

**EVALUATION REPORT FOR TENDER NO. TENDER NO. MOICT/\$DICTI/017/2017-2018
FOR \$UPPLY AND DELIVERY OF LASER JET PRINTER – MEDIUM DUTY, COLOR**

MEMBERS

MS. WINNIE MACHARIA	Chairman
MS. JANE MUNORU	Member
Mr. MBONI KYALO	Member
Mr. GODFREY KITANI	Member
Mr. PETER MUTHUSI	Secretariat
Ms. ALICE MAINA	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 Bidder representatives. Twenty three (23) 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 RESPONENT

MOICT/\$DICTI/017/2017-2018 FIRMS/\$BIDDERS	FIRM
1 Techbiz Limited	F1
2 Copierforce Kenya Ltd	F2
3 Shonitel Limited	F3
4 Selex International Ltd	F4
5 Min Mix Agencies	F5
6 Eurocom Systems Ltd	F6
7 Limedy Ventures Ltd	F7
8 XRX Technologies	F8
9 Computer ways Ltd	F9
10 Intermass Technologies E.A Ltd	10
11 Sunbeam Computer Systems E.A Ltd	F11
12 Eclat Enterprises Ltd	F12

13 Trechmax Solutions Ltd	F13
14 Unicom Limited	F14
15 Elsmine Enterprises	F15
16 Namwoya Computer Solutions	F16
17 Computech Limited	F17
18 Pentium Systems	F18
19 Rein Solutions	F19
20 Weston Commodities Enterprise Ltd	F20
21 Charshop Enterprises	F21
22 MFI Document Solutions Enterprises	F22
23 Afro Kent Office Equipment	F23

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 as shown below in table 2:-

TABLE 2: PRELIMINARY CRITERIA

S/NO	MOICT/S/DICTI/017/2017-2018 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)

**TENDER NUMBER MOICT/SDICT&I /017/2018-2019
PRELIMINARY EVALUATION FORM**

TABLE 3: PRELIMINARY EVALUATION SCORES

S/NO	TENDER MOICT/SDICT&I /017/2018-2019 EVALUATION CRITERIA SCORES	F1	F2	F3	F4	F5	F6	F7	F8	F9	F10
15.	Certificate of Incorporation/ Registration.	C	C	C	C	C	C	C	C	C	C
16.	CR 12 where applicable.	C	C	C	C	C	C	C	C	C	C
17.	Valid Tax Compliance Certificate.	C	C	C	C	C	C	C	C	C	C
18.	Valid Trade License or Single Business Permit.	C	C	C	C	C	C	NC	C	C	C
19.	Duly filled, signed and stamped business questionnaire.	C	C	C	C	C	C	NC	C	C	C
20.	Duly filled, signed and stamped form of tender.	C	C	C	C	C	C	NC	C	C	C
21.	Original bid bond of Kshs.250, 000.	C	C	C	C	C	C	NC	C	C	C
22.	The Tender Security shall remain Valid for 150 days after the date of opening	C	C	C	C	C	C	NC	C	C	C
23.	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	C	N C	C	NC	C	C	C
24.	Submit audited accounts for last 3years and bank statement for the last 6 months preceding tender opening date.	C	C		C	C	C	NC	C	C	C
25.	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	NC	C	C	C

26.	Warranty and Manufacturer's authorization: c) A certified copy of valid manufacturer's authorization covering all items the tenderer has tendered. d) A duly signed original statement by the manufacturer indicating that:- iii. The Tenderer is authorized to offer and supply goods that are manufactured by the manufacturer iv. 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.	NC	NC	C	C	C	C	NC	NC	NC	C
27.	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	C	NC	C	C	C
28.	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 NC – Non- Compliant	NC	NC	C	C	N C	C	NC	NC	NC	C

S/N	TENDER MOICT/\$DICT&I /017/2018-2019	F11	F12	F13	F14	F15	F16	F17	F18	F19	F20	F21	F22	F23
1.	Certificate of Incorporation/ Registration.	C	C	C	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	C	C	C
3.	Valid Tax Compliance Certificate.	C	C	C	C	C	C	C	C	C	C	C	C	C
4.	Valid Trade License or Single Business Permit.	C	C	C	C	C	NC	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	C	C	C
6.	Duly filled, signed and stamped form of tender.	C	C	C	C	C	C	C	C	C	C	C	C	C
7.	Original bid bond of Kshs.250, 000.	C	C	C	C	NC	C	C	NC	NC	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	NC	NC	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.	C	NC	NC	C	NC	C	NC	C	C	C	C	C	C
10.	Submit audited accounts for last 3years and bank statement for the last 6 months preceding tender opening date.	C	NC	NC	C	NC	NC	C	NC	NC	C	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.	C	C	C	C	NC	NC	C	NC	C	NC	C	C	C
12.	<p>Warranty and Manufacturer's authorization:</p> <p>e) A certified copy of valid manufacturer's authorization covering all items the tenderer has tendered.</p> <p>f) A duly signed original statement by the manufacturer indicating that:-</p> <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>	C	NC	NC	C	C	NC	C	C	C	C	C	C	C

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	C	C	NC	C	NC	C	C	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	C	C
	C - Compliant NC – Non- Compliant	C	NC	NC	C	NC	NC	NC	NC	NC	NC	C	C	C

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 were not considered for technical evaluation, due to various reasons as indicated in the table four (4) below.

