Venue : Competition and Tariff Commission Boardroom

Date : 26 November 2024

Time : 0900hours – 1145hours

Members : Mr. T. Zengeni Chairman

Mr. L. Mutisi Member

Ms. M. Chirwa Member

Mr. T. Maingehama Member

Ms. L. Tshuma Member (Procurement Officer)

Recording : Ms. L. Tshuma Procurement Officer

**CHAIRPERSON’S OPENING REMARKS**

The Chairman – Mr Zengeni welcomed everyone to the meeting which started at 0900 hours. He highlighted that the meeting was for tender evaluation: Tender Number CTC/06/2024, for the Supply and delivery of office furniture at Competition and Tariff Commission.

**TENDER EVALUATION AND ADJUDICATION**

The Committee reviewed the bids presented to it by the Procurement Management Unit. As the Evaluation Committee agreed on the evaluation criteria and other issues for consideration stated in the bidding document including the following: -

1. name of the bidder
2. bid price as read when bids were opened
3. correcting any arithmetic errors
4. currency used by bidders
5. applying domestic preference
6. any payment schedule by the bidder
7. delivery time, bid security and bid validity
8. verification on the essential supporting documents such as copies of certificate of incorporation, valid tax clearance from ZIMRA, company profile, VAT, CR6, CR14, Procurement Regulatory Authority of Zimbabwe certificate.

The Table below shows the results for evaluated bid for the supply and delivery of office furniture

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of the Bidder** | **Arithmetic errors Total Amount** | **Currency Used By The Bidder** | **Payment Schedule** | **Delivery**  **Time /**  **Schedule** | **Supporting Documents** | **Bid Security Declaration** | **Domestic Preference** | **Bid Validity** | **Trade References** | **Technical Specification Compliance**  **Warranty** |
| Metroplex Pvt Ltd | NONE | US$ | After delivery | 60 days after signing contract | Tax clearance, CR6, CR14, Certificate of incorporation, company profile, PRAZ | YES | YES | 90 days | YES | Complied |
| Elliot & Nephew Pvt Ltd | NONE | US$ | After delivery | 21 days after signing contract | Tax clearance, CR6, CR14, Certificate of incorporation, company profile, PRAZ | YES | YES | 90 days | YES | Complied but not a reputable company and did not include all the requirements |
| Perennial Stream Contractors Pvt Ltd | NONE | US$ | After delivery | 30 days after signing contract | Tax clearance, CR6, CR14, Certificate of incorporation, company profile, PRAZ | YES | YES | 60 days | YES | Complied but a reputable company |
| Aganang Furnituire Pvt Ltd | NONE | US$ | After delivery | 30 days after signing contract | Tax clearance, CR6, CR14, Certificate of incorporation, company profile, PRAZ | YES | YES | 60 days | YES | Complied but a reputable company and is very expensive |

**COMPARATIVE SCHEDULE**

**CELLPHONES SPECIFICATIONS AND TOTAL AMOUNT**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Ref No.** | **DETAILED DESCRIPTION OF ITEMS (SPECIFICATIONS)** | **QTY** | **UoM** | **Metroplex Pvt Ltd** | | **Elliot & Nephew Pvt Ltd** | | **Perennial Stream Contractors Pvt Ltd** | |
|  |  |  |  | Unit Price | Total Price | Unit Price | Total Price | Unit Price | Total Price |
| 1 | **Supply and delivery of office furniture** | 14 | each | USD$- | USD$200000.00 | USD$- | USD$72267.15 | USD$- | USD$126820.77 |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | **Aganang Furnituire Pvt Ltd** | |  | |  | |
|  |  |  |  | Unit Price | Total Price |  |  |  |  |
|  |  |  |  | USD$- | USD$355580.00 |  |  |  |  |

**EVALUATION**

The Evaluation Committee noted and discussed as follows: -

1. All suppliers used US$. There were no arithmetical errors.
2. All suppliers provided bid security.
3. All bidders had their bids valid for 60 days and except for Metroplex and Elliot and Nephew had 90 days and domestic preference applied.
4. Bidders had different delivery periods.
5. Payment schedules: all other bidders need payment after delivery, except for Metroplex need 75% before project start, and 25% after the project is complete.
6. All the required documents were submitted.
7. The tender was evaluated and awarded according to specifications in the tender document.

**COMMENTS**: All the bidders had all the required documents as stated in the tender document except for Elliot and Nephew did not meet all the required specifications and on specifications, all bidders had all their specifications clearly specified except for Elliot and Nephew.

**RECOMMENDATIONS:**

It is recommended that the tender for supply and delivery of office furniture be awarded to Metroplex Pvt Ltd at a tender sum of US$200000.00 (Two hundred thousand dollars only) as it meets all the requirements as per the tender document. It is the third on price compared to other bidders.Metroplex Pvt Ltd to be paid 75% deposit and 25% after office furniture delivery, after the Competition and Tariff Commission is satisfied with the office furniture and all the work that needs to be done. Elliot & Nephew Pvt Ltd was the cheapest but did not meet all the required specifications and it is not a reputable company. Perennial Stream Contractors Pvt Ltd is second but it is not a reputable company, Aganang Furniture Pvt Ltd is very expensive compared to other suppliers. Metroplex Pvt Ltd meets the price and non-price criteria and offers the most economically advantageous tender.

**MEMBERS IN THE EVALUATION**

|  |  |  |  |
| --- | --- | --- | --- |
| **NAME** | **DESIGNATION** | **SIGNATURE** | **DATE** |
| Mr Zengeni T | Chairman |  | 26/11/2024 |
| Mr Mutisi L | Member |  | 26/11/2024 |
| Ms Chirwa M | Member |  | 26/11/2024 |
| Mr Maingehama T | Member |  | 26/11/2024 |
| Ms Tshuma L | Member |  | 26/11/2024 |

**Closure:** There being no any other business the meeting was ended at 11:45hours

**APPROVED BY: DIRECTOR:**

……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….

NAME………………………………………………………………… SIGNATURE:……………………………………………………