



MOI UNIVERSITY
An ISO 9001 – 2015 Certified Institution
INTERNAL AUDIT DEPARTMENT
INTERNAL MEMO

FROM: Ag. Chief Internal Auditor

DATE: 12th April, 2019

TO: Vice – Chancellor

REF: MU/IA/VC/22/19/19

SUBJECT: PROCUREMENT AUDIT OF AFRICA CENTER OF EXCELLENCE (ACE II) IN PHYTOCHEMICALS, TEXTILE AND RENEWABLE ENERGY (PTRE) FOR THE PERIOD JULY – DECEMBER 2018

AUDIT OBJECTIVES

1. To ascertain if the Center's procurement processes are consistent with the provisions of the Public procurement and Asset Disposal Act, 2015 and accompanying Regulations.
2. To determine if weaknesses identified during the previous procurement audit Ref: MU/IA/VC/22/18/66 dated 2nd October, 2018 have been addressed.

AUDIT FINDINGS AND OBSERVATIONS

A. Procurement and Asset Disposal Planning

Objective:

To determine if the Center has prepared a procurement plan as earlier alluded in their response, *"The Center has been using the procurement format approved by the World Bank. The 2018/2019 Procurement and Disposal Plan will be prepared in accordance with the Act"* and is based on an approved budget and the plan includes choice of procurement and asset disposal methods referred to under the Act.

Criteria:

PPADA, 2015 Sec 53 (2) States that an accounting officer shall prepare an annual procurement plan which is realistic in a format set out in the Regulations within the approved budget prior to commencement of each financial year as part of the annual budget preparation process.

PPADA, 2015 53 (10) requires that for greater certainty, the procurement and disposal plans approved shall include choice of procurement and certain percentages referred to under subsection (6) which states that all procurement planning to reserve a minimum of thirty per cent of the budgetary allocations for enterprises owned by women, youth, persons with disabilities and other disadvantaged groups.

Condition:

The Center has an approved budget referred to as the Consolidated Procurement Plan for the project year 2018/2019. **DOC. I.** This procurement plan is not prepared in accordance to the requirements of the Act and in a format set out in the Regulations. Sample **DOC. II.**

Lack of an appropriate plan led the Center using a wrong choice of procurement method in the case of request for quotation no. Q/2018-2019/ACEIIP TRE/84, done in September, 2018 for the purchase of Video Conferencing Equipment, where the quoted price was over the request for quotation threshold of Kes. 1.5 Million. This quotation was later cancelled after evaluation process, when the Senior Procurement Officer (SPO) advised the use of Open Tender.

This led to delays in acquisition of the said Video Conferencing Equipment, as the tender had not been advertised at the date of this audit.

Risk:

Under absorption of funds and Non Compliance to the PPADA, 2015. The Act, Sec 53 (11) states that any state or public officer who fails to prepare procurement and disposal plans shall be subject to internal disciplinary action.

Recommendation:

The Center should comply with the requirements of the Act and establish a procurement plan in a format set out in the Regulations. This will ensure timely procurement of goods, services and works.

The plan will also ensure that funds are optimally absorbed, appropriate choice of procurement method established and procurement process initiated well in advance.

Center Response: The Center has prepared the Procurement Plan for the year 2018-2019 as required by the law.

B. Approval of pre-qualified candidates

Objective: To determine if criteria set in the pre-qualification documents were adhered to in evaluation of applications for pre-qualification.

Criteria:

The Act, Sec. 95 (1) states that the evaluation committee shall, in writing, **record the results of its evaluation of applications for pre-qualification using the evaluation criteria in the pre-qualification documents** and shall state which candidates were found to be qualified and the reasons why any candidates were not qualified.

Condition:

Evaluation reports for request for quotation sampled, revealed compliance to the requirements of Sec. 95(1) of the PPADA except for evaluation of Quotation no. Q/2018-19/ACEII PTRE/10 where the Evaluation Committee used criteria that was not included in the prequalification document.

The Committee's reason to declare two bidders unresponsive on three criteria that is; Temperature control: To 50°C - not specified, Dealership Letter – not attached and Installation and training - not specified, was incorrect. Bidder 3, Telvian Agencies had quoted a lower price of Kes.980,000 for the same brand,

Biotec, but the committee awarded bidder 2, F & S Scientific Ltd who had quoted Kes. 1,211,040.

The criteria on dealership letter and installation and training were not included in the request for quotation form.

Risk: Contravention of the Act and Bid favoritism.

Recommendation:

Evaluation criteria should be included in the request for quotation forms for the benefit of all bidders and ensure free and open competition.

Center Response: The Evaluation Committee to be guided on adhering to procurement procedures.