TABLE 4: PRELIMINARY EVALUATION OUTCOME AND FIRM DID NOT QUALIFY TO TECHNICAL STAGE

TENDER MOICT/\$DICT&I /017/2018-2019 EVALUATION PRELIMINARY RESULTS	
F2	Audit report of 2017 was not signed
F7	Did not provide Nos 7,8,9,10,11,12,&13 (refer from criteria above)
F8	Doesn't have valid manufacturer Authorization.
F9	Did not provide valid manufacturers authorization, only provided a certificate of partnership
F12	Item 9 no evidence of having supplied similar items for the last three years
	Item 10, No audited accounts for the last 3 years.
F13	Item 9 &10. Did not provide Audited account for the last three years and had no bank statements and reference letter from the bank
	No evidence of having supplied similar items for the last 3 years and
	No audited accounts for the last 3 years.
	Item11; did not submission of detailed bank account information and no reference letter
F15	Item 13; did not provide Manufacturers Authorization letter.
	Item 7; did not submit Bid Bond security and Validity of 150 days
	Item 9; did not have evidence of having supplied similar items in the last 3 years.
	Item 10; did not provide audited accounts for the last 3 years
F16	Item 11; did not submit detailed Bank account information and reference letter
	item 11; the bank letter had no reference details in terms of financing and did not give status of the bank account
	Item 12; did not provide Warranty and Manufacturer's Authorizations.
	Item 13; did not provide Manufacturers Authorization letter.
F17	Did not have evidence of having supplied similar items for the last three years

F19	Did not provide audited accounts for 2017.
F18	Did not provide Bid Bond security and validity of 150 days as it was required.
	Item 10; Did not provide audited accounts for year 2017.
	Item 13; did not provide sworn statement or declaration
F19	Item 7; Did not provide bid bond guarantee and validity for 150 days
	Item 10; Did not provide Audited accounts for 2017
F20	Did not provide bank reference letter and sworn statement or declaration

Firms F3, F4, F6, F10, F11, F14, F21, F22 and F23 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 5:-

TABLE 5: TECHNICAL EVALUATION CRITERIA

MOICT/SDICT&I /017/2018-2019 TECHNICAL SPECIFICATION LASERJET PRINTER – Medium Duty, Color		
1	ITEM	REQUIREMENT
2	Print Quality	1200 x 1200 dpi
3	Print speed and throughput	Up to 45ppm
4	Print technology	Laser color
5	Display	4.3” Color LCD touch display
6	Memory	1.5 GB
7	Memory slots	2 x100 –pin DDR DIMM
8	Processor speed	At least 800 Mhz
9	First page out	9 Seconds
10	Languages	PCL 5e,PCL 6, Postscript 3 emulation
11	Media Capacity	A)Total Media Capacity: 600 sheets 1 –500 -sheet input tray multipurpose tray: 100 sheets Output Tray: 500 sheets B) 1 manual feeding tray including envelopes, labels, transparencies and special media Output tray up to 300 sheets
12	Media sizes	Letter,legal,executive, A5,A4,B5-B6
13	Media types	Plain paper, envelopes, transparencies, copier, bond (60 to 200 g/m2)
14	Duplex printing	Automatic (standard)
15	Connectivity	Serial Bus (USB) 2.0, Host USB 2.0,RJ 45 Ethernet port Wireless Direct
16	Duty cycle	120,000 per month

17	Network	Yes (Standard)
18	Compatibility	Smart switch printer language sensing Linux, Mac , Windows,Unix compatible standard PCL XL emulation standard
19	Software	Drivers for windows server 2003/2008/2010, Windows Xp/2007/7/10
20	Warranty	One (1) year
B) Original detailed and highlighted Brochure; MUST be submitted		
21	Give a list of major replacement components, mandatory spare parts including tonners of the equipment during its life cycle.	
C) After sales service plan		
24	The supplier should provide an after sale service plan during the warranty period. Including a help desk in case of any queries	
C OR CN		

