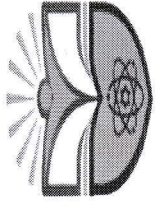


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THE TECHNICAL UNIVERSITY OF KENYA

EVALUATION COMMITTEE REPORT FOR ANNUAL TENDER FOR SUPPLY AND DELIVERY OF DETERGENT, SOAP, TOILETRIES DISINFECTANTS AND CLEANING EQUIPMENT- TUK/04/2024/2025

1. PREAMBLE

1.0 BACKGROUND INFORMATION

The Ad-Hoc Evaluation committee (EC) which was appointed by the Vice Chancellor in accordance with the Public Procurement and Regulatory Authority Act, 2015 was mandated to evaluate and recommend the highest bidder for award of the contract to supply the University with: **TUK/04/2024/ 2025: Detergent, Soap, Toiletries, Disinfectants and Cleaning Equipment.**

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

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1.2 Evaluation Duration

The Act provides for a period of not than thirty (30) days from the close of the tender which should be on Or before July 17th 2024

2.0 PRELIMINARIES

2.1 Preamble

The Chairman invited the coordinator of the whole evaluation committee Mr. Finley Gwaro who is the Ag Director Procurement and Supply Chain management to give brief background of the process from inception to the evaluation stage. The Co-ordinator informed the committee that the process begun with Tender advertisement through the website on Tuesday 04th June, 2024 and closed and opened on 18th June, 2024 by the tender opening committee in the presence of bidders. The opening date was extended by one day through an addendum occasioned by the declaration of Monday 17th June, 2024 as a public holiday. The director emphasized the need to stick to the procurement regulations to meet the tender processing deadline of thirty (30) days from the date of opening, which is on or before 17th July, 2024.

The coordination gave a summary of the evaluation process to be followed during the evaluation process, beginning with the mandatory evaluation where any tenderer who fails in any one requirement does not proceed to the technical stage. For the bidders who make it to the technical evaluation, a pass mark of 60 marks must be attained in order for one to qualify for the third stage of 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 tender.

3.0 EVALUATION

The Evaluation started the evaluation process for Tender No: TUK/04/2024/2025 Delivery and Supply of Detergent, Soap, Toiletries, Disinfectants and Cleaning Equipment by receiving all the tender booklets as presented by the Tender opening committee. The booklets were serialized from one (B1) to thirteen (B13). The committee did receive a copy of the tender opening minutes to compare with the tender booklets a presented by the tender opening committee for confirmation, as list stipulated in table 1.

TABLE 1.

S/No	Bidder No.	Tenderer	Tender Sum Amount	Bid bond amount (ksh)	Bid/Security provider
1	B1	Karnas Limited	Twenty-two million six hundred and eighty-two thousand one hundred and ninety-four Kenya shillings (Kshs. 22,682,194.00)	N/A	N/A
2	B2	Highrise Designers Ltd	Forty-four million twenty-eight thousand two hundred and forty-eight Kenya shillings (Kshs. 44,028,248.00)	Two hundred and forty thousand three hundred Kenya shillings (Kshs. 240,300.00)	Trident Insurance
3	B3	Kefame	Forty-nine million seven hundred and eighty-four thousand and	N/A	N/A

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			fifty Kenya shillings (Kshs. 49,784,050.00)		
4	B4	Qualibrated Systems	Thirty-three million twelve thousand two hundred and twenty-one Kenya shillings (Kshs. 33,012,221.00)	Three hundred and thirty thousand one hundred and twenty-two and twenty-one cents (Ksh. 330,122.21)	Sidiani Bank
5	B5	Myhome Care Services	Nine million four hundred and twenty-three thousand twenty-eight Kenya shillings (Kshs. 9,423,028.00)	N/A	N/A
6	B6	Sypsan Enterprises	Forty-two million three hundred and fifty-eight thousand six hundred Kenya shillings (Ksh. 42,358,600.00)	One hundred and eighth thousand Kenya shillings (Kshs. 180,000.00)	AMACO
7	B7	Beip General Suppliers	N/A	N/A	N/A
8	B8	Poramax Cleaning	Thirty million seven hundred and	N/A	N/A