C. Procurement by request for quotation/ Procedure for request for quotations

Objective

To verify that request for quotations were given to as many persons as necessary to ensure effective competition; given to at least three persons and at least three persons submitted their quotations prior to evaluation. To determine if the Center, as indicated in their earlier response, adhere to *"a minimum of seven days is given to suppliers to respond to quotations...."*

To consider if as per the Center's previous assertion *"the University Management is currently considering an MOU with the airlines with a view of procuring air tickets directly from them"*, the Center is procuring air tickets directly from the airlines.

Criteria

PPADA Sec. 106 (2) requires that requests be given to as many persons as necessary to ensure effective competition; early enough so that they have adequate time to prepare a quotation, and at least three persons shall submit their quotations prior to evaluation.

Condition:

Request for quotation forms checked revealed that the Center gave adequate time for bidders to prepare their bids and gave to at least three persons to bid. In all cases analyzed except for quotation for purchase of air travel, at least three persons submitted their quotations prior to evaluation and were responsive.

Procurement of air ticketing services through request for quotations; submission of bids by suppliers for air ticketing services was non-responsive and the MOU to procure air tickets directly from airlines has not been implemented.

Analysis of evaluation reports indicated that only two suppliers responded for each, and Elgeyo Travel and Tours won the bids:

	Quotation No.	Responded Bidders
1.	Q/AIR/2018-19/ACEIIPTR/28	M/S Elgeyo Travel M/S Endoroto Travellers
2.	Q/AIR/2018-19/ACEIIPTR/25	M/S Elgeyo Travel M/S Densey Tours
3.	Q/AIR/2018-19/ACEIIPTR/34	M/S Elgeyo Travel M/S Densey Tours

Risk: Supplier manipulation and suppression.

Recommendation: The MOU to procure air tickets directly from airlines should be expedited and implemented.

Center Response: The University Management is still considering an MOU with the airlines with a view of procuring air tickets directly from them.

D. Request for quotations - Procedure for request for quotations and Inappropriate influence on evaluations

Objective: To determine whether procedure for quotations established under the Act was adhered to and there was no inappropriate influence on evaluations.

Criteria:

PPADA Sec. 106 (3) states that the successful quotation shall be the quotation with the lowest price that meets the requirements set out in the request for quotations.

PPADA Sec. 65 (1)(b) states that a person shall not attempt, in any way, to influence that evaluation and comparison.

Condition:

The Evaluation Committee in evaluating Quotation No. Q/2018-2019/ACEIIP TRE/138 for the purchase of renovation materials, noted that the price for Kentank square 500lts as quoted by the lowest bidder 4, Mbuwan Electricals of Kes. 5,000 was unrealistic in comparison to the other bidders and recommended the second lowest bidder, Samtab Electricals at Kes.10,000.

In the same evaluation report, the Evaluation Committee awarded the lowest bidder 4, Mbuwan Electricals for Kentank square 1000lts who quoted Kes. 7,800 while the other two bidders had quoted Kes. 16,500 and Kes. 21,000. **DOC. III**

Risk:

Contravention of the Act, the Committee influenced the evaluation outcome and awarded a bidder who did not quote the lowest price.

Recommendation:

The Committee should be reprimanded and the correct procedure should be followed as established by the Act.

Center Response: The Evaluation Committee to be guided on adhering to procurement procedures.

M/S Mbuwan Electricals did not supply Kentank square 1000lts and sent a credit note.

E. Clarification to Bidders by a Procuring Entity

Objective: To determine whether in making clarifications with bidders during preparation of the evaluation report, the Evaluation Committee considered the requirements of the Act.

Criteria:

PPADA 81 (1) states that a procuring entity may, in writing, request a clarification of a tender from tenderer to assist in the evaluation and comparison of tenders.

Condition:

The Evaluation Committee in evaluating Quotation No. Q/2018-2019/ACEIPTRE/131 for the purchase of Laptop HP Pro Book made a teleconference call to the bidders because of the urgency of laptop, and the lowest bidder, West World General Supplies alleged that the price quoted (Kes. 99,000) was for 15" screen but not 14" screen that was required. The committee recommended the second lowest bidder, Futuretech Computers at a quoted price of Kes. 110,000.

The lowest bidder had indicated on the quotation that the days to deliver were two days while the second lowest bidder had indicated one week, and there was no evidence that the clarification was made since the committee did not request clarification in writing as required. **DOC. IV**

Risk:

Contravention of the Act, the Committee did not request for clarification in writing.

Recommendation:

The Committee should be reprimanded and the correct procedure be followed as established by the Act.

Center Response: The Evaluation Committee to be guided on adhering to procurement procedures and all requests for clarification will be done in accordance with the Act.

F. Procurement Report as at 31st December, 2018

Objective: To verify that the procurement report as prepared is complete and represents the true events of the Center for the period under review.

