



THE TECHNICAL UNIVERSITY OF KENYA
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SUPPLY CHAIN OPERATIONS DEPARTMENT

AD HOC EVALUATION COMMITTEE REPORT ON TENDER No. TUK/T/03 /2023/2024 SUPPLY AND DELIVERY OF GENERAL OFFICE STATIONERY

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 General office stationery **TUK/T/03/2023/2024**.

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 2022 and closed and opened on the 10th May 2023 by the tender opening committee in the presence of bidders.

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 bids were opened on 10th May 2023.

The coordinator insisted that the evaluation process will have to adhere to the document criterion 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 prove the facts as presented by the tenderer.

EVALUATION:

The committee started the evaluation process for Tender No. TUK/T/03/2023/2024 Supply and Delivery of General office stationery. Thirteen (13) bids were, presented by the Tender opening committee. The bids were randomly serialized from one (1) to thirteen (13) as by the tender opening committee numbering.

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 for stationeries as presented by the opening committee. The bids were conveniently tied into two 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. Bornboss Maradonah Cheruiyot	Secretary	3
4	Mr. Finley Gwaro	Member	4
5	Mr. Michael Nyagah	Member	5
6	Mr. David Tubman	Secretary	2
7			

3.1. Mandatory Evaluation:

The committee started to evaluate Tender No. TUK/T/03/2023/2024 Supply and Delivery of General office stationery. 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
A	Tender Security/Bid bond	Y	Y	Y	Y	Y	Y	Y	Y	X	Y	Y	Y	X
B	Company or Firm's Registration Certificate	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
C	PIN Certificate.	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
D	Valid Tax Compliance Certificate.	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
E	Providing all information in Supplier Availability Details Form	Y	Y	X	Y	Y	Y	Y	Y	X	Y	Y	Y	Y
F	Indication of reference number and category of goods and services on the outer envelope and first page	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
G	Submission of two tender documents marked ORIGINAL and COPY	Y	Y	Y	Y	Y	X	Y	Y	Y	Y	Y	Y	Y
H	Authentic Audited Financial Accounts for the last two years (2018/19 and 2019/20)	y	X	X	X	X	X	Y	X	X	X	X	X	X
I	Submission of Declaration Form	Y	X	Y	Y	Y	Y	Y	Y	X	Y	Y	Y	Y
J	Current Single Business Permit	Y	X	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
K	Ensure serialization of all pages of the bid submitted from the first page to the last page in numerical form.	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	OVERAL RESULTS	y	X	X	X	X	X	Y	X	X	X	X	X	X

KEY: Y-Positive Responsive

x-Not Responsive: No further evaluation

Notes

1. B2 Did not provide three years Audited financial statement and the financial documents should be signed by the auditor for ownership of the report and do not attached copy of single business permit.
2. B3 Did not provide information of supplier's availability or business location.
3. B4 Did not provide three years Audited financial statement and the financial documents should be signed by the auditor for ownership of the report.
4. B5. Financial statements were signed and approved by an advocate instead of a certified audit firm also the company directors signed but has no stamp to make it official, also the auditor and auditing firm should have approved and claimed ownership of those books by signing and stamping
5. B6. Do not attached two copies of tender documents, also the financial year/report presented should have 2 current years but provided only one year 2019.
6. B8 The audit firm did not own the financial statement by signing and stamping on the financial statement also did not fill the declaration form
7. B9. Did not provide or fail to submit declaration form, also do not provide business location and books of accounts has not been owned by the auditor.
8. B10. Auditor stamped is not clear, the auditor has not owned the financial statement by signing and stamping it.
9. B11 The financial statement report provided are for one 1 years, and auditing firm did not owned by signing and stamping.
10. B12. Directors signed and stamped but auditing have not owned by signing and stamping
11. B13.The auditor and directors have not owned the books of accounts by signing and stamping.

***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.	B1	B7
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	09
6	Evidence of Ownership of Delivery vehicle for Supply of Toners.	05	05	05
TOTAL SCORE		80	80	71

Notes: The 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**.

The two (2) bidders were: B1, B7, these firms were then subjected to analysis by way of price comparison.

3.3 Financial Evaluation

Two bidders were allowed to proceed financial evaluation stage having been cleared to have genuine and reasonable audited accounts. These were bidder numbers; - B1, B7.

