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PROCUREMENT AND SUPPLY CHAIN DEPARTMENT

AD HOC EVALUATION COMMITTEE REPORT ON TENDER No. TUK/T/05/2023/2024 SUPPLY AND DELIVERY OF BRANDED EXAMINATION BOOKLETS ENVELOPS, FOLDERS AND SPRING FILE.

1. PREAMBLE

1.0 Overview

The Ad-Hoc Evaluation Committee (EC) which was duly appointed by the Vice-Chancellor in accordance with the Public Procurement and Regulatory Authority Act, 2015 (PPRA) was mandated to evaluate and recommend the highest evaluated bidder for award of the contract to supply the University with **Envelops, folders and spring files TUK/T/05/2023/2024.**

1.1 Scope of Work

- Evaluate and recommend the most suitable supplier for the tender in accordance with the Public Procurement Regulatory Authority (PPRA) Act 2015.

1.2 Evaluation Duration

- The Act provides for a period of not more than thirty (30) days from the close of the tender which should be on or before June 10th 2023.

2. PRELIMINARIES

2.1 Preamble

The Chairman invited the Acting Director, Procurement and Supply Chain who is the coordinator of the institution's evaluation committee to give a brief background of the process from inception to the evaluation stage. The Coordinator informed the committee that the process begun with the Tender

advertisement through the website on 20th April 2023 and closed and opened on the 10th May 2023 by the tender opening committee in the presence of bidders. The Tenders were to be opened on 3rd May 2023 but there was addendum and so there was seven (7) day extension of the opening date of Tenders.

The director emphasized the need to stick to the procurement regulations to meet the tender processing deadline of twenty-eight days from the date of opening.

The coordinator set the pace of evaluation by outlining the steps of the process as mandatory, technical and financial evaluation. A bidder who is not responsive to any one of the proceeding requirement does not proceed to the next. A pass 60 marks must be attained in the technical evaluation to qualify for the financial evaluation. After the financial evaluation the highest/ most successful bidder will then be subjected to due diligence visit to corroborate the facts as presented by the bidders

3.0 EVALUATION:

The committee started the evaluation process for Tender No. TUK/T/05/2023/2024 Supply and Delivery of Envelops, folders and spring file. Sixteen (16) bids were, presented by the Tender opening committee. The bids were randomly serialized from one (1) to Sixteen (16).

The committee was duly presented with a copy of the tender opening committee minutes for purposes of confirming the accuracy and validity of the tender booklets as presented by the opening committee. The bids were conveniently tied into One bundles not in any particular order for ease of carrying.

The Chairman let the committee into picking of evaluator numbers that will be used during the period of evaluation to conceal the identity of the individual evaluators, this process was done by way of random balloting and the numbers assigned as in table 1.

Table 1

S/No.	Name	Designation	Evaluator No.
1	Prof. Jackson Odote	Chairman	-
2	Mr. John M. Sambu	Member	1
3	Mr. Bonboss Maradona	Member	3
4	Mr. Finley Gwaro	Member	4
5	Mr. Michael Nyagah	Member	5
6	Mr. David Tubman	Secretary	2

3.1. Mandatory Evaluation:

The committee started to evaluate Tender No. TUK/T/05/2023/2024 Supply and Delivery of Envelops, folders and spring file. The committee used the check-list derived from the tender document to determine the responsiveness of the bidders. Table 2 shows the outcome of the mandatory evaluation.

Table 2

S/No.	Item Under Review	B1	B2	B3	B4	B5	B6	B7	B8	B9	B10	B11	B12	B13	B14	B15	B16
A	Company or Firm's Registration Certificate	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
B	PIN Certificate.	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	x	Y	Y	Y	Y
C	Valid Tax Compliance Certificate.	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	y	Y	Y	Y	Y	Y
D	Providing all information in Supplier Availability Details Form	Y	Y	Y	x	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	x	Y
E	Indication of reference number and category of goods and services on the outer envelope and first page	Y	Y	Y	x	Y	Y	Y	y	Y	Y	Y	Y	Y	Y	Y	Y
F	Submission of two tender documents marked ORIGINAL and COPY	Y	Y	Y	x	Y	Y	Y	x	Y	Y	Y	Y	Y	Y	Y	Y
G	Authentic Audited Financial Accounts for the last two years (2018/19 and 2019/20)	X	X	X	X	X	x	x	X	x	y	X	X	Y	x	X	X
H	Submission of Declaration Form	Y	Y	Y	x	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
I	Current Single Business Permit	Y	Y	Y	x	Y	Y	y	Y	Y	Y	Y	x	Y	y	Y	Y
J	Ensure serialization of all pages of the bid submitted from the first page to the last page in numerical form.	Y	Y	Y	x	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	OVERAL RESULTS	X	X	X	X	X	Y	X	X	x	Y	X	X	Y	X	X	X