Criteria: Grant Agreement between Government of Kenya and Moi University, Clause 6.01 requires Moi University to maintain records adequate to record progress of its Project, retain all records evidencing expenditures and prepare quarterly reports for monitoring and evaluation to ensure continued efficient and effective execution of the Project.

Condition:

Procurement report for the period July to September 2018 could not be reconciled to the Project's budget since it did not indicate the specific activities charged for the items procured during the period.

The report prepared for the period October to December 2018 did not include the status of procured items that had not been concluded in the period July to September 2018, and we could not ascertain if the items have been delivered or not.

The following Local Purchase Orders were availed but could not be traced to the procurement report for the period.


S/NO.	LPO NO.	DESCRIPTION	AMOUNT
1.	21968	Access control system – door	393,240.00
2.	21966	Air ticket	17,100.00
3.	21967	Air ticket	16,900.00
4.	21896	Material cutting machine	31,000.00
5.	21914	Materials for renovation of labs	2,300.00

6.	22158	Materials for renovation	118,210.00
7.	22157	Materials for renovation of labs	49,550.00
8.	22049	Water bath heating machine	379,190.00
9.	21973	Electricals	400.00
10.	22171	Household items	196,551.70
11.	21971	Hardware items	55,400.00
12.	22641	Lab renovations	130,060.00
13.	22880	Laptops	330,000.00

Risk: Misreporting of the Project's activities.

Recommendation: The procurement report should be updated and the Procurement Officer should ensure the report is complete and up to date.

Center Response: The Center has updated the procurement report and availed for verification.



Paul K. Ng'eny
AG. CHIEF INTERNAL AUDITOR

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MOI UNIVERSITY

AFRICA CENTRE OF EXCELLENCE (ACE II) IN PHYTOCHEMISTRY, TEXTILE AND RENEWABLE ENERGY (PTRE)
CONSOLIDATED PROCUREMENT PLAN FOR THE PROJECT YEAR 2018 TO 2019

ID	ITEM/SERVICE	DESCRIPTION	FUNDS		TIMING OF ACTIVITIES				TOTALS	
			ALLOCATED	IN USE	1ST	2ND	3RD	4TH	QUARTER	QUARTER
					QUARTER	QUARTER	QUARTER	QUARTER		
1.0	Supporting institutional frame work for delivery of ACE activities									
1.0.1	Rehabilitation of Center building and improvement of Center facilities									
1.0.1.1	Purchase lease a training facilities									
1.0.1.2	Provide secure doors to ACE buildings to guard purchased equipments		20000	5000		10000	5000		0	10000
	SUB-TOTAL		50000	0	0	5000	0	0	0	5000
1.1	Conduct seminars for self evaluation of project progress and industrial linkage committee meeting									
1.1.1	Self evaluation seminars: Provide Catering services, travel cost, venue, airplane, problem for team and facilities		15000	0	0	0	0		15000	15000
1.1.1.1	Hire 2 industrial committee meetings; Provide Catering services, travel cost, venue, seminar, airplane, problem		3000	0	0	1500	0		1500	3000
	SUB-TOTAL		18000	0	0	1500	0	0	16500	18000
1.2	Place and hold ACE implementation meetings									
1.2.1	Provide meals and airtime for ACE members with ACE coordinators									
1.2.1.1	Provide meals and airtime for school graduate faculty meetings		2500	625	625	625	625		2500	2500
	SUB-TOTAL		2500	625	625	625	625		2500	2500
1.3	Facilitation for: Meeting venues, road transport, meals, airtime and airtime									
1.3.1	Support journey to ACE annual partners meeting, road transport, air tickets, meals, per diem, accommodation		13000	0	15000	0	0		15000	15000
	SUB-TOTAL		13000	0	15000	0	0	0	15000	15000
1.4	ACE Operation Cost									
1.4.1	Cost for running ACE and other legible exercises not planned		40000	10000	10000	10000	10000		40000	40000
	SUB-TOTAL		40000	10000	10000	10000	10000		40000	40000
2.0	Strengthen education capacity excellence - quality and productivity									
2.0.1	Gender sensitization on postgraduate training in the area of stem									
2.0.1.1	Travel, accommodation, per diem for ACE members to seminar at open Forum		1300	0	0	0	1300		1300	1300
2.0.1.2	Catering services, logistics, venue, stipend, etc. for holding a career open day campaign to gender sensitization		1000	1000	0	0	1000		1000	1000
	SUB-TOTAL		2300	1000	0	0	2300	0	2500	2500
2.1	Advertisement of activities									
2.1.1	Advertisement of ACE postgraduate programs in print media (e.g., local newspapers, brochures, posters, etc.)		5000	2500	0	0	1300		1300	3000