The results of the financial comparisons were presented in table

S/NO	ITEM DESCRIPTION OF GOODS	UNIT	QTY	BRAND	UNIT PRICE VAT INCLUSIVE	TOTAL PRICE VAT INCL	UNIT PRICE VAT INCLUSIVE	TOTAL PRICE VAT INCL	Awarded
					B1		B7		
1	Art Paper A1	Reams	5		5900.00	29,500.00	8,000.00	40,000.00	
2	Binding Spirals 6"	Pkt.	20		470.00	9,400.00	450.00	9,000.00	
3	Binding Spirals 8"	Pkt	20		570.00	11,400.00	520.00	10,400.00	
4	Binding Spirals 10"	Pkts	20		690.00	13,800.00	630.00	12,600.00	
5	Binding spirals 10mm	Box	100		690.00	69,000.00	620.00	62,000.00	
6	Binding Spirals 12"	Pkts	20		790.00	15,800.00	750.00	15,000.00	
7	Biro Pens 1 x 50 (Assorted Colours)	Pkt	500		650	325,000	645	322,500	
8	Bic sharp Pointed Pen	Pkt	400		650	260,000	520	208,000	
9	Black Board Dusters(Plastic)	No.	388		80	31,040	100	38,800	
10	Blackboard set squares (60 & 45) wooden	Set	10		200	2000	145	1,450	
11	Blackboard set squares (60 &45) plastic	Sets	10		400	4000	395	3950	
12	Bond Paper A1 80 Gms	Rms	20		1000	20000	6500	130,000	
13	Book Binding Cords	Roll	10		250	2500	5000	5,000	
14	Box File Large	No.	500		280	140,000	230	115,000	
15	Carbon Papers	Pkt	156		1500	234,000	1100	171,600	
16	Cartridge paper 100gms	Rms	20		1000	20,000	1000	20,000	
17	Cellotapes ½" Clear	Rolls	373		20	7460	10	3,730	
18	Cello Tape 1"	Doz	177		20	3540	19	3363	
19	Cellotapes 1 ½" clear	Rolls	200		40	8000	30	6,000	
20	Cellotapes 2" clear	Rolls	200		40	8000	35	7,000	
21	Cello Tape Dispenser	Pcs	13		600	7800	430	5,590	
22	Chalk Board Rulers Plastic	No	16		500	8000	430	6,880	
23	Computation Forms Survey standard Measure (Printing) APS	Box	32		500	16,000	600	19,200	
24	Conqueror Paper Cream Std- 85gsm A4	Rms	12		5500	66,000	4900	58,800	
25	Consumable Ledger S1.4quire	No.	114		550	62,700	545	62,130	
26	Continuous paper 11x14 ½ musical green	Box	50		100	5000	99	4,950	
27	Continuous Papers 11 X 14 ½	Box	111		100	11100	96	10,656	
28	Continuous Papers 9.5 X 11"	Box	134		100	13400	98	13,132	
29	Correction Pen	Pcs	100		115	11500	100	10,000	

