected.

	Firm; Numbers				
	F1	F3	F7	F8	F9
Unit Price (Ksh;)	390,000	297,701	860,400	108,100	393,000
OBSERVATION	The Lowest evaluated Firm is; F8-M/; Office Technologies; limited				

CONCLUSION

The tender was awarded to **M/; Office Technologies; limited** being the lowest evaluated bidder at their tender sum of **Ksh;. 108, 100** as per the financial report analysis. One Hundred and eight thousand and one hundred only.

The financial evaluation was conducted only on the first option.

The tender evaluation committee recommends **M/; Office Technologies; limited** of PO .BOX 27574 – 00506 Nairobi to be considered for award of the tender for supply and delivery of LIGHT DUTY PHOTOCOPIER as and when required for financial years 2018/2019 and 2019/2020.

TENDER EVALUATION COMMITTEE MEMBERS

NAMES	ROLE	SIGNATURE	DATE
Mr. Kennedy Ogolla	Chairman		
Mr. John Kiria	Member		
Mr. James Kimani	Member		
Mr. Victor Ngandi	Member		
M/s Dorcas Nyawira	Secretariat		