Vice-Chancellor
MOI UNIVERSITY

Date 06/04/20

SUB-TOTAL									
1.3 MSc Fellowships									
1.3.1	Partial scholarships for newly enrolled and continuing national and regional MSc students	21073	10400	5000	1000	1075	24073		
		53920	20000	13900	15000	3970	53970		
1.3.2	Partial scholarship for Partners support for MSc fellowships	72845	10000	20000	20000	20000	7845	15445	
SUB-TOTAL									
2.4 PhD Fellowships									
2.4.1	Partial scholarships for newly enrolled and continuing national and regional PhD students	13800	2000	3600	3000	4200	13800		
		80100	20000	20000	20000	20000	20000		
2.4.2	Partial scholarship for Partners support for PhD fellowships	93900	22600	23000	23000	23000	23000	23000	
SUB-TOTAL									
2.5 ICT Upgrading: E-performance establishment, E-resources									
2.5.1	Installation of projects in teaching rooms, SmartInteractive white boards, A buying laptop, printers, photocopy	12300	0	2300	5000	5000	5000	12300	
		2300	0	2300	0	0	0	2300	
2.5.3	Increase Internet Bandwidth, provision of internet connectivity and networking	30000	0	0	10000	0	10000	30000	
2.5.6	Inducted e-resources (international journals, books and databases)	0	0	0	0	0	0	0	
2.5.7	Train faculty staff in PTIME and programme students on availability and use of e-resources	45000	0	5000	25000	4000	49000		
		20000	0	13000	7000	0	30000		
SUB-TOTAL									
2.6	Re-ent faculty in areas relevant to the ACE	20000	0	13000	7000	0	40000		
SUB-TOTAL									
2.7	Develop short courses curriculum	0	0	0	0	0	0	0	
2.7.1	Material for development of short courses	6500	0	3000	3500	0	6500		
2.7.2	Travel, accommodation, per diem, catering services on development of at least two (2) short courses	6500	0	3000	3500	0	6500		
SUB-TOTAL									
2.8	Offer short courses and seminars	15000	0	0	0	0	15000		
2.8.1	Travel, accommodation, per diem, catering services on development of at least two (2) short courses	15000	0	0	0	0	15000		
SUB-TOTAL									
3.0 Education Capacity & Development Impact									
3.1	Cultural Seminars and language training	1500	350	0	750	0	1500		
3.1.1	Orientation cultural seminars	1500	0	1500	0	0	1500		
3.1.2	Language training	1500	0	1500	0	0	1500		
3.1.3	Joint meetings and events between ACE staff and ACE students	4500	350	5000	750	0	4500		
SUB-TOTAL									
3.2	Visit to PTRE by professional/academic resource	3000	0	0	0	0	3000		
3.2.1	Local partner support for travel cost and provision of professional/academic expertise to PTRE	3000	0	0	0	0	3000		

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4.1.15	Automated Micro analyser	1500	0	0	0	1300	0	0	1300
4.1.16	UV-visible	500	0	0	0	600	0	0	600
4.1.17	Rapid response detector	7000	0	0	0	7000	0	0	7000
4.1.18	Real time PCR	20400	0	0	0	20400	0	0	20400
4.1.19	PCR machine	6000	0	0	0	6000	0	0	6000
4.1.20	Mass flow spectrophotometer	12000	0	0	0	12000	0	0	12000
4.1.21	Thermo gravimetric Analyser (THERMYS TOA3500)	12000	0	0	0	12000	0	0	12000
4.1.22	Thermogravimetric Analyser	15000	0	0	0	15000	0	0	15000
	SUBTOTAL	375000	0	0	0	375000	0	0	375000
4.2	Laboratory equipment installation, commissioning and testing								
	SUB-TOTAL	7000	0	0	3000	4000	0	0	7000
4.3	Generator back up								
4.3.1	Purchase of generator back up Generator back up	70000	0	0	70000	0	0	0	70000
	SUB-TOTAL	70000	0	0	70000	0	0	0	70000
4.3	Minimum, service and reliable available infrastructure/facilities for teaching and research	100000	0	0	10000	50000	10000	140000	
4.4	Purchase of laboratory consumables and reagents								
4.4.1	Laboratory consumables (flexible materials, chemicals reagents, safety clothing, glassware)	400000	100000	100000	100000	100000	100000	100000	100000
4.4.2	Purchase of software	200000	0	0	100000	100000	0	0	200000
	SUB-TOTAL	600000	100000	200000	200000	200000	100000	600000	
4.5	Establishment of library and for teaching and research								
	SUB-TOTAL	200000	0	0	200000	0	0	0	200000
4.6	Overhead services								
4.6.1	Facilitation of travel and per diem, stove, water and electricity (Engagement of communities to provide prearranged food and water)	50000	0	0	20000	30000	0	0	50000
	SUB-TOTAL	50000	0	0	20000	30000	0	0	50000
4.7	Establish new partnership (MCHs) and strengthen existing ones in the area of teaching & research								
4.7.1	Support of faculty, travelling cost and Per diem to establish Memorandum of Understanding with partners	10000	0	0	10000	0	0	0	10000

