



THE TECHNICAL UNIVERSITY OF KENYA

TENDER EVALUATION COMMITTEE REPORT FOR SUPPLY AND DELIVERY OF SUPPLY AND DELIVERY OF LPG GAS INSTALLATION AND REFILLING: TENDER NUMBER

1. PREAMBLE

1.1 Background Information

Tender Title: Tender for supply and delivery of supply and delivery of LPG GAS INSTALLATION AND REFILLING.

Tender Ref. No.: TU-K/T/7/2023/2024

1.2 Introduction

The Technical University of Kenya (TU-K) advertised for Supply and Delivery of LPG GAS INSTALLATION AND REFILLING on April 20th, 2023. The closing /opening date of the tender was May 10th, 2023 at 10.00 am. The tender advertisement is attached and here- in after referred to as *Appendix 1*.

1.3 Terms of Reference

The Tender Evaluation Committee (TEC) was appointed by the Vice Chancellor on 18th April 2023. The terms of reference were to evaluate and recommend the lowest and most responsive evaluated bidder to the Vice Chancellor for consideration for the award of tender for the Supply and Delivery of LPG GAS INSTALLATION AND REFILLING. The committee carried out the evaluation exercise on the 24th, 25th, 26th, 27th, and 29th May 2023.

1.4 Scope: Supply and Delivery of LPG GAS INSTALLATION AND REFILLING.

2.0 EVALUATION CRITERIA

This was divided into three stages.

- i) Mandatory requirements evaluation criteria (must provide all the mandatory requirements)
- ii) Technical requirements evaluation criteria
- iii) Financial evaluation criteria and visitation (site) evaluation.

2.1 Tender Registration

The members noted and agreed that

- 1) Insisting that the downloaded tender be registered at offices of SCO operations negates the spirit of online initiatives.
- 2) Online submission of tender is allowed in the public procurement and asset disposal Act 2015 cap 64 section 2 (b) and cap 77 sections 1 and 4. Therefore Procurement and Supply Chain should provide parameters where bidders are not bound to physically submit the tenders
- 3) Tender registration parameter should not be used to disqualify any bidder since it was not among the mandatory requirements in the evaluation criteria (as stipulated in the Act section 79 part 2(a).
- 4) Bidders who submit their tender/bid documents within the stipulated time and deadlines will be the only ones considered to have participated in the tendering process.

3.0 First Stage

All the Tenderer's0 were subjected to an examination of eleven (11) mandatory requirements as listed in Table 1. The mandatory information below MUST be provided. Any failure to provide ANY of the information under Mandatory requirements will lead to disqualification from further evaluation.

Table 1: Mandatory Evaluation Criteria

No.	Mandatory Evaluation Criteria	YES/NO(√/x)
1.	Tender Security – Bank Guarantee or from an Insurance Company (All from acceptable and approved locally based Kenyan institutions)	
2.	Copy of Company or Firm's Registration & Incorporation Certificate.	
3.	Copy of Valid Tax Compliance Certificate.	
4.	Copy of Receipt for purchase of tender document (where applicable) Free for downloaded documents.	
5.	Copy of Valid Business Permit	
6.	Copy of Valid Class G Work Permit.	
7.	Copy of Valid Fire Clearance Certificate	

8.	Audited Financial Accounts for three the years 2019/20 and 2020/21, 2021/2022 duly signed & stamped by your Auditing firm.	
9.	Current Compliance certificate from ERC (Energy Regulatory Commission)	
10.	List of Shareholders and Directors CR12	
11.	Ensure Serialization of all pages of the bid submitted from the first page to the last page in numerical form.	

3.1 Second Stage

This involved a detailed examination of the Technical Capacity of the bidders.

Table 2: Technical Evaluation Criteria

No.	Technical Evaluation Criteria	Total Marks (70)
1.	Written confirmation on Terms Of Payment Of 30 Days Credit Period on the Firm's Letterhead	10
2.	Duly completed Form of Tender stamped and signed.	10
3.	Duly completed Schedule of requirements duly filled, stamped, and signed indicating items offered and their prices. The bid submitted conforms to the required Specifications of the items and the Unit of issue as provided in the tender document (Provide the unit of issue and specifications of the item you are quoting for)	10
4.	Duly completed Declaration Form stamped and signed.	05
5.	Confidential Business Questionnaire (CQB) duly filled, stamped and signed	05
6.	Three Recommendation Letters bearing a name, contact persons, and Three Copies of LPOs or contracts from different Corporate organizations where you have supplied a similar product or service for the last 3 years	15
7.	Evidence of ownership of Delivery Vehicle	10
8.	Copy of Current Vehicle Inspection Report	15

TOTAL TECHNICAL EVALUATION WILL BE OUT OF 80

NOTE: PASS MARK BEFORE PROCEEDING TO THE FINANCIAL EVALUATION = 70

3.2 Financial Evaluation will be out of 70:30

This will include the following: -

- A. Confirmation of the authenticity and sufficiency of the submitted Tender Security.
- B. Confirmation of and considering Price Schedule duly completed and signed.
- C. Checking that the Tenderer has quoted prices based on Delivery Duty Paid (DDP) terms/ (VAT inclusive).
- D. Checking submission of audited financial accounts, which must be those that are reported within fifteen (15) calendar months of the date of the tender document.
- E. Conducting a financial comparison.
- F. Correction of arithmetical errors,
- G. Taking into account the cost of any deviation(s) from the tender requirements,
- H. Combined Score.

