

PROFESSIONAL OPINION

1.0 PART A- BASIC INFORMATION

- 1.1. Name of Procuring Entity: KANGEMA KMTC
- 1.2. Item Description: PROPOSED SUPPLY AND DELIVERY OF LECTURE CHAIRS AND RECEPTION DESK AT KANGEMA KMTC
- 1.3. Tender No.: KGM/NG-CDF/KANGEMA KMTC/2025-2026/023
- 1.4. Date Tenders Invited: 17TH JUNE 2026
- 1.5. Date Tenders Opened: 26TH JUNE 2026
- 1.6. Members of Tender Opening Committee and Bidders Present:
- 1.7. PHILIP GACHURU MACHARIA
- 1.8. JOHN MWANGI KAMUGI
- 1.9. ALEX MURAGURI
- 1.10. No. of Bids received: 3 (Three)
- 1.11. Method of Procurement Applied/used (specify provision of law):

The procurement method used was **Request for Quotation**.

Names of Appointed Evaluation Committee Members

S/N	NAME	ID NO	CONTACT	DESIGNATION
1	PHILIP GACHURU MACHARIA	28829396	0705001413	PMC SECRETARY
2	SIMON MWANGI	32276685	0718250732	PMC CHAIR
3	RACHAEL WANJIRU	34395021	0707619236	PMC MEMBER

PROCUREMENT OFFICER
26 JUN 2026
 KANGEMA NG CDF
 P.O. BOX 22-10202

2.0. PART B: LEGAL AND PRACTICAL ASPECTS OF THE TENDER

2.1. BACKGROUND STATEMENT

After Kangema KMTC a fast-growing tertiary institution in kangema town in kangema constituency which is serving over five thousand learners, found itself unable to hold the numbers with its scarce resources. The institution had lecture rooms with no lecture chairs which made it hard for learners to settle and have a conducive learning. The school board of management realized the office had no financial muscle and decided to contact NGCDF office kangema for assistant.

To address this gap, the Kangema NG-CDF Committee, in consultation with the kangema KMTC management prioritized and **PROPOSED SUPPLY OF LECTURE CHAIRS AND RECEPTION DESK AT KANGEMA KMTC** as one of the key development interventions for the 2025/2026 financial year. Funds have been allocated for the project under the constituency development budget to support improvement of learning environments within the constituency.

Following the budgetary approval, the NG-CDF office initiated the procurement process for the proposed works in accordance with the Public Procurement and Asset Disposal Act (PPADA) 2015 and the attendant Regulations. The procurement seeks to competitively identify a qualified and competent contractor who will undertake the construction works to the required standards, within the approved budget and timelines.

This background provides the basis for the preparation of the Professional Opinion by the Head of Procurement, outlining the compliance of the procurement process with statutory requirements and recommending the way forward for award.



2.2. Due diligence

In accordance with Section 83 of the Public Procurement and Asset Disposal Act (PPADA), 2015, and Regulation 80 of the Public Procurement and Asset Disposal Regulations, 2020, due diligence was undertaken to verify the authenticity and accuracy of the information provided by the recommended bidder.

The verification process involved a review of the bidder's statutory and technical compliance documents, including the company registration certificate, valid tax compliance certificate, business permit, and evidence of past experience in similar works. The evaluation committee also confirmed that the bidder was among the prequalified suppliers under the relevant category for the 2024/2025 financial year and had no record of debarment or ongoing contractual disputes with the procuring entity.

Further verification confirmed the bidder's capacity to deliver the required works within the specified timelines, based on available personnel, equipment, and financial capability. The site visit and reference checks with previous clients indicated satisfactory performance on comparable assignments.

Based on the findings, the committee was satisfied that the recommended bidder met all the necessary legal, technical, and financial requirements and demonstrated the competence and reliability to execute the proposed supply and installation works successfully.

2.3. Appropriateness of Award in Relation to the Method of Procurement Applied

The procurement of the **PROPOSED SUPPLY OF LECTURE CHAIRS AND RECEPTION DESK AT KANGEMA KMTC** was undertaken through Request For Quotation.

The process undertaken fully complied with the statutory thresholds and procedural requirements applicable to works procurement. Therefore, the method of procurement employed is deemed appropriate, compliant, and aligned with the provisions of the PPADA 2015 and the Public Procurement and Asset Disposal Regulations.



2.4. Conformity of Recommended Price with Indicative Market Prices

The recommended contract price was reviewed against the prevailing indicative market prices for construction works of a similar nature, scope, and complexity. The analysis considered the Engineer's Estimate, historical cost data from comparable NG-CDF projects within the constituency and neighboring regions, and current material and labor cost trends as guided by market surveys and published pricing references.