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4.14.3	Vehicle Insurance - Landowner at PTRE	1500	1500	0	0	0	0	1500
4.14.4	Vehicle service and maintenance - Landowner at PTRE	1500	500	500	300	300	100	5500
4.14.5	Local and regional travel	12000	1000	5000	1000	5000	5000	12000
	SUB-TOTAL	12800	3000	6500	1200	5500	5500	13000
4.18	Traveling, brochures and exchange for work order series that support PTRE							
4.18.1	Support for training fees for course, projects, transport, etc. fees	14000	5000	5000	4000	4000	0	14000
	SUB-TOTAL	14000	5000	5000	4000	4000	0	14000
6.0	Observation of best practices in ACE financial operations							
6.1.1	Financial reporting	0	0	0	0	0	0	0
6.1.2	Financial audit	500	0	0	0	0	500	500
6.3.0	Transfer financial management enhancement	0	0	0	0	0	0	0
6.4.0	Student services related processing	0	0	0	0	0	0	0
	SUB-TOTAL	500	0	0	0	0	500	500
7.0	Observation of best practices in ACE procurement operations							
7.1.0	Procurement audit	500	0	0	0	0	500	500
7.2.0	Ensuring transportation procurement process	0	0	0	0	0	0	0
	SUB-TOTAL	500	0	0	0	0	500	500
	TOTAL SUB-TOTAL	1265245	142000	339750	639200	146295	1265245	1265245
	1% CONTINGENCY	12652	1420	3398	6392	1463	12652	12652
	GRAND TOTAL	1277897	143420	343148	645592	147758	1277897	1277897

Verified by: PROJECT ACCOUNTANT

[Signature] 06/09/18

Approved by: Center Leader, ACE II PTRE



6/1/2018

Approved by: VICE CHANCELLOR

[Signature] 06/09/18

UNIVERSITY OF NORTH CAROLINA AT CHARLOTTE
1000 UNIVERSITY CITY DRIVE
CHARLOTTE, NC 28226-1000

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Guidance notes on preparing the procurement plan as per column: -

1. Represents a number at the PE's discretion.
2. Description of the goods being procured. This should be comprehensive but not go to the level of specifications.
3. Unit of purchase or issue.
4. Quantity should be expressed in universally acceptable terms, for instance, number (No.), kilogrammes (Kg), tonnes. Etc.
5. Procurement method – the methods are limited to only open tender, direct, restricted, request for quotation and low value.
6. Source of funds – could either be from GoK or a donor.
7. Estimated cost – represents the total cost at which the goods are estimated to be procured. The cost should be established through market surveys.
8. Time process – represents the planned dates for execution of the various activities, planned days those activities are expected to take and actual dates taken in each specified activity. The actual dates should be filled after the activities are concluded.
9. Invite/advertise tender – this is the date when tenders are advertised in the newspapers or when bidders are invited to collect tender documents under the restricted procurement method.
10. Tender opening – this is the date when tender documents are opened.
11. Tender evaluation – is the process used to identify the most preferred bidder technically and financially. This process should not take more than 30 calendar days.
12. Committee approval to award – this is the date that either the tender or procurement committee awards the subject procurement.
13. Notification of award – this is the date that notification of award letter is sent to the preferred bidder.
14. Signing of contract – this is the date on which the contract is signed between the PE and the supplier/contractor.
15. Total time to contract signature – this is the number of days taken between issuance on notification of award and signing of the contract.
16. Time for completion of contract – this is the time in days to be taken before the contract is completed.

4.0 QUOTATION NO. Q/2018-2019/ACEIPTRE/138 – FOR PURCHASE OF RENOVATION MATERIALS

INVITED SUPPLIERS

1. Beviq Ltd
2. Samtab Electricals
3. Westlink Electricals
4. Mbuwan Electricals
5. Nelig Ltd
6. Appian Ltd
7. Denton Ltd
8. Jahseereen Company
9. Sprenters General Supplies Ltd
10. cherelinks