KEY: Y-Positive Responsive

x-Not Responsive: No further evaluation

Notes

1. B1 the auditor did not own the books of account by signing and stamping each page and also the directors have not owned any concerning the books.
2. B2 did not attach the Tax compliance certificates.
3. B3 The books of account was not signed by auditing firm therefore no authenticity Secondly the bidder has only provide one financial year report instead of three.
4. B4 did not provide any mandatory requirement eg Original and copy of tender document, copy of current single business permit and audited financial accounts.
5. B5 audited books have not been signed by the auditing firm to own the report, secondly income statements for 2020 and 2021 are not accurate.
6. B6 the auditor's report was not stamped to make it official document secondly the book of account has not been stamped and signed for ownership.
7. B 7 did not provide valid Tax compliance certificate.
8. B8 did not submit two Tender documents that are copy and Original.
9. B9 Auditor report has not been signed; the auditor has not owned the financial statement by signing and stamping it.
10. B11 the director's report has not been signed and stamped secondly the director's statements has not been owned.
11. B12 did not provide single business permit.
12. B14 There is no ownership of book of account by the auditing firm and even the company owners.
13. B15 did not indicate the reference number and category of and service on the outer envelope and first page.
14. B16 the auditing firm has owned just owned the books of account by signing and stamping each page. The directors have not owned anything concerning the books of accounts.

***On the completion of the mandatory evaluation, two (2) bidders qualified for the technical evaluation as is presented in Table 2 above.**

3.2 Technical Evaluation

The committee used the set check-list in column 2 of Table 3 that was derived from the tender document to determine the responsiveness of the bidders.

Table 3

S/No.	Item Under Review	Max.	B10	B13
1	Written confirmation on Terms of Payment of 30 Days Credit Period on the bidding Firm's Letterhead	10	10	10
2	Duly completed Form of Tender stamped and signed & Schedule of requirements duly filled indicating items offered and their prices. The bid submitted conforms to the required Specification of the items and the unit of issue as provided in the tender documents (Provide the unit of issues and specifications of the items you are quoting for)	20	20	20
3	Duly completed Declaration Form stamped and signed	05	07	07
4	Confidential Business Questionnaire (CBQ) duly filled stamped and signed	15	20	20
5	Three Recommendation Letters bearing a name, contact person and Three Copies of LPOs or contracts from different Corporate organizations where you have supplied a similar product or service	15	18	18
6	Evidence of Ownership of Delivery vehicle for Supply of Examination booklet, Envelopes, Folder and Spring File	05	00	00
	TOTAL SCORE	80	75	75

Notes:

The committee realized that the technical evaluation on requirement number six (6) was not clear to the bidders since all bidders score zero in this column. Two (2) Bidders qualified to proceed to the financial evaluation after attaining the set out pass of **60** marks and above out of a possible maximum of **80**.

Two (2) bidders were: B10 and B13 were then subjected to analysis by way of price comparison.

4.0 Financial Evaluation

Two bidders were allowed to precede financial evaluation stage having been cleared to have genuine and reasonable audited accounts. These were bidder numbers, B10 and B13

The results of the financial comparisons were presented in table below.

Table 4

S/No		Good/service description	Unit	Qty	Unit price	Total
1.	B10	Branded Examination answer booklets (as per sample)	No.	400,000	23.5	9,400,000
	B13	Branded Examination answer booklets (as per sample)	No	400,000	14.80	5,920,000
2.	B10	Branded C 3 Envelopes (as per sample)-Brown	No.	35,000	12,7	444,500
	B13	Branded C 3 Envelopes (as per sample)-Brown	NO	35,000	16	560,000
3.	B10	Branded A 4 Envelopes (as per sample)-Brown	No.	35,000	7.8	273,000
	B13	Branded A 4 Envelopes (as per sample)-Brown	No	35,000	14	490,000
4.	B10	Branded B 4 Envelopes (as per sample)- Brown	No.	20,000	8.8	176,000
	B13	Branded B 4 Envelopes (as per sample)- Brown	NO	20,000	16	320,000

