

EVALUATION REPORT FOR TENDER NO. MOICT/\$DICTI/040/2018-2019 FOR SUPPLY AND DELIVERY OF HEAY 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 one(21NO) bidders submitted their bids as follows:

S/NO	FIRM NAME	ASSIGNED SERIAL NO.
1.	Equip Agencies	F1
2.	Office Technologies Ltd	F2
3.	Copierforce Kenya Ltd	F3
4.	Shonitel Ltd	F4
5.	Sony Commercial Agencies	F5
6.	Bell Atlantic Communications Ltd	F6
7.	Elsim Enterprises	F7
8.	Namwoya Computer Solutions	F8
9.	Computer Ways	F9
10.	Emerging Business Technologies	F10
11.	Pentium Systems	F11
12.	Specicom Technologies	F12
13.	Sunbeam Technologies	F13
14.	XRX Technologies	F14
15.	Selex International	F15
16.	Weston Commodities	F16
17.	Express Automation	F17
18.	MFI Document Solutions	F18
19.	Afro Kent Office Equipment	F19
20.	Roe Enterprises	F20
21.	Copy Cat Ltd	F21

Duly filled, signed and stamped business questionnaire.	€	€	€	€	€	€	€	€	€	€	€	€	€	€	€	€	€	€	€	€
Duly filled, signed and stamped form of tender.	€	€	€	€	€	€	€	€	€	€	€	€	€	€	€	€	€	€	€	€
Original bid bond of Kshs.250, 000.	€	€	€	€	€	n	€	€	€	€	€	€	€	€	€	€	€	€	€	€
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.	€	€	€	€	€	€	€	€	€	€	€	€	€	€	€	€	€	€	€	€
Submit audited accounts for last 3years and bank statement for the last 6 months preceding tender opening date.	€	€	€	€	€	n	n	n	n	€	nc	€	nc	€	€	€	€	€	nc	€
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.	€	€	€	€	€	n	n	n	n	€	nc	€	€	€	nc	nc	€	€	€	€

<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>	e	e	e	e	e	n	e	n	e	e	ne	e	e	e	e	ne	e	e	e	ne	e
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<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>	e	e	e	e	e	n e	e	e	n e	e	e	e	e	e	e	ne	e	e	e	ne	e	
<p>All pages of both original and copy of the tender documents submitted MUST be sequentially serialized by the tenderers.</p>	e	e	e	e	e	n e	n e	n e	e	e	ne	e	e	e	e	e	e	e	e	e	ne	e

C- Compliant	NC –																			
Non- Compliant																				

OBSERVATIONS

F5

Did not attach valid tax compliance

F6

- The firm lacked bank reference letter indicating lines of credit extended to them.
- Did not attach a trade license and bank statements for three years.

F7

- Lacked bid bond
- Did not attach valid tax compliance certificate
- No bank reference letter indicating the lines of credits extended to them.

F8

- Did not attach valid tax compliance certificate,
- Manufacturer’s authorization and their document was not serialized.

F9

- Did not attach a sworn statement
- Did not attach bank statements for three years
- No bank reference letter indicating lines of credit extended to them.

F11

- Did not attach valid tax compliance certificate,
- No bank statements and a letter from the bank indicating lines of credit extended to them.

F13

- Did not attach bank statements.

F14

Did not have a valid tax compliance certificate.

F15

No reference letter from the bank did not indicate lines of credits extended to them.

F16

- Did not attach reference letter from the bank indicating lines of credit extended to them.
- No sworn statement
- No warranty
- No Manufacturer's authorization letter.

F17

- Did not attach a valid tax compliance certificate.

F19

- Did not attach valid tax compliance for business.

F20

- Did not attach audited accounts.

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 following firms were compliant and proceeded to the next stage of evaluation:

S/NO	FIRM NAME	ASSIGNED SERIAL NO.
1.	Equip Agencies	F1
2.	Office Technologies	F2
3.	Copierforce Kenya Ltd	F3
4.	Shonitel Ltd	F4
5.	Emerging Business Technologies	F10
6.	Specicom Technologies	F12
7.	MFI Document Solutions	F18
8.	Copy Cat Ltd	F21

TECHNICAL EVALUATION CRITERIA

The criteria below will be 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.

HEAVY DUTY PHOTOCOPIER

ITEM	REQUIREMENTS
Copying / Print	Laser
Duplex copying	Automatic
Copying Speed	45cpm
Copy Resolution	Up to 2400 x 600 dpi /4800 x 600 dpi interpolated
Memory	Atleast 2GB
Hard disk	125 GB
Interfaces	USB 2.0 Parallel Port IEEE 1284,(USB cable included);
Trays	3 paper trays including the bypass tray.
Multiple Copying	Up to 9999 copies
Media Feed	Include Duplex Automatic media feed tray;
Input: output support	1-1, 1-2, 2-1, 2-2.
Document Feeder	100 sheets
Output Tray Capacity	500 Sheets
Standard Tray	550 sheets
Optional paper supply	550 Sheets
Bypass Tray	100 sheets
Auto Tray Switching	Capable
Media Sizes	Document glass and maximum paper size is legal (11x 17)
Media type	Paper, Envelopes, labels, cards
Display /Operations	Touch screen
Monthly Duty Cycle	Maximum 200,000 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	4 seconds or less
Toner Control method	Automatic Toner Density monitoring
Original	Maximum A3
Finishing options	Multi-position stapling, fit to new paper size, hole punch,
Document scanner	ADF (full duplex)
Output capacity	250 Sheet face down
Zoom range	25-400% in 1% step
Other features	Secure print, Delay print, Watermark
Warranty	One (1) Year

Original detailed and highlighted Brochures MUST be submitted

a) 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:

b) After sales service plan

The supplier should provide an after sale service plan during the warranty period. Including a help desk in case of any queries.