The comparison demonstrated that the bidder's quoted price falls within the acceptable market range, with no abnormal deviations or price distortions observed. The pricing structure is consistent with current market conditions and reflects realistic cost components for materials, labor, preliminaries, and overheads associated with the works.

Based on this assessment, the recommended price is considered fair, competitive, and aligned with indicative market prices, thereby offering value for money to the Kangema NG-CDF Office.

2.5. Application of Evaluation Criteria and Compliance with Evaluation Procedures

The evaluation of bids was conducted strictly in accordance with the criteria and procedures specified in the Tender Document and consistent with the requirements of the Public Procurement and Asset Disposal Act (PPADA) 2015 and the attendant Regulations. The Evaluation Committee applied the criteria sequentially—covering preliminary responsiveness, technical evaluation, and financial evaluation—as prescribed in the solicitation documents.

At the preliminary stage, the Committee assessed mandatory requirements, including bid validity, eligibility documentation, tax compliance, business registration, NCA certification, and proper bid submission in the required format. Only bidders who met all mandatory requirements proceeded to the next stage.



During the technical evaluation, the Committee examined the bidders' technical capacity, experience in similar works, qualifications of key personnel, equipment holding, and methodology/work plan. The

assessment ensured that only bidders with the requisite competence and experience advanced to the financial stage.

At the financial evaluation stage, the Committee reviewed the pricing structures of the bids, verified arithmetic corrections where necessary, and confirmed that the financial offers were compliant, competitive, and aligned with the tender requirements.

Throughout the process, the Evaluation Committee adhered to the approved evaluation criteria without any deviation, modification, or introduction of unsupported parameters. The procedures were applied uniformly, transparently, and objectively to all bidders.

Based on these steps, it is confirmed that the evaluation criteria were appropriately applied and that the evaluation process fully complied with statutory and procedural requirements.

2.6. Confirmation of Availability of Funds

The Kangema NG-CDF Office confirmed that adequate budgetary provisions exist for the **PROPOSED SUPPLY OF LECTURE CHAIRS AND RECEPTION DESK AT KANGEMA KMTC** within the approved work plan and allocation for the 2025/2026 financial year.

A review of the financial records and budget allocation documents indicates that sufficient funds have been reserved for the execution of the works and that no expenditure commitments exceed the approved budget ceiling. The project therefore meets the funding requirements stipulated under Section 53(8) of the Public Procurement and Asset Disposal Act (PPADA), 2015, which prohibits initiation of procurement without confirmed availability of funds.

Accordingly, the procurement process proceeds with assurance that the recommended award is fully supported by available and approved financial resources.



3. PART C: RECCOMENDATION TO ACCOUNTING OFFICER FOR APPROVAL OR REJECTION

3.1. Opinion on Application of Procurement Law and Practice and Advice to the Accounting Officer

Based on the review of the procurement process for the **PROPOSED SUPPLY OF LECTURE CHAIRS AND RECEPTION DESK AT KANGEMA KMTC**, it is the professional opinion of the Head of Procurement that:

1. The procurement process was conducted in strict compliance with the Public Procurement and Asset Disposal Act (PPADA), 2015, its Regulations, and the approved Kangema NG-CDF procurement procedures.
2. The method of procurement employed (Request For Quotation) was appropriate given the nature, complexity, and estimated value of the works.
3. The evaluation of bids was carried out in accordance with the published criteria, applied uniformly to all bidders, and complied with statutory requirements for transparency, fairness, and objectivity.
4. Due diligence was conducted on the successful bidder, confirming the entity's legal status, technical capacity, past performance, and financial soundness.
5. The recommended contract price is consistent with indicative market prices, ensuring value for money.
6. Adequate and approved funds are available to support the execution of the project, satisfying the financial requirements under the law.





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Advice to the Accounting Officer:

In light of the above, it is advised that the Accounting Officer:

1. Approves the award of the contract to the successful bidder, as the procurement process fully complies with applicable legal and procedural requirements.
2. Ensures that a formal contract is signed and that contract management procedures are adhered to, including monitoring of progress, quality control, and timely reporting of expenditures.
3. Maintains documentation of the procurement process for audit purposes and to demonstrate compliance with statutory requirements.

This opinion affirms that the procurement exercise was conducted professionally, lawfully, and in a manner that protects the interests of the Kangema NG-CDF and the intended beneficiaries.

Name of the procurement professional: Pamuk Mwenda

Designation: Procurement Officer

Signature: K. Paul

Date: 26/06/2026