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9	B9	Services Ltd	forty thousand three hundred and thirty Kenya shillings (Kshs. 30,740,330.00)	Nine million three hundred and sixty-eight thousand six hundred Kenya shillings (Kshs. 9,368,600.00)	One hundred thousand Kenya shillings (Kshs. 100,000.00)	AMACO
10	B10	Gemrig Enterprise	Twenty-six million three thousand seven hundred and forty Kenya shillings (Kshs. 26,300,740.00)		Two hundred and sixty thousand Kenya shillings (ksh. 260,000.00)	Rafiki Microfinance
11	B11	Pure Touch Cleaning Services	Thirty-six million three hundred and thirty-one thousand eight hundred and forty Kenya shillings (Kshs. 36,331,840.00)		Three hundred and sixty thousand three hundred and nineteen Kenya shillings (Kshs. 360,319.00)	AMACO
12	B12	Surgical and Disposable	Seven million one hundred and forty-five thousand four hundred and seventy-eight Kenya shillings		N/A	N/A

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			(Kshs. 7,145,478.00)		
13	B13	Eriamora Ventures	Twenty-seven million nine hundred and seventy-two thousand seven hundred Kenya shillings Kshs. 27,972,700.00)	N/A	N/A

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 randomly balloting and numbers assigned as in the table 2.

TABLE 2.

S/No	Name	Title	Evaluator No.
1	Pro. Jackson Odote	Overall - Chairperson	1
2	Mr. Austin Aron	Member	6
3	Ms. Emelda Ochieng	Secretary	3
4	Mr. Kelvin Mwanza	Member	4
5	Ms. Caroline Koech	Member	5
6	Ms. Hellen Mumbo	Member	2
7	Ms. Khadija Wako	Overall Financial Analyst	8

4.0 EVALUATION BASED ON THE GIVEN CRITERIA

This was divided into four stages: -

- i) Mandatory evaluation
- ii) Technical evaluation
- iii) Due diligence to bidders who qualified to proceed to financial evaluation
- iv) Financial evaluation

4.1 Mandatory Requirements

All the tenderers were subjected to an examination of fourteen (14) mandatory requirements. The mandatory information below had to be provided. Failure to provide any of the information under Mandatory requirements leads to disqualification from further evaluation. Table 3. Outlines compliance with the mandatory requirements from bids received.

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TABLE 3.

No.	Mandatory Criteria	(B1)	(B2)	(B3)	(B4)	(B5)	(B6)	(B7)	(B8)	(B9)	(B10)	(B11)	(B12)	(B13)
1.	Declaration Form	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	NO
2.	Duly completed Tender Form	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	NO
3.	Copy of Company or Firm's Registration Certificate	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
4.	Copy of PIN Certificate	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
5.	Copy of Valid Tax Compliance Certificate	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
6.	Confidential Business Questionnaire (CBO)	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES
7.	Recommendation Letters from at least Three Corporate Bodies	YES	YES	NO	YES	NO	YES	NO	YES	NO	NO	YES	YES	NO
8.	Copies of three LPOs from three different organizations where you have supplied a similar product in the last three years	YES	YES	NO	NO	NO	YES	NO	YES	NO	YES	YES	YES	NO
9.	Price Schedule(s)	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES	YES

4.2 Shows the Mandatory Evaluation Criteria

From the mandatory evaluation done, the results in Table 4. were extracted and below bidders were disqualified because of stipulated reasons.

TABLE 4.

S/No	Remarks
B2	<ul style="list-style-type: none"> The supplier did not attach the Audited Financial Accounts for three years, they only attached 2021 and 2022 financial years and certified Auditor did not sign and stamp every page of the audited report.
B3	<ul style="list-style-type: none"> The supplier provided only two copies of recommendation letters The LPOs attached are not similar products related to the tender
B4	<ul style="list-style-type: none"> The supplier attached only two copies of LPOs
B5	<ul style="list-style-type: none"> The supplier provided only two copies of recommendation letters The supplier attached only two copies of LPOs The supplier did not attach the Audited Financial Accounts for the last three years, only attached their Bank statement
B6	<ul style="list-style-type: none"> One page 125 the independent auditor report has no stamp as well as signature There is a wrong address of Directors report and financial statement for December 2022 from the details is should be report of directors (136) and statement of Directors responsibilities is also noted as report and financial statement of the year ended 31st December 2022 (137) On page 139 on statement of comprehensive income for the year ended 31st December 2021, but figures relate to 2021 of 2020 which leads to mismatch of data information There is no ownership of books of account by auditing firm and bidding firm.
B7	<ul style="list-style-type: none"> The supplier provided only one copy of the document bid

