

ZVIMBA RURAL DISTRICT COUNCIL
SHORTLISTING OF BIDDERS FOR RFP FOR PROVISION OF EMPLOYEE SATISFACTION SURVEY(D/ZRDC/ADMN/4/2025).
MEETING NO. 030/2025

VENUE: Council Boardroom
DATE: 18 June 2025
TIME: 10:30 am
PRESENT: Ms. N. Rato Chairperson
Mrs S. Mauswa Member
Mr. P. Milanzi Member
Mr. M. Machona Member
Ms. N. Mudengezi Ex-Officio
Ms. F. Munhu Minuting

OPENING REMARKS

The Chairperson welcomed everyone to the procurement meeting **No.030 /2025**, shortlisting of bidders for RFP for Provision of employee satisfaction survey (**D/ZRDC/ADMN/4/2025**).

CHAIRPERSON: N. RATO

SIGNATURE.....

DATE.....

ACCOUNTING OFFICER: E. CHIDAKWA

SIGNATURE.....

DATE.....

ITEMS OF BUSINESS

Item no.	Name of Bidder	CR14	CR6	Certificate confirming registration	Valid tax clearance certificate	Availability of and adequacy of proposed staff attach cvs of key personnel	Reference letters as per bidding document requirements	PRAZ registration certificate(s)	Methodology and workplan	Workplan showing inputs of all key staff	Technical proposal submission sheet	Bid submission sheet showing bid validity	Summary of experience in similar assignments
1	Genesis Global finance P/L	Y	Y	X	Y	Y	Y	Y	Y	Y	Y	Y	Y
2	Head Hunters Incorporated Private Limited	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
3	Precise Management & Research Consultancy	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y

CHAIRPERSON: N. RATO

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DATE.....04/07/25

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Comments

The committee noted that:

1. The evaluation members except the chairperson had evaluated in the system stating that Precise Management & Research Consultancy's summary of experience was inadequate. However, upon deliberations among all committee members (including the chairperson), they all agreed that Precise Management & Research Consultancy's summary of experience was adequate hence acceptable. The eGP system does not allow recalling of submitted results by evaluation members, and rejection of evaluation results by the chairperson when Quality & Cost Based Selection (QCBS) method is used, hence a letter was written to PRAZ ICT support seeking guidance.

The meeting adjourned at 16:15 pending response from PRAZ ICT.

The meeting reconvened after following up and getting advice from PRAZ ICT and it was noted that:

1. The PMU member can reject the report and send it back to the chairperson to correct the anomaly.
2. Precise Management & Research Consultancy and Head Hunters Incorporated Private Limited complied with all requirements as per bidding document.
3. Genesis Global finance P/L attached NSSA compliance certificate instead of certificate confirming registration.

Recommendations

The committee recommended that

1. Head Hunters Incorporated Private Limited and Precise Management & Research Consultancy's proceed to the next level of evaluation which is technical.
2. Genesis Global Finance P/L's bid to be rejected.

CHAIRPERSON: N. RATO

SIGNATURE.....

DATE.....04/07/25

ACCOUNTING OFFICER: E. CHIDAKWA

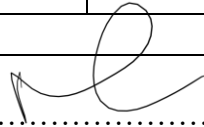
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Mark breakdown as per initial evaluation in the eGP system

PROVISION OF CLIENT SATISFACTION SURVEY:D/ZRDC/ADMN/3/2025			
	Criteria score	Passing mark	Head Hunters Incorporated Private Limited
	Maximum Points		
Qualifications			
Methodology and workplan	50	38	41
Specific Experience	20	15	16.33
Participation by nationals	5	4	4

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Transfer of knowledge	15	11	12.67
Key personnel	10	7	7.67
TOTAL POSSIBLE POINTS TECHNICAL EVALUATION	100	75	81.67

Minimum qualifying score=75%

Comments

The committee noted that:

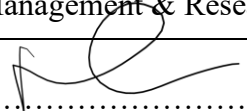
1. The technical evaluation in the eGP system was not in sync with the later agreed position of accepting Precise Management & Research Consultancy's proposal.

RECOMMENDATION

The committee recommended that:

1. The technical evaluation be commenced to incorporate Precise Management & Research Consultancy.

CHAIRPERSON: N. RATO

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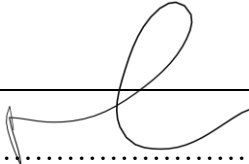
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CLOSURE

There being no further business to discuss the meeting ended at 1615 hours.

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