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

TABLE6: TECHNICAL EVALUATION SCORES

S/N1	TENDER MOICT/DICT&I /017/2018-2019 TECHNICAL EVALUATION SCORES LASERJET PRINTER – Medium Duty, Color										
1	ITEM	REQUIREMENT	F3	F4	F6	F10	F11	F14	F21	F22	F23
2	Print Quality	1200 x 1200 dpi	C	C	C	C	C	C	C	C	C
3	Print Speed and throughput	Up to 45ppm	C	C	C	C	NC	C	C	NC	C
4	Print technology	Laser color	C	C	C	C	C	C	C	C	C
5	Display	4.3" Color LCD touch display	C	C	C	C	C	C	C	NC	C
6	Memory	1.5 GB	C	C	C	C	C	C	C	C	C
7	Memory slots	2 x100 –pin DDR DIMM	C	C	C	C	C	C	C	C	C
8	Processor Speed	At least 800 Mhz	C	C	C	C	C	C	C	C	C
9	First page out	9 Seconds	C	C	C	C	C	C	C	C	C
10	Languages	PCL 5e,PCL 6, Postscript 3 emulation	C	C	C	C	C	C	C	C	C

11	Media Capacity	A)Total Media Capacity: 600 sheets 1 –500 -sheet input tray multipurpose tray: 100 sheets Output Tray: 500 sheets	C	C	C	C	C	C	C	C	C
		B) 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
12	Media Size:	Letter,legal,executive, A5,A4,B5-B6	C	C	C	C	C	C	C	C	C
13	Media types	Plain paper, envelopes, transparencies, copier, bond (60 to 200 g/m2)	C	C	C	C	C	C	C	C	C
14	Duplex printing	Automatic (standard)	C	C	C	C	C	C	C	C	C
15	Connectivity	Serial Bus (USB) 2.0, Host USB 2.0,RJ 45 Ethernet port	C	C	C	C	C	C	C	C	C
		Wireless Direct	C	C	C	C	C	C	C	C	C
16	Duty cycle	120,000 per month	C	C	C	C	NC	C	C	C	C
17	Network	Yes (Standard)	C	C	C	C	C	C	C	C	C
18	Compatibility	Smart switch printer language sensing	C	C	C	C	C	C	C	C	C
		Linux, Mac , Windows,Unix compatible standard	C	C	C	C	C	C	C	C	C
		PCL XL emulation standard	C	C	C	C	C	C	C	C	C
19	Software	Drivers for windows server 2003/2008/2010, Windows Xp/2007/7/10	C		C	C	C	C	C	C	C
20	Warranty	One (1) year	C	C	C	C	C	C	C	C	C
21	Original detailed and highlighted Brochure; MUST be submitted		C	C	NC	C	C	C	C	C	C
B) Spare parts availability locally											
22	Give a list of major replacement components, mandatory spare parts including tonners of the equipment during its life cycle.		C	NC	C	C	C	C	C	C	C
C) After sales service plan											

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

NOTE: The following firms (F4, F6, F11, F14, F21 and F22) were not considered to the next stage due to the following reasons in the table 7 below:-

Table 7: NON COMPLIANT IN TECHNICAL EVALUATION

Tender MOICT/SDICT&I /017/2018-2019 Technical Evaluation Results	
F4	Did not provide an after sale service plan during the warranty period
F6	Did not provide a detailed brochure
F11	Did not provide for Item 3 & 17 as it was required in tender document
	The specification provide was for upto 40pmm Requirement as an opposed of 45pmm
	Item 17 duty cycle can only go upto 80,000 per month yet we require 120,000
F14	Did not provide an after sale service plan during the warranty period
F21	Did not provide an after sale service plan during the warranty period
F22	Had lower print speed and throughput and color LCD display
	The bidder also did not provide an after sale service plan during the warranty Period.

Therefore, firms F3, F10 and F23 were considered for financial evaluation.

3. FINANCIAL EVALUATION

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 F3, F10 and F23 were subjected to financial evaluation.

Table8: FINANCIAL EVALUATION

FINANCIAL TENDER MOICT/\$DICT&I /017/2018-2019			
BIDDER\$	F3	F10	F23
Item Description	Laserjet Printer-Medium Duty,Color	Laserjet Printer-Medium Duty,Color	Laserjet Printer- Medium Duty,Color
Design Brand Name(Model)	HP M653dn	HP M651dn	HP M651dn
Unit Price (Kshs.)	146,616.44	218,419.00	519,000.00
Remarks			

F3 : Shonitel Limited

F10: Intermass Technologies E.A Ltd

F23: Afro Kent Office Equipment

Firm F3; (**Shonitel Limited**) was considered responsive and recommended for consideration for tender award of MOICT/SDICT&I /017/2018-2019 to **SUPPLY AND DELIVERY OF LASER JET PRINTER LASERJET PRINTER – Medium Duty, Color**

having quoted unit price at **Kshs, 146,616.44** per unit.

NAME	SIGNATURE	DATE
MS. WINNIE MACHARIA
MS. JANE MUNORU
Mr. MBONI KYALO
Mr. GODFREY KITANI
Mr. PETER MUTHUSI
Ms. ALICE MAINA