	<ul style="list-style-type: none">• The supplier did not attach recommendation letters and copies of LPOs from different organization of similar product• The AGPO certificate attached expired in 2020• The supplier did not attach the Audited Financial Accounts for the last three years.
B12	<ul style="list-style-type: none">• The supplier attached three (3) recommendation letters not related to the tender document
B13	<ul style="list-style-type: none">• The supplier provided only one copy of the document bid• Declaration Form and Tender Form were blank no Rubber stamp and signature to own the document.• The supplier did not attach recommendation letters and LPOs• The supplier did not attach the Audited Financial Accounts for the last three years• Schedule of requirements duly filled indicating items offered

Based on the results in Table 3. Eight (8) Bidders did not proceed to the technical stage as they did not meet all the mandatory requirements. Therefore, the remaining five (5) bidders B1, B8, B9, B10 and B11 qualified for the next stage of evaluation.

2.3 Technical Evaluation

This stage entailed detailed examination of the Technical Capacity of the tenderers and only five (5) bidders B1,, B8, B9, B10 and B11 managed to proceed to technical evaluation as shown on the Table 3. Below: -

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Table 5. Shows the Technical Evaluation

N. Technical Criteria	Marks	B1	B8	B9	B10	B11
1. Written confirmation on Terms of Payment Of 30 Days Credit Period on the Firms Letterhead	10	10	10	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 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)	20	20	20	20	20	20
3. Duly completed Declaration Form stamped and signed	07	07	07	07	07	07
4. Confidential Business Questionnaire (CBO) duly filled stamped and signed	15	15	15	15	15	15
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 for the last 3 years	18	18	18	18	18	18

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6.	Evidence of Ownership of Delivery Vehicles	10	10	10	10	10	10	10
	Total Score	80	80	80	80	80	80	80

NOTE: Pass Mark to Proceed to the Financial Evaluation was 60 out of 80

2.4 Financial Evaluation

Financial Books

B1

- There is ownership of books of accounts by the bidding firm signing and stamping and not page 32) the auditing firm (Financial position This involved the comparison of the quoted unit price.

B8

- On the report of the independent auditor, the auditing firm didn't sign or stamp their report page 16
- There is ownership of books of accounts by the bidding firm and not the auditing firm where they stamped and signed on each book. The books were stamped by advocate and commissioner of Oats.

B9

- On the reports of the directors it's only one Director signed and the other director didn't sign which, we assumed that the other director didn't agree with the report.
- On the report of the independent auditor their stamp is not clear to know whether it's theirs or not on Page 23
- There is no ownership of books of accounts by the auditing firm and the bidding firm (Stamped signed and dated)

B10

- On statement of director's responsibility on approval by board of directors the date has not been stated but has a signature

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- There is no ownership of books of accounts by both auditing firm and bidding firm
- On the financial position the director's signatures are alike it means it's just on director who has signed.
- On the reports of the auditor page 93 the signature matches with both directors on page 94 that is statement of financial position, we assumed which will bring conflict of interest between the auditor and the directors because the signatures are the same.

B11

- Independent auditors report is missing






- There is notes to the financial statement where it guides, where the figures are coming from.

- There should be two comparison years, so that one can check on the progress of the bidding firm.

Conclusion

The Tender for Delivery and Supply of Detergent, Soap, Toiletries, Disinfectants and Cleaning Equipment all the bidders were non-responsive therefore the committee concluded tender to be re-advertised. This is per the Act Section 80. This is because responsiveness of a tender is the evaluation of whether the bid conforms to all the specifications and conditions under a tender document

Committee Members

S/No	Members Name	Title	Evaluator No.	Department/School	Signature	Date
1	Pro. Jackson Odote	Overall-Chairperson	1	Physics and Space Science		17/07/2024
2	Mr. Austin Aron	Member	6	PSC		17/07/2024
3	Ms. Emelda Ochieng	Secretary	3	PSC		17/07/2024
4	Mr. Kelvin Mwanza	Member	4	PSC		17/07/2024
5	Ms. Caroline Koech	Member	5	SHTM		17/07/2024

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6	Ms. Hellen Mumbo	Member	2	PSC	<i>[Signature]</i>	12/7/24
7	Ms. Khadija Wako	Member	8	Finance and Accounts	<i>[Signature]</i>	7/7/24

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