30	Counter Book 4quire	No	213		400	85,200	350	74,550	
31	Delivery Book A6 2quire	No	59		280	16,520	350	20,650	
32	Desk Calculator	No	10		2000	20,000	1800	18000	
33	Desk organizer	No	10		300	3000	270	2,700	
34	Drafting Film	Rolls	8		1000	8000	1300	10,400	
35	Drawing Ink-Black,Colour	Blt	10		500	5000	900	9,000	
36	Drawing Paper A2 (Cartridge)	Rms	18		3700	66600	5000	90,000	
37	Drawing Paper A3 (Cartridge)	Rms	48		2500	120000	2490	119,520	
38	Dustless Chalk Colour	Pkt	200		150	30000	130	26000	
39	Dustless White Chalk	Pkt	300		100	30000	95	28,500	
40	Embossed Paper A4 Printed (As Per Sample)	Rms.	69		900	62100	800	55,200	
41	Erazers BR 40 (1x40)	Pkt.	178		1300	231400	1100	195,800	
42	Expendable ledger 4Quire S2	No	100		640	64000	630	63,000	
43	Expendable ledger 4Quire S3	No	100		640	64000	650	65,000	
44	Felt Pens Snow Man Or Equivalent-Assorted Colours	Doz.	455		700	318500	650	295,750	
45	File cards	No	200		60	12000	100	20,000	
46	File Fasteners	Pkts.	90		250	22500	190	17100	
47	File folders (manila) good quality	No	100		45	4500	30	3000	
48	File folders (Plastic)	No	100		50	5000	49	4,900	
49	Filling Pockets	Pcs	50		28	1400	100	5,000	
50	Glue stick –big 100g	bottle	20		310	6200	260	5200	
51	Glue Stick Small Pritt Or Equivalent	No	300		180	54000	178	53,400	
52	Graph Paper Linear	Rms	7		500	3500	1400	9,800	
53	Graph Papers A4	Rms	92		1000	92000	800	73,600	
54	Graph Papers Log. L	Rms	5		500	2500	1600	8,000	
55	Gummed Stickers K09 (22mmxd1a)	Pkt	30		50	1500	49	1,470	
56	Gummed Stickers K11(19x13mm)	Pkt	113		50	5650	48	5,424	
57	Gummed Stickers K22(51x25mm)	Pkt	98		50	4900	49	4,802	
58	Gummed Stickers K5	Pkt	65		50	3250	49	3,185	
59	Highlighter Pens(1x24)Assorted	Pkt	300		730	219000	720	216,000	
60	In/Out Trays-Wire	No	86		1500	129000	1200	103,200	
61	Ivory Board Bond Papers A4-80gm	Rms	65		500	32,500	1,050	68,250	

62	Manilla Papers	Pc	1852		20	37,040	19	35,188	
63	Markers Pens Small -(Snowman or Steadler)	Pcs	500		90	45,000	89	44,500	
64	Masking Tapes	Roll	50		90	4,500	89	4,450	
65	Office Glue 1kg	Btl	90		180	16,200	140	12,600	
66	Office Glue Small 500g	Blt	70		75	,5250	90	6,300	
67	P.V.C Inks Red, Yellow, Blue, Black.	Tin	3		500	1,500	1,500	4,500	
68	Packaging Tape 2"	No	12		75	900	130	1,560	
69	Paper Clips No. 1	Pkt	611		35	21,385	34	20,774	
70	Papers clips No. 2	Pkts	200		40	8,000	120	24,000	
71	Paper clips No. 3	Pkt	100		40	4,000	40	4,000	
72	Paper Punch Heavy Duty	No	56		3,300	184,800	3,200	179,200	
73	Paper Punch Medium	Pcs	5		1,500	7,500	1,000	5,000	
74	Pencil Hb 110 Steadler 1x12	Pkt	200		900	180,000	600	120,000	
75	Pepeo Self Adhesive Labels	Pkt	50		50	2,500	200	10,000	
76	Photocopying Paper A2	Rms	100		500	50,000	9,600	960,000	
77	Photocopying Paper A3 Brilliant White	Rms	200		2,400	480,000	2,200	440,000	
78	PHOTOCOPYING PAPER A4 80GMS Brilliant White	Rms	200		850	170,000	790	158,000	
79	Pins Super - Plated	Pkt.	150		30	4,500	30	4,500	
80	Plain PVC Data cards size 86x5mm (0.76+0.04mm)	PC	1		22	22	100	100	
81	Polythene Paper For Covering	Rolls	8		5,800	46,400	8000	64,000	
82	Rubber Bands Assorted	Pkts	100		200	20,000	180	18,000	
83	Ruled Paper A4 Bright White Best Quality	Rms	100		850	85,000	600	60,000	
84	Rulers 12" Plastic	No	150		30	4,500	30	4500	
85	Scissors medium size – office use	No.	5		200	1,000	250	1250	
86	Short Hand Notebook 2quire	Doz	300		700	210,000	300	90,000	
87	Sisal strings	Roll	5		500	2500	500	2,500	
88	Spring file-Manila	pcs	2000		70	140,000	65	130,000	
89	Stamp Pad Ink Violet	Bttl	150		100	15,000	98	14,700	
90	Stamp Pads Violet	No	50		150	7,500	150	7,500	
91	Stapler (Heavy Duty)	Pcs	54		3,300	178,200	3,290	177,660	
92	Stapler Rapid Classic 24/60	No	116		1,500	174,000	1,100	127,600	