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RESPONDED SUPPLIERS

1. Beviq Ltd
2. Samtab Electricals
3. Westlink Electricals
4. Mbuwan Electricals

4.1 PRICE COMPARISON

CODE NO.	ITEM DESCRIPTION	UNIT	QTY	BID 1 (KSHS.)	BID 2 (KSHS.)	BID 3 (KSHS.)	BID 4 (KSHS.)
	PLUMBING MATERIALS						
1	Kentank square 500 litres	pcs	5	10,500	10,000	12,500	5000
2	Tank connector 1"	pcs	20	630	350	480	300
3	Tank connector ¾"	pcs	20	490	300	380	280
4	PPR Tee 1" (red)	pcs	20	210	250	120	140
5	PPR Reducing bush 1"x3/4"	pcs	20	70	50	140	30
6	Kentank square 1000 litres	Pes	5	21,000	-	16500	7800
7	Ball valve ¾"	pcs	10	910	650	1200	780
8	PPR Reducing sockets ¾"x ½"	pcs	20	70	50	120	50
9	PPR Union 1"	pcs	20	210	250	180	180
10	PPR Union ¾"	pcs	20	140	100	120	120
11	PPR Elbow 1"	pcs	20	140	180	180	125
12	PPR Pipe 1"	pcs	16	1,330	600	2650	2250
13	PPR Pipe ½"	pcs	2	910	300	1200	980
14	Wall clips ½"	pcs	20	210	20	480	20
15	Still nails 1 ½"	pkt	1	350	250	350	350
16	PPR Sockets ½"	pcs	10	45	50	80	30
17	Consolid stop cork ½"	pcs	5	2,800	2000	1800	1800
18	PPR Elbow ½"	pcs	8	56	60	120	40

Ag. Senior Procurement Officer.....

Vice-Chancellor.....
30/11/28

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19	Ppr tee 1/2"	pcs	5	84	100	120	60
20	PPR Pipe 3/4"	pcs	16	1050	400	1200	1500
21	Red oxide (in bags)	Bags	15	3920	250 per kg	480	6000
22	PPR Elbows 3/4"	pcs	20	100	100	120	60
23	Waste pipe 1 1/2"	pcs	6	630	550	550	450
24	Waste tee 1 1/2"	pcs	15	100	150	160	50
25	Waste bend 1 1/2"	pcs	15	70	70	120	38
26	Waste plug 1 1/2"	pcs	8	70	100	180	37
27	Sink waste (P.V.C) 1 1/2"	pcs	15	140	150	850	180
28	PPR Nipple (Red) 1/2"	pcs	20	42	50	50	28
29	Angle valve 1/2"	pcs	15	910	500	650	350
30	PPR Socket (red) 1/2"	Pcs	20	42	50	85	30
31	Thread seal (England)	pcs	10	42	300	50	35
32	Flexible tube 1 1/2" fit long (brazil)	pcs	15	210	150	300	150
33	Tangit 300 mls	Tin	1	532	350 per 250gm	800	400
34	Telephone tabs 1/2" for labs sinks	pcs	15	2800	9000	850	-
PAINTING MATERIALS							
35	Silver paint gloss of 4 ltrs	tins	5	3500	-	2800	2490
36	Gloss cream of 4 ltrs	tins	20	3150	-	2800	2490
37	Gloss white of 4 ltrs	tins	5	3150	-	2800	2490
38	Soft white gloss of 4 ltrs	tins	7	3150	-	2800	2490
39	Brushes 6" (haris)	No	10	490	-	380	400
40	Sand paper H/B medium	Metr	2	140	-	120	100
41	Turpentine of 5 ltrs	tins	4	910	-	1200	700
42	Brilliant white emulsion of 4 ltr	Tin	5	2660	-	2600	2350
43	Soft white emulsion of 4 ltr	Tin	10	2660	-	2600	2350
CARPENTRY MATERIALS							
44	Formica white	pcs	25	-	-	2500	2500
45	Partex glue	Tin	4	1050	600 per 1 ltr	3800	2560
46	Wood glue (professional)	Tin	4	700	500 per 1 ltr	1200	565
47	Arch trave (soft wood)	ltrs	1000	-	-	95	30
48	Ordinary nails 1 1/2"	kgs	6	280	170	170	220
49	Clear vanish of 4 ltrs	Tins	4	3150	1800	3800	2600
50	Brushes 5" (Harris)	Pcs	3	350	350	350	340
51	Double door union lock	pcs	2	2800	14000	6500	2950
52	Block boards ordinary 3/4"	pcs	11	5180	-	7000	5250
53	Piano hanches	pcs	30	210	300	950	150
54	Cardboard handles	pcs	50	210	-	350	120
55	Boll catchers medium size	pcs	60	140	-	120	50
56	Woodscrew 3/4"	pcs	60	98	100	180	90
57	Woodglue professional 4x1	Tin	1	1400	1200	4800	2860
58	Mahogany leaping rod	pcs	20	30	3500	1800	900
59	Ordinary nails 2"	kgs	5	210	180	170	150
60	Ordinary nails 1 1/2"	kgs	5	350	180	240	220
61	Patex glue 5 x2	Tins	2	3780	2800	5500	2560
MASONARY MATERIALS							

