

CITY OF GWERU

PRIVATE AND CONFIDENTIAL

TENDER EVALUATION MINUTES

VISION

A Sustainable Prosperous City of Choice by 2030

MISSION STATEMENT

To Provide Quality Services to Residents, Clients and Stakeholders

14/5
A/M

CITY OF GWERU

MINUTES OF THE TENDER EVALUATION FOR TENDER COG/0145/2024 – SUPPLY AND DELIVERY OF CLEANING MATERIALS

OFFICIALS

MR A.T. Nhamburo (Chairing)

The Procurement Manager

Mr. L. K. Shonhiwa

Roads Engineer

Eng E. Matirongo

Admin Clerk

Mr. T. Mbozvi (Minuting)

Accountant

Mr. M. Moyo

1. OPENING PRAYER

The meeting started with an opening prayer from Mr. T. Mbozvi.

2. INTRODUCTION

The Tender evaluation Committee convened on the 23 July 2024 for the evaluation meeting on delivery of aggregates

3. ELECTION OF THE CHAIRPERSON

The Procurement Manager Mr. K.L Shonhiwa called for the election of the chairman. Mr. Moyo proposed Mr Nhamburo and Eng Matirongo seconded.

On one bidder, Sentam Trading was considered to the technical evaluation stage.

145
A.T.N.
E.M.

A	B	C
<i>Item No.</i>	<i>Item description and full technical Specification required (including applicable standards)</i>	<i>Sentam Trading</i>
1	HARDBROOMS (COMPLETE)	Compliant
	MOPS (COMPLETE)	Compliant
	SOFT BROOMS (COMPLETE)	Compliant
	RED COBRA (5 LITRES)	Compliant
	WHITE COBRA(5 LITRES)	Compliant
	MUTTON CLOTH (500 GRAMS)	Compliant
	CAR WASH (25 LITRES)	Compliant
	TOILET DIP (25 LITRES)	Compliant
	TOILET BLOCKS (5 KG)	Compliant
	GREEN BARS (1KG)	Compliant
	AIRFRESHNER	Compliant
	INSECT SPRAY	Compliant
	TISSUE SOFT (2 PLY)	Compliant
	HANCLEANER(5 KG) JELLY	Compliant
	DISHWASHER (5 LITRES)	Compliant
	HANDANDY (750ML)	Compliant
	DEGREASERN(25 LITRES)	Compliant
	SANITISER (25 LITRES)	Compliant

Notes

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2023 11

The bidder complied with all the technical requirements and was therefore considered to the financial evaluation stage.

Financial Evaluation

Name of Bidder	Bid Price (USD)
Sentam Trading	145,040.00

Notes

The quoted price was far above the budgeted amount of USD24,000.00.

Recommendation

- i. That the tender for supply and delivery of cleaning materials be cancelled and re-tendered due to insufficient funds. The quoted prices were noted to be much on the high side which would not result in the achievement of value for money.
- ii. That the budget be reviewed.

DATE.....02/09/24

SIGNATURE: .....
(Chairperson)

K.L. Shonhiwa .....

Date 02/09/2024

M. Moyo .....

Date 02/09/24

E. Matirongo .....

Date 02/09/24

KL
ATU