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 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/04/2024, for the Provision of Insurance Services: All Risks and Fire Insurance at Competition and Tariff Commission.

**TENDER EVALUATION AND ADJUDICATION**

The Committee reviewed one bid 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 as the following: -

Technical specifications, financial specifications, supporting documents and others essential requirements

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| **TECHNICAL SPECIFICATIONS** |
| **NAME OF THE BIDDER** | **FIRMS’S PAST EXPERIENCE IN PROVIDING THE REQUIRED SERVICES TO THE CTC OR A SIMILAR FIRM IN THE INDUSTRY.** | **STAFF QUALIFICATIONS AND EXPERIENCE – TEAM LEADER TO HAVE 8 YEARS EXPERIENCE, 6 YEARS, AND 4 YEARS TO THE OTHER TEAM MEMBERS (ATTACH CVs)** | **METHODOLOGY AND WORKPLAN** | **RISK MANAGEMENT CAPACITY – PUBLIC LIABILITY INSURANCE COVER MINIMUM US$50000.00. THE BIDDER’S ABILITY TO DELIVER THE REQUIRED SERVICES TO THE CTC** |
| Zimnat Lion Insurance Company Ltd  | Complied | Complied | Complied | Complied |
| CBZ Advisory services | Complied | Complied | Complied | Complied |
| WFDR Risk services | Complied | Complied | Complied | Not Complied |
| Zimbabwe Insurance Brokers Ltd | Complied | Complied | Complied | Complied |

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| **FINANCIAL SPECIFICATIONS** |
| **NAME OF THE BIDDER** | **TOTAL AMOUNT OF THE CONTRACT PRICE (FEEES)** | **CONVERTING BIDS TO A SINGLE CURRENCY** | **ARITHMETIC****ERRORS ON TOTAL AMOUNT**  | **CURRENCY USED BY THE BIDDER** | **PAYMENT SCHEDULE** |  |
| Zimnat Lion Insurance Company Ltd  | $19794.39 | N/A | NIL | USD$ | Annual premium |  |
| CBZ Advisory services | $4993.13 | N/A | NIL | USD$ | Annual premium |  |
| WFDR Risk services | $8825.00 | N/A | NIL | USD$ | Annual premium |  |
| Zimbabwe Insurance Brokers Ltd | $12175.57 | N/A | NIL | USD$ | Annual premium |  |

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| **SUPPORTING DOCUMENTS AND OTHERS ESSENTIAL REQUIREMENTS** |
| **NAME OF THE BIDDER** | **TAX CLEARANCE, VAT** | **COMPANY PROFILE** | **CERTIFICATE OF INCORPORATION** | **PROOF OF PRAZ REGISTRATION** | **CR6, CR14****NSSA** | **METHODOLOGY FOR PERFORMING THE SERVICES** | **BANK STATEMENT NOT MORE THAN 3 MONTHS OLD**  | **SUMMARY OF THE CONSULTANT’S EXPERIENCE IN SIMILAR ASSIGNMENTS** | **TRADE REFERENCES** | **COPY OF CURRENT IPEC REGISTRATION CERTIFICATE** | **BID SECURITY US$100 OR EQUIVALENT** | **BID VALIDITY 60 DAYS** |
| Zimnat Lion Insurance Company Ltd  | YES | YES | YES | YES | YES | YES | YES | YES | YES | YES | YES | 60days |
| CBZ Advisory services | YES | YES | YES | YES | YES | YES | YES | YES | YES | YES | YES | 60days |
| WFDR Risk services | YES | YES | YES | YES | YES | YES | YES | YES | YES | YES | YES | 60days |
| Zimbabwe Insurance Brokers Ltd | YES | YES | YES | YES | YES | YES | YES | YES | YES | YES | YES | 60days |

**EVALUATION**

The Evaluation Committee noted and discussed as follows: -

* the bidders quoted in US$, there were no arithmetical errors,
* the company provided payment schedules termly and annually,
* the company provided a Bid Security Declaration as per the bid document requirement,
* The bidder had the bids valid for 60 days and domestic preference applied,
* all the required documents were submitted.

**Conclusion**

Based on the technical specifications, supporting documents and others essential requirements, Zimnat Lion Insurance Company Limited provided all the requirements as per bid document and has best experience compared to other suppliers. CBZ Advisory services, WFDR Risk services, and Zimbabwe Insurance Brokers Ltd are cheaper compared to Zimnat but they are not reputable companies, and their annual premium seem to be too much low compared to the market prices. In year 2024 Competition and Tariff Commission had some challenges with WFDR Risk services, as it did not deliver the services as agreed in the contract.

**RECOMMENDATIONS:**

It is recommended that the tender be awarded to Zimnat Lion Insurance Company Limited for the provision of all risks and fire insurance services at a cost of USD$19794.39 to be paid annually. It meets the price and non-price criteria and offers most economically advantageous tender.

**MEMBERS IN THE EVALUATION**

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| **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:**

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