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62	Grout -brownish	pkts	50	210	-	500	300
63	Spacers (3mm)	satches	25	210	300	550	150
64	Adhesive tile cement	bags	20	1190	-	-	650
65	Ceramic tiles-rough texture brownish 600x600mm	boxes	100	2800	-	2500	2400
	WELDING MATERIALS						
66	M/s plate 16g	sheets	2	3500	-	7500	3950
67	Bushes 1"	pcs	6	70	250	480	150
68	Tubes (2x2) x 1.5 mm	pcs	4	1680	-	2500	1650
69	Tubes 3/4x3/4 x1.5 mm	pcs	4	770	-	1200	850
70	Fontae welding rods 3.25mm	pcs	4	1120	-	1800	1350
71	Metal premium	ltr	4	280	-	2800	2350
72	(Gloss) black paint of 4ltrs	Tin	5	1120	-	2800	2475
73	Painting brushes 2"	Pcs	4	280	250	180	200
74	Painting brushes 1"	pcs	5	140	-	100	150
75	Angle bar 2x2x6mm	pcs	2	-	-	2800	3350
76	Nose masks	pcs	8	-	-	50	50
77	Hand gloves (heavy duty)	pcs	8	490	-	580	720
	ELECTRICAL MATERIALS						
78	Patresses	pcs	5	70	40	100	50
79	Instant shower complete with switch	Pcs	5	2800	4000	2800	2550
80	2.5 twin switch wit5h earth east Africa cable	Roll	1 1/2	13500	15,850	12500	13000
81							
82	Mini trunking	pcs	5	140	100	150	120
83	Conduit 20mm	pcs	20	140	90	100	100
84	Circuit breaker 30A as crab tree	pcs	5	490	1000	1200	900
85	Iron sheet 2m 30 gauge	No	30	885	-	1000	680
86	Timber 3"x2"	Pt	300	50	-	100	85
87	Timber 6"x1"	Pt	150	55	-	350	90
88	Timber 8"x 1"	Pt	150	100	-	550	150
89	Hinges 4"	No	4	280	200	200	250
90	Hinges 3"	No	6	100	200	150	200
91	Wood screws 1 1/2"	Pkts	4	-	180	185	140
92	Ordinary Nails 4"	kgs	8	225	180	170	140
93	Ordinary Nails 3"	kgs	8	225	180	170	140
94	Ordinary Nails 2"	Kgs	5	170	180	170	140
95	Roofing nails	Kgs	10	490	250	250	220
96	Twin with earth cables as east Africa cables 2.5mm	Roll	1	13,500	13,000	12500	13000
97	Double switch sockets	No	2	350	300	400	280
98	One gang 1 way switch	No	2	170	100	100	100
99	Bulb energy saver 15 watts	No	4	390	350	300	300
100	Bulb holder	No	4	140	100	100	90
101	Insulating tape big size	No	2	70	100	50	60
102	Folk jembe big size	No	10	980	800	1800	600
103	High rake	No	10	-	350	1200	650
104	Ordinary rakes (heavy gauge)	No	10	350	500	1650	280
105	Knapsack sprayer as CP 3 of 20 ltrs	No	2	2240	1700	25000	2000
106	Sharpening file (BIG)	No	6	310	250	180	290
107	Weeding chemicals (round-up)	ltr	1	1370	-	1800	1400

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4.2 COMMITTEE'S OBSERVATION

The Committee noted that the price for Kentank square 500lts as quoted by the lowest Bidder 4 (Mbuwan Electricals) was unrealistic in comparison to the other bidders. The committee therefore recommended the second lowest evaluated bidder (Samtab Electricals).

4.3 EVALUATION COMMITTEE RECOMMENDATION

The Evaluation Committee recommends awarding to the lowest bidders as follows:

