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**MINUTES OF PROCUREMENT EVALUATION COMMITTEE MEETING HELD IN THE TOWN COUNCIL
BOARDROOM ON THURSDAY 04 NOVEMBER 2024 AT 1507 HOURS.**

SESSION A

PRESENT

WARD/ DESIGNATION

Miss M. Mlambo	Environmental Health Officer (Chairing)
Mr E. Makamera	Purchasing Clerk
Mrs. L. Zimunya	Systems Administrator
Mr F. Mutapati	Acting Public Relations & Human Resource Officer
Mr W. Mlambo	Procurement Graduate Trainee
Mr. P. Kochiwe	Civil Engineering Technician-Water
Ms T Chaparata	Committee Officer
Ms T Mhlahlubi	Roads Supervisor
Mr T Mahofa	Health Intern
Mr A Mwanyadza (minuting)	Committee Intern
Ms P Sithole	Committee Intern
Ms N Sithole	Acting Committee Clerk

Mrs. L Zimunya

System Admin

1.0 CONSTITUTION OF THE MEETING

The meeting was duly constituted at 1507hours with an opening prayer from Ms Muhlahlubi.

2.0 PURPOSE OF THE MEETING

The meeting was held to open and evaluate bids on the EGPS for the procurement of greening materials for CBD park.

2.1 Tender opening process

Tender opening and evaluation of bids for greening materials

In order to achieve value for money in this procurement, the Evaluation Committee agreed to award this tender on a line by line basis

LOT DESCRIPTION	QUANTITY	ADCRAP	AVENIR	SHARAURO	MARAHTHONE	KITUMETSI	TSALAKI	SEMPTER	CHOLEWICK
KUKUYU LAWN	360	1080	1440	7200	21600	2530.8	16200	2034	3600
SPINDO PALMS	6	225	30	90	300	126	1590	113.4	150
TEMINALIA	4	48	16	60	56	56	380	89.6	120
CROTON FLOWERS	25	56.25	1000	300	300	350	2375	347.25	375
TRAVELLERS FLOWER	3	180	36	45	90	102	315	225	75
YELLOW JURANDA FLOWER	300	300	4500	900	8700	600	23400	1068	9000
GREEN JURANDA	50	50	500	150	600	100	4900	195	1500

REVOLUTER FLOWER	2	120	18	6	50	28	210	150	80
1M MUNICIPAL KERBS (HEAVY DUTY)	90	1530	540	1350	4050	0	3600	1678.5	1620
600mm HEAVY DUTY KERBS	30	390	300	330	600	0	540	539.1	540
BAGS OF CEMENT 32.5	45	670.5	1260	540	765	4	675	1065.15	765
PIT SAND	15	135	390	375	225	0	585	345	975
RIVER SAND	30	360	900	750	480	0	1170	840	2250
50KG BAGS OF COMPOUND -D- FERTILIZER	2	130	124	72	70	0	139.8	300	90
50KG BAGS OF TOP DRESSING FERTILIZER	2	170	204	72	88	0	215	300	90
ROLL FISH LINE	1	5	12	8	20	0	15	5	40
TRANSPORT / DELIVERY COST	1	790	600	600	1700	0	250	480	100
TOTAL	966	6239.75	11870	12848	39694	3896.8	56559.8	9775	21350
Tax Clearance		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
PRAZ Certificate		Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Technical Compliancy		Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant

Summary of award for Tender evaluation for greening results

DESCRIPTION OF GOODS AND SERVICES	QUANTITY	ADCRAP	AVENIR	SHARAURO
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KUKUYU LAWN	360m³	\$1080		
SPINDO PLANTS	6		\$30	
TEMINALIA PLANTS	4		\$16	
CROTON FLOWERS PLANTS	25	\$56.25		
25TRAVELLERS FLOWER	3		\$36	
YELLOW JURANDA	300	\$300		
GREEN JURANDA PLANTS	50	\$50		
REVOLUTER FLOWER PLANTS	2			\$6
1M MUNICIPAL KERBS (HEAVY DUTY)	90		\$540	
600MM HEAVY DUTY KERBS	30		\$300	
BAGS OF CEMENT 32.5	45			\$540
PITSAND	15 CUBIC			
RIVER SAND	30 CUBIC			
50KG BAGS OF COMPOUND FERTILISER	2			\$72
50KG BAGS OF TOP-DRESSING FERTILISER	2			\$72
ROLL FISHLINE	1	\$5		
TRANSPORT	1	\$790		
TOTAL		\$2281,25	\$922	\$690

The awarding was as follows:

- i. Adcrap P/L was awarded goods amounting to USD2281.25 including transportation
- ii. Avenir P/L was awarded goods amounting to USD922.00
- iii. Sharauro P/L was awarded goods amounting to USD 690.00

By awarding on a line by line basis the total cost of acquisition for greening materials was reduced from USD6239.75 for Adcrap P/L the cheapest bidder to USD3893.25. Which means there was a total reduction of cost by USD2346.50

Recommendation

It was recommended that:

- i. Adcrap P/L be awarded goods amounting to USD2281.25 including transportation
- ii. Avenir P/L be awarded goods amounting to USD922.00
- iii. Sharauro P/L be awarded goods amounting to USD 690.00

COMMENTS

Amongst the eight bidders who tendered, the Procurement Evaluation Committee agreed to select suppliers with cheapest price per item and only three bidders with the lowest prices listed in the table above were chosen. The Committee then agreed to task ADCRAP to transport the goods because the bidder had already been awarded to supply lawn which was considered a delicate product amongst all the items to be transported.

3.0 CLOSURE

The meeting ended at 1602hours with a closing prayer from Ms Mhlahlubi.