93	Staples 24/60 Rexel	Pkts	500		280	140,000	275	137,500	
94	Staple remover	No	100		120	12,000	120	12,000	
95	Staples 50/60 Kangaroo(20 x50)	No	200		400	80,000	700	140,000	
96	Stickers “ URGENT”, “VERY URGENT”	Pkt.	200		170	34,000	180	36,000	
97	Sugar Paper Black A1	Rms	120		100	12,000	300	36,000	
98	Survey Computation Forms	Rms.	8		1000	8,000	1,500	12,000	
99	Table Calculator	No.	2		3000	6,000	2,900	5,800	
100	Transparency Covers A4	No	40		700	28,000	700	28,000	
101	Visitors Book A4	No	10		500	5,000	500	5,000	
102	White Board Dusters	Pcs	40		80	3,200	150	6,000	
103	Whiteboard Markers Steadler Or Equivalent	No	1200		110	132,0000	130	156,000	
104	Writing Pads A4	No	316		100	31,600	100	31,600	
105	Yellow Sticker Note pads size 76 mm x 127mm	Pads	100		70	7,000	68	6,800	
106	Yellow Sticker Note pads size 47.6 mm x 47.6mm	Pads	100		65	6500	50	5,000	
107	Plastic folders A4	Pcs	3000		45	135,000	50	150,000	
108	Snatch File	pcs	200		45	9,000	45	9,000	
109	Double A Premium	reams	100		1000	100,000	1,100	110,000	
TOTAL						Ksh.5,083,357		Ksh.6,164,814	

Note;

The committee unanimously agreed to allow all the two bidders to be subjected to due diligence before recommending the successful ones for award of the tender.

Therefore, all the bidders’ B1 and B7 proceeded to due diligence evaluation stage.

11.0 Due diligence.

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

Table 5.

S/No	Item Under review	B1	B7
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:

B1 and B7. Were able to provide and respond to the committee queries to the satisfaction of the members.

Conclusion:

The committee therefore recommended that bidder B1 be considered for the award of supply of the respective items based overall lowest quoted price and being the most responsive bidder to the tender.

Table 6.

S/NO	ITEM DESCRIPTION OF GOODS	UNIT	QTY	BRAND	UNIT PRICE VAT INCLUSIVE	TOTAL PRICE VAT INCL	UNIT PRICE VAT INCLUSIVE	TOTAL PRICE VAT INCL	Awarded
					B1		B7		
1	Art Paper A1	Reams	5		5900.00	29,500.00	8,000.00	40,000.00	
2	Binding Spirals 6"	Pkt.	20		470.00	9,400.00	450.00	9,000.00	
3	Binding Spirals 8"	Pkt	20		570.00	11,400.00	520.00	10,400.00	
4	Binding Spirals 10"	Pkts	20		690.00	13,800.00	630.00	12,600.00	
5	Binding spirals 10mm	Box	100		690.00	69,000.00	620.00	62,000.00	
6	Binding Spirals 12"	Pkts	20		790.00	15,800.00	750.00	15,000.00	
7	Biro Pens 1 x 50 (Assorted Colours)	Pkt	500		650	325,000	645	322,500	
8	Bic sharp Pointed Pen	Pkt	400		650	260,000	520	208,000	
9	Black Board Dusters(Plastic)	No.	388		80	31,040	100	38,800	
10	Blackboard set squares (60 & 45) wooden	Set	10		200	2000	145	1,450	
11	Blackboard set squares (60 &45) plastic	Sets	10		400	4000	395	3950	
12	Bond Paper A1 80 Gms	Rms	20		1000	20000	6500	130,000	
13	Book Binding Cords	Roll	10		250	2500	5000	5,000	
14	Box File Large	No.	500		280	140,000	230	115,000	
15	Carbon Papers	Pkt	156		1500	234,000	1100	171,600	
16	Cartridge paper 100gms	Rms	20		1000	20,000	1000	20,000	
17	Cellotapes ½" Clear	Rolls	373		20	7460	10	3,730	
18	Cello Tape 1"	Doz	177		20	3540	19	3363	
19	Cellotapes 1 ½" clear	Rolls	200		40	8000	30	6,000	
20	Cellotapes 2" clear	Rolls	200		40	8000	35	7,000	
21	Cello Tape Dispenser	Pcs	13		600	7800	430	5,590	
22	Chalk Board Rulers Plastic	No	16		500	8000	430	6,880	
23	Computation Forms Survey standard Measure (Printing) APS	Box	32		500	16,000	600	19,200	
24	Conqueror Paper Cream Std- 85gsm A4	Rms	12		5500	66,000	4900	58,800	
25	Consumable Ledger S1.4quire	No.	114		550	62,700	545	62,130	
26	Continuous paper 11x14 ½ musical green	Box	50		100	5000	99	4,950	
27	Continuous Papers 11 X 14 ½	Box	111		100	11100	96	10,656	
28	Continuous Papers 9.5 X 11"	Box	134		100	13400	98	13,132	
29	Correction Pen	Pcs	100		115	11500	100	10,000	