S/N	ITEM DESCRIPTION	UNIT	QTY	RECOMMENDED OF SUPPLIER	BIDDER	UNIT PRICE (KSHS.)	TOTAL COST (KSHS.)
1	Kentank square 500 litres	pcs	5	Samtab Electricals	2	10,000	50,000
2	Tank connector 1"	pcs	20	Mbuwan Elect	4	300	6000
3	Tank connector ¾"	pcs	20	Mbuwan Elect	4	280	5600
4	PPR Tee 1" (red)	pcs	20	Westlink Elect	3	120	2400
5	PPR Reducing bush 1"x¾"	pcs	20	Mbuwan Elect	4	30	600
6	Kentank square 1000 litres	Pcs	5	Mbuwan Electricals	4	7800	39000
7	Ball valve ½"	pcs	10	Samtab Electricals	2	650	6500
8	PPR Reducing sockets ¾"x ½"	pcs	20	Mbuwan Electricals/ Samtab Electricals	2/4	50	1000
9	PPR Union 1"	pcs	20	Westlink /Mbuwan Electricals	3/4	180	3600
10	PPR Union ¾"	pcs	20	Samtab Electricals	2	100	2000
11	PPR Elbow 1"	pcs	20	Mbuwan eElectricals	4	125	2500
12	PPR Pipe 1"	pcs	16	Samtab Electricals	2	600	9600
13	PPR Pipe ½"	pcs	2	Samtab Electricals	2	300	600
14	Wall clips ½"	pcs	20	Mbuwan Electricals/ Samtab Electricals	2/4	20	400
15	Still nails 1 ½"	pkt	1	Samtab Electricals	2	250	250
16	PPR Sockets ½"	pcs	10	Mbuwan Electricals	4	30	300
17	Consild stop cork ½"	pcs	5	Westlink /Mbuwan Electricals	3/4	1800	9000
18	PPR Elbow ½"	pcs	8	Mbuwan Electricals	4	40	3200
19	Ppr tee ½"	pcs	5	Mbuwan Electricals	4	60	300
20	PPR Pipe ¾"	pcs	16	Samtab Electricals	2	400	6400
21	Red oxide (in bags)	Bags	15	Samtab Electricals	2	250	3750
22	PPR Elbows ¾"	pcs	20	Mbuwan Electricals	4	60	1200
23	Waste pipe 1 ½"	pcs	6	Mbuwan Electricals	4	450	2700
24	Waste tee 1 ½"	pcs	15	Mbuwan Electricals	4	50	750
25	Waste bend 1 ½"	pcs	15	Mbuwan Electricals	4	38	570
26	Waste plug 1 ½"	pcs	8	Mbuwan Electricals	4	37	296
27	Sink waste (P.V.C) 1 ½"	pcs	15	Beviq	1	140	2100
28	PPR Nipple (Red) ½"	pcs	20	Mbuwan Electricals	4	28	560
29	Angle valve ½"	pcs	15	Mbuwan Electricals	4	350	5250
30	PPR Socket (red) ½"	Pcs	20	Mbuwan Electricals	4	30	600

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6.0 QUOTATION NO. Q/2018-2019/ACEIPTRE/131 – LAPTOP HP PRO BOOK

INVITED SUPPLIERS

1. Office Technologies
2. Legend Solutions
3. Kings paper works
4. African Perfection
5. West world General supplies
6. Futuretech Computer
7. Kemat Venturess
8. Spreters General Supplies
9. Pelsom Enterprises

RESPONDED SUPPLIERS

1. Futuretech Computer
2. Legend Solutions
3. Pelsom Enterprises
4. West world General Supplies

5.3 PRICE COMPARISON

S/No	Item Description	Unit	Qty	BID 1 (KSHS.)	BID 2 (KSHS.)	BID 3 (KSHS.)	BID 4(KSH.)
1.	Laptop HP, Pro Book 440 G4 -Intel Core i7 pp Processor - 8 Gb DDR 4 Ram /1 tb hard disk 7200 rpm - 14" screen win 10 eigi/camera	pcs	2	110,000	135,000	135,000	99,000

Committee's Observations

The Committee during its evaluation, made a teleconference call to the Bidders because of the urgency of Laptop and Bidder 4 (West World General Supplies) said that the price quoted was for 15" Screen but not 14" screen that was required. The committee recommended Bidder 1 (Futuretech Computers) at quoted price of Kshs. 110,000 who was the second lowest bidder.

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MOI UNIVERSITY REQUEST FOR QUOTATION

Q/2018-19/ACEHPTRE/131

**FUTURETECH COMPUTER
SOLUTIONS
P.O BOX 5372
ELDORET**

TO:

FROM:

PROCUREMENT DEPARTMENT
P.O BOX 3900-30100
ELDORET

You are invited to submit quotation on material listed below:
Note: a)

- THIS IS NOT AN ORDER. Read the conditions and instructions on the reverse before quoting
- This quotation should be submitted so as to reach the buyer by 9.30 a.m. on 1/11/18
- Your quotation should include all costs for delivery of goods to: Purchasing Officer, Moi University, Main Campus
- Return one copy and retain the other for your record.
- The quotation submitted shall include a declaration that the person will not engage in any corrupt or fraudulent practice(sec.62 of PP&AD, Act 2015
- The quotation submitted shall include a declaration that the person or his or her subcontractors are not debarred from participating in procurement proceedings(sec.62 of PP&AD, Act 2015

Code No.	Item Description - Video Conferencing Equipment	Unit	Qty	Unit Price (Ksh)	Days To Deliver	Disco unt	Brand /Make	Country of Origin	Remarks
1	Laptop HP, Pro Book 440 G 4 - Intel core i7 pp Processor - 8 gb ddr 4 - Ram /1tb hard disk 7200 rpm - 14 " screen win 10 /eigi/camera	Set	2	110,000	1 week	10%	HP	USA	—

FOR OFFICIAL USE

Seller's Signature:

Tel no: 0718 804 769 / 0738 551 325

26 OCT 2018

Cell: 0718 804 769 / 0738 551 325
P.O Box 5372- 30100, ELDORET

Opened by: Designation: Date:

Checked by: Designation: Date:

Step