The Successful Bidder shall be the lowest evaluated bidder.

NOTE

1. For purposes of evaluation, the exchange rate to be used for currency conversion shall be the selling exchange rate ruling on the date of tender closing provided by the Central Bank of Kenya. (Visit the Central Bank of Kenya website).
2. Total tender value means the Tenderer's total tender price inclusive of Value Added Tax (V.A.T) for the goods it offers to supply.

4.0 Bids Received

Two (2) bidders submitted their bids as outlined in Table 3.

Table 3: Bids Received as at Bid Opening

B/No	Company Name	Tender Sum	Tender Security (KES)	Financing Company
B1	Johfa Services Ltd	9,452,860.00.	945,286.00	Madison General Insurance
B2	Exveria Business Ltd	4,284,182.00	42,842.00	Rafiki Micro Finance Bank

5.0 Compliance with Mandatory Requirements

Table 4 outlines compliance with the mandatory requirements from bids received.

Table 4: Mandatory Requirements

		B/No	B/No	B/No
No.	Mandatory Requirements	Yes/No.√ / ×	B2	B2
1	Tender Security – Bank Guarantee or from an Insurance Company (All from acceptable and approved locally based Kenyan institutions)	Yes/No.√ / ×	Yes	Yes
2	Copy of Company or Firm’s Registration & Incorporation Certificate.	Yes/No.√ / ×	Yes	Yes
3	Copy of Valid Tax Compliance Certificate.	Yes/No.√ / ×	Yes	Yes
4	Copy of Receipt for purchase of tender document (where applicable) Free for downloaded documents.	Yes/No.√ / ×	Yes	Yes
5	Copy of Valid Business Permit	Yes/No.√ / ×	Yes	Yes
6	Copy of Valid Class G Work Permit.	Yes/No.√ / ×	Yes	Yes
7	Copy of Valid Fire Clearance Certificate	Yes/No.√ / ×	Yes	Yes
8	Audited Financial Accounts for three the years 2019/20 and 2020/21, 2021/2022 duly signed & stamped by your Auditing firm.	Yes/No.√ / ×	No	No
9	Current Compliance certificate from ERC (Energy Regulatory Commission)	Yes/No.√ / ×	Yes	Yes
10	List of Shareholders and Directors CR12	Yes/No.√ / ×	Yes	Yes
11	Ensure Serialization of all pages of the bid submitted from the first page to the last page in numerical form.	Yes/No.√ / ×	Yes	Yes

From the mandatory evaluation done, the results in Table 5 were extracted:

Table 5: Results of mandatory evaluation

B/N	Remarks
B1	<ol style="list-style-type: none"> 1. Only provided Audited Financial Accounts for the years 2021/22 duly. 2. Auditors' report was not owned by the auditing firm – only stamped the report.

	3. Financial statement from the Board of Directors (pg .83) had no date – only stamped
B2	1. Audited Financial Accounts provided are not duly signed & stamped by your Auditing firm – signed but not stamped 2. Provided an Auditors report with a different company name from the bidding firm – financial report for 31 st December 2020. 3. Financial statements from the Board of Directors were only Signed but not Stamped

Based on the results in Table 5 the bidders B1 and B2 did not proceed to the technical stage, as the bidder did not meet all the mandatory requirements. Therefore, no further evaluation was required since the two bidders failed to meet the mandatory requirements.

Tender Evaluation Committee’s Recommendation

The Tender Evaluation Committee recommends that procurement in liaison with the properties and facilities management department come up with clear bills of quantities for piping and Gas installation, to assist in sourcing a supplier for the supply and delivery of LPG GAS INSTALLATION AND REFILLING.

EVALUATION COMMITTEE MEMBERS:

1. Prof. Jacton OdoteDate.....
2. Ms. Hadija Wako Date.....
3. Mr. Peter MusilaDate.....
4. Ms. Carolyn KoechDate.....
5. Ms. Anita Godosyo.....Date.....
6. Mr. Hawkins JumbaDate.....
7. Mr. Jackson MoengaDate.....
8. Mr. Paul MwangiDate.....