30	Counter Book 4quire	No	213		400	85,200	350	74,550	
31	Delivery Book A6 2quire	No	59		280	16,520	350	20,650	
32	Desk Calculator	No	10		2000	20,000	1800	18000	
33	Desk organizer	No	10		300	3000	270	2,700	
34	Drafting Film	Rolls	8		1000	8000	1300	10,400	
35	Drawing Ink-Black,Colour	Blt	10		500	5000	900	9,000	
36	Drawing Paper A2 (Cartridge)	Rms	18		3700	66600	5000	90,000	
37	Drawing Paper A3 (Cartridge)	Rms	48		2500	120000	2490	119,520	
38	Dustless Chalk Colour	Pkt	200		150	30000	130	26000	
39	Dustless White Chalk	Pkt	300		100	30000	95	28,500	
40	Embossed Paper A4 Printed (As Per Sample)	Rms.	69		900	62100	800	55,200	
41	Erazers BR 40 (1x40)	Pkt.	178		1300	231400	1100	195,800	
42	Expendable ledger 4Quire S2	No	100		640	64000	630	63,000	
43	Expendable ledger 4Quire S3	No	100		640	64000	650	65,000	
44	Felt Pens Snow Man Or Equivalent-Assorted Colours	Doz.	455		700	318500	650	295,750	
45	File cards	No	200		60	12000	100	20,000	
46	File Fasteners	Pkts.	90		250	22500	190	17100	
47	File folders (manila) good quality	No	100		45	4500	30	3000	
48	File folders (Plastic)	No	100		50	5000	49	4,900	
49	Filling Pockets	Pcs	50		28	1400	100	5,000	
50	Glue stick –big 100g	bottle	20		310	6200	260	5200	
51	Glue Stick Small Pritt Or Equivalent	No	300		180	54000	178	53,400	
52	Graph Paper Linear	Rms	7		500	3500	1400	9,800	
53	Graph Papers A4	Rms	92		1000	92000	800	73,600	
54	Graph Papers Log. L	Rms	5		500	2500	1600	8,000	
55	Gummed Stickers K09 (22mmxd1a)	Pkt	30		50	1500	49	1,470	
56	Gummed Stickers K11(19x13mm)	Pkt	113		50	5650	48	5,424	
57	Gummed Stickers K22(51x25mm)	Pkt	98		50	4900	49	4,802	
58	Gummed Stickers K5	Pkt	65		50	3250	49	3,185	
59	Highlighter Pens(1x24)Assorted	Pkt	300		730	219000	720	216,000	
60	In/Out Trays-Wire	No	86		1500	129000	1200	103,200	
61	Ivory Board Bond Papers A4-80gm	Rms	65		500	32,500	1,050	68,250	