5.	B10	Branded A 5 Envelopes (as per sample)- Brown	No.	20,000	5.4	108,000
	B13	Branded A 5 Envelopes (as per sample)- Brown	NO.	20,000	6	120,000
6.	B10	Branded B 5 Envelopes (as per sample)- Brown	No.	15,000	5.9	88,500
	B13	Branded B 5 Envelopes (as per sample)- Brown	NO	15,000	8	120,000
7.	B10	Branded DL (110 x 220) Envelopes (as per sample)-White	No.	30,000	11.3	339,000
	B13	Branded DL (110 x 220) Envelopes (as per sample)-White	NO.	30,000	4.90	147,000
8.	B10	Branded Folders (as per sample) -Manila	No.	10,000	98.00	980,000
	13	Branded Folders (as per sample) -Manila	NO	10,000	28	280,000
9.	B10	Branded Spring files (as per sample)-Manila	No.	15,000	59.3	889,500
	B13	Branded Spring files (as per sample)-Manila	NO	15,000	89	1,335,000

Note;

Bidder Number 10 was dropped since he was the highest in pricing compared to Bidder Number 13

The committee agreed to subjected B13 (Solo Worldwide Enter- Enterprise) to due diligence before recommending him for award of the tender since he was the Lowest evaluated bidder.

5.0 Due diligence.

The committee carried out a due diligence study on the bidder 13 using the check-list in table 5 and came up with the following observations;-

Table 5

S/No	Item Under review	B13
1	Physical office	√
2	Original Certificate of registration/Incorporation	√
3	Original current trading license	√
4	Original Audited books of accounts	√
5	Original dealer authorization/Partnerships	√
6	Samples of products available	√
7	General office organization	√
8	General questions from members	√

Key: √-Satisfactory

X-Un-satisfactory

Note:

B13. (Solo Worldwide Enter- Enterprise) Was able to prove their physical location and had sample of items required in the stock.

Conclusion:

The committee therefore recommended that bidder **B13 (Solo World Wide Enter- Enterprise)** be considered for the award of supply and delivery of branded Examination answer booklets, Envelopes, Folders and Spring Files based on the price captured in table 6.

Table 6

S/No.	DESCRIPTION OF GOODS	UNIT	QTY	UNIT PRICE VAT INCL	TOTAL PRICE VAL INCL
1.	Branded Examination answer booklets (as per sample)	No.	400,000	14.5	5,920,000.00
2.	Branded C 3 Envelopes (as per sample)-Brown	No.	35,000	16	560,000.00
3.	Branded A 4 Envelopes (as per sample)- Brown	No.	35,000	14	490,000.00
4.	Branded B 4 Envelopes (as per sample)- Brown	No.	20,000	16	320,000.00
5.	Branded A 5 Envelopes (as per sample)- Brown	No.	20,000	6	120,000.00
6.	Branded B 5 Envelopes (as per sample)- Brown	No.	15,000	8	120,000.00
7.	Branded DL (110 x 220) Envelopes (as per sample)-White	No.	30,000	4.90	147,000
8.	Branded Folders (as per sample) -Manila	No.	10,000	28	280,000.00
9.	Branded Spring files (as per sample)-Manila	No.	15,000	89	1,3335,000.00
	TOTAL				9,292,000.00

The committee having exhaustively considered all the requirements of the evaluation process and observed that the prices offered by **B13 (Solo Worldwide Enter- Enterprise.)** were within the market rate and He was the Lowest evaluated bidder. The committee therefore do recommend that **B13 :(Solo Worldwide Enter- Enterprise)** be awarded the contract to supply and Delivery of Branded Examination Answer booklets, Envelops, branded Folders and Spring File as shown in table six (6) above for the financial year 2023/2024 at a total **cost of Nine million, Two hundred and Ninety Two thousand, Zero Cent Shillings only (KSH 9, 292, 000.00) Effective from 1st July 2023**

Committee Members:

S/No.	Name	Designation	Evaluator No.	Department/School	Signature	Date
1	Prof. Jackson Odote	Chairman	-	PHYSICS		
2	Mr. Finley Gwaro	Member	4	PROCUREMENT		
3	Mr. John M. Sambu	Member	1	D.I.C.T		
4	Mr. Bornboss Cheruiyot	Member	3	PROCUREMENT		
5	Mr. Michael Nyaga	Member	5	EXAMINATION		
6	Mr. David Tubman (Secretary)	Member	2	PROCUREMENT		

- Note: Professor Jackson Odote was the overall chair Person for the Tenders evaluation therefore He was not given Evaluation Number.