

# CHIREDZI TOWN COUNCIL

MINUTES OF THE PROCUREMENT MANAGEMENT MEETING HELD ON 14 JUNE 2024 IN THE COUNCIL CHAMBER AT 1000 HRS

## PRESENT:

- 1.J. SITHOLE (CHAIRING)
- 2.A. ZIMIRENYIKA
- 3.N. MUFA
- 4.K. CHISI
- 5.E. MAMWATA
- 6.T. MUPESA
- 7.S. CHAVIZHA (MINUTING)

## AGENDA

1. CTC2241/PS/01/24 PRINTING SERVICES

## WELCOME REMARKS

The Chairman welcomed everyone to the Procurement Management Unit meeting. He explained that the purpose of the meeting was to evaluate quotation received from the companies and give recommendations.

## BACKGROUND

The procurement of printing of books was advertised on the electronic government portal (e-GP). The estimated budget is \$4500.00 USD.

The following quotations were received

## PRINTING OF BOOKS

### 1.ONE STOP DISTRIBUTION CENTRE PVT LTD

Description	Quantity	Price
A4 duplicate self-carbonated voucher books 50 pages	55	291.50
A4 duplicate self-carbonated	20	119.80

receipt books 50 pages		
A5 triplicate self carbonated order books 50 pages	100	395
A6 prepaid parking disc 10 pages	1 000	490
<b>TOTAL</b>		<b>1 296.30</b>
PRAZ		YES
TAX		YES
NSSA		YES
CERTIFICATE OF INCOPORATION		YES
CR6		YES
CR14		YES

#### COMMENTS

Onestop Distribution Centre Pvt Ltd was the only company which responded and it attached all requested documents.

#### RECOMMENDATION

One company responded which was **One stop Distribution Centre Pvt Ltd** and therefore the procurement management unit recommended to readvertise. Proposed by A. Zimirenyika seconded by S. Chavizha.

Being no other business, the meeting ended at 1015hrs



DATE

07/06/24

J SITHOLE PROCUREMENT OFFICER