Notes:

TECHNICAL EVALUATION CRITERIA

HEAVY DUTY PHOTOCOPIER									
ITEM	REQUIREMENTS	F1	F2	F3	F4	F10	F12	F18	F21
Copying / Print technology	Laser	C	C	C	C	C	C	C	C
Duplex copying	Automatic	C	C	C	C	C	C	C	C
Copying Speed	45cpm	C	C	C	C	C	C	C	C
Copy Resolution	Up to 2400 x 600 dpi /4800 x 600 dpi interpolated output	C	C	C	C	C	C	C	C
Memory	Atleast 2GB	NC	C	C	C	C	C	C	C

Hard disk	125 GB	NC	C	C	C	C	C	C	C
Interfaces	USB 2.0 Parallel Port IEEE 1284,(USB cable	C	C	C	C	C	C	C	C
Trays	3 paper trays including the bypass tray.	C	C	C	C	C	C	C	C
Multiple Copying	Up to 9999 copies	C	C	C	C	C	C	C	C
Media Feed	Include Duplex Automatic media feed tray.	C	C	C	C	C	C	C	C
Input: output support	1-1, 1-2, 2-1, 2-2.	C	C	C	C	C	C	C	C
Document Feeder	100 sheets	C	C	C	C	C	C	C	C
Output Tray Capacity	500 Sheets	C	C	C	C	C	C	C	C
Standard Tray	550 sheets	C	C	C	C	C	C	C	C
Optional paper supply	550 Sheets	C	C	C	C	C	C	C	C
Bypass Tray	100 sheets	C	C	C	C	C	C	C	C
Auto Tray Switching	Capable	C	C	C	C	C	C	C	C
Media Sizes	Document glass and maximum paper size is legal (11x 17 inches); Automatic media feed	C	C	C	C	C	C	C	C
Media type	Paper, Envelopes, labels, cards	C	C	C	C	C	C	C	C
Display /Operations	Touch screen	C	C	C	C	C	C	C	C
Monthly Duty Cycle	Maximum 200,000 pages per month.	C	C	C	C	C	C	C	C

Power	220-240 VAC 50/60 Hz	C	C	C	C	C	C	C	C
Power Saver Mode	50/60 watts	C	C	C	C	C	C	C	C
Warm up time	30 Seconds max	C	C	C	C	C	C	C	C
First copy out time	4 seconds or less	C	C	C	C	C	C	C	C
Toner Control method	Automatic Toner Density monitoring	C	C	C	C	C	C	C	C
Original	Maximum A3	C	C	C	C	C	C	C	C
Finishing options	Multi-position stapling, fit to new paper size, hole punch, booklet	C	C	C	C	C	C	C	C
Document scanner	ADF (full duplex)	C	C	C	C	C	C	C	C
Output capacity	250 Sheet face down	C	C	C	C	C	C	C	C
Zoom range	25-400% in 1% step	C	C	C	C	C	C	C	C
Other features	Secure print, Delay print, Watermark	C	C	C	C	C	C	C	C
Warranty	One (1) Year	C	C	C	C	C	C	C	C
Original detailed and highlighted Brochures MUST be submitted									

OBSERVATIONS

F 1

- Was non-compliant because the RAM they provided on their specifications was too low and also the hard disk was insufficient.

3.FINANCIAL EVALUATION 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.

OBSERVATION

The following firms qualified in Technical Evaluation hence proceeded to financial analysis.

F2 – Office Technologies Ltd
F3- Copierforce Kenya Ltd
F4- Shonitel Ltd
F10- Emerging Business Technologies
F12 - Specicom Technolgies Ltd
F18 – MFI Document Solutions
F21 – Copy cat limited

NB: Prices that do not reflect the prevailing market price shall be rejected.

	Firm; Numbers						
	F2	F3	F4	F10	F12	F18	F21
Unit Price (Ksh;)	709,000	620,426	822,043.66	525,350	659,000	839,146	634,173
<u>OBSERVATION</u>	The Lowest evaluated Firm is F10-M; Emerging Business; Technologies						

CONCLUSION

The tender was awarded to **M\$ Emerging Business Technologies** being the lowest evaluated bidder at their tender sum of **kshs. 525,350** as per the financial report analysis. Five hundred and twenty five thousand three hundred and fifty shillings only.

The tender evaluation committee recommends **M\$ Emerging Business Technologies** of PO .BOX 7814–00200 **Nairobi** to be considered for award of the tender for **supply and delivery of Heavy 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		