62	Manilla Papers	Pc	1852		20	37,040	19	35,188	
63	Markers Pens Small -(Snowman or Steadler)	Pcs	500		90	45,000	89	44,500	
64	Masking Tapes	Roll	50		90	4,500	89	4,450	
65	Office Glue 1kg	Btl	90		180	16,200	140	12,600	
66	Office Glue Small 500g	Blt	70		75	,5250	90	6,300	
67	P.V.C Inks Red, Yellow, Blue, Black.	Tin	3		500	1,500	1,500	4,500	
68	Packaging Tape 2"	No	12		75	900	130	1,560	
69	Paper Clips No. 1	Pkt	611		35	21,385	34	20,774	
70	Papers clips No. 2	Pkts	200		40	8,000	120	24,000	
71	Paper clips No. 3	Pkt	100		40	4,000	40	4,000	
72	Paper Punch Heavy Duty	No	56		3,300	184,800	3,200	179,200	
73	Paper Punch Medium	Pcs	5		1,500	7,500	1,000	5,000	
74	Pencil Hb 110 Steadler 1x12	Pkt	200		900	180,000	600	120,000	
75	Pepeo Self Adhesive Labels	Pkt	50		50	2,500	200	10,000	
76	Photocopying Paper A2	Rms	100		500	50,000	9,600	960,000	
77	Photocopying Paper A3 Brilliant White	Rms	200		2,400	480,000	2,200	440,000	
78	PHOTOCOPYING PAPER A4 80GMS Brilliant White	Rms	200		850	170,000	790	158,000	
79	Pins Super - Plated	Pkt.	150		30	4,500	30	4,500	
80	Plain PVC Data cards size 86x5mm (0.76+0.04mm)	PC	1		22	22	100	100	
81	Polythene Paper For Covering	Rolls	8		5,800	46,400	8000	64,000	
82	Rubber Bands Assorted	Pkts	100		200	20,000	180	18,000	
83	Ruled Paper A4 Bright White Best Quality	Rms	100		850	85,000	600	60,000	
84	Rulers 12" Plastic	No	150		30	4,500	30	4500	
85	Scissors medium size – office use	No.	5		200	1,000	250	1250	
86	Short Hand Notebook 2quire	Doz	300		700	210,000	300	90,000	
87	Sisal strings	Roll	5		500	2500	500	2,500	
88	Spring file-Manila	pcs	2000		70	140,000	65	130,000	
89	Stamp Pad Ink Violet	Bttl	150		100	15,000	98	14,700	
90	Stamp Pads Violet	No	50		150	7,500	150	7,500	
91	Stapler (Heavy Duty)	Pcs	54		3,300	178,200	3,290	177,660	
92	Stapler Rapid Classic 24/60	No	116		1,500	174,000	1,100	127,600	

93	Staples 24/60 Rexel	Pkts	500		280	140,000	275	137,500	
94	Stapple remover	No	100		120	12,000	120	12,000	
95	Stapples 50/60 Kangaroo(20 x50)	No	200		400	80,000	700	140,000	
96	Stickers “ URGENT”, “VERY URGENT”	Pkt.	200		170	34,000	180	36,000	
97	Sugar Paper Black A1	Rms	120		100	12,000	300	36,000	
98	Survey Computation Forms	Rms.	8		1000	8,000	1,500	12,000	
99	Table Calculator	No.	2		3000	6,000	2,900	5,800	
100	Transparency Covers A4	No	40		700	28,000	700	28,000	
101	Visitors Book A4	No	10		500	5,000	500	5,000	
102	White Board Dusters	Pcs	40		80	3,200	150	6,000	
103	Whiteboard Markers Steadler Or Equivalent	No	1200		110	132,0000	130	156,000	
104	Writing Pads A4	No	316		100	31,600	100	31,600	
105	Yellow Sticker Note pads size 76 mm x 127mm	Pads	100		70	7,000	68	6,800	
106	Yellow Sticker Note pads size 47.6 mm x 47.6mm	Pads	100		65	6500	50	5,000	
107	Plastic folders A4	Pcs	3000		45	135,000	50	150,000	
108	Snatch File	pcs	200		45	9,000	45	9,000	
109	Double A Premium	reams	100		1000	100,000	1,100	110,000	
TOTAL						Ksh.5,083,357		Ksh.6,164,814	

Conclusion:

The committee therefore recommended **B1 (ALPHA GENERAL SUPPLIERS)** to be awarded the contract at the total cost of **Kenya shillings 5,083,357 (Five Million eighty-three thousand and three hundred and fifty-seven shillings)**

Committee Members:

S/No.	Name	Designation	Evaluator No.	Signature	Date
1	Prof. Jackson Odote	Chairman	0		
2	Mr.Finley Gwaro	coordinator	3		
3	Mr. John Sambu	Member	1		
4	Mr.Michael Nyaga	Member	5		
5	Mr.Bornboss Cheruiyot	Secretary	4		
6	Mr.David Tabman Ochola	Member	2		
7	Ms.Hadija wako Doyo	Overall Auditor	0		