



## CHIKOMBA RURAL DISTRICT COUNCIL

All communications should be addressed to the Chief Executive Officer

PO Box 19 Chivhu  
tell:054-212-2771/2/-3157  
email : chikombarcdc@gmail.com  
info@chikombarcdc.org.zw

Sound Service Delivery and Governance

### TENDER OPENING MINUTES

Venue	:	ONLINE
Date	:	17-06-2024
Time	:	1525hrs
Tender ID	:	1650 (Supply and Delivery of Stationery)
In Attendance	:	Mr P. Madziwanzira PE Coordinator (M) Mr S. Mupfugami PE Creator/ Finance Officer (M)
Minuting	:	Mr Tshuma O PE Creator (M)

#### **GENDER DISAGGREGATED DATA: KEY F (Female) M (Male)**

For the Evaluation meeting for tender ID 1661 held on the 17<sup>th</sup> June 2024, 3 M were present.

#### **DECLARATION OF INTEREST**

All the members declared that they had no personal interests in the tender at hand. The chairperson welcomed all members present and read out the tender for evaluation.

#### **PROCEDURE**

Bids were evaluated using the following methodology:

1. **Preliminary examination** to confirm that all documents required have been provided, to confirm the eligibility of Bidders in terms of section 28(1) of the Regulation and to confirm that the Bid is administratively compliant in terms of section 28(2) of the Regulation.
2. **Technical evaluation** to determine their substantial responsiveness to the specifications in the Statement of Requirements;
3. **Financial evaluation** and comparison to determine the evaluated price of Bids and to determine the lowest evaluated Bid

#### **PRELIMINARY EXAMINATION**

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REQUIREMENTS	FALCON	LMT	TNL	SAMELAND	KYAYALAMI	GINAWA	PROD SOFTWARE	COMPUEL	PHISHON
Valid NSSA Certificate	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Valid tax clearance certificate	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Zimbabwean Company	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Capacity to enter into Contract	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

## TECHNICAL EVALUATION

ITEM	FALCON	LMT	TNL	SAMELAND	KYAYALAMI	GINAWA	PROD SOFTWARE	COMPUEL	PHISHON
HP TONER CART 415A BLACK	yes	yes	yes	yes	yes	yes	yes	yes	yes
HP TONER CART 415A BLUE	yes	yes	yes	yes	yes	yes	yes	yes	yes
HP TONER CART 415 RED	yes	yes	yes	yes	yes	yes	yes	yes	yes

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HP TONER CART 415A YELLOW	yes	yes	yes	yes	yes	yes	yes	yes	yes
HP TONER CART 80A BLACK	yes	yes	yes	yes	yes	yes	yes	yes	yes
HP TONER CART 59A BLACK	yes	yes	yes	yes	yes	yes	yes	yes	yes
BOND PAPER TYPEK (box of 5)	yes	yes	yes	no	yes	yes	yes	yes	yes

The bidder confirmed to all the stated technical specifications of the required goods.

## **FINANCIAL EVALUATION**

The table below shows the financial evaluation results.

ITEM	FALCON	LMT	TNL	SAMELAND	KYAYALAMI	GINAWA	PROD SOFTWARE	COMPUEL	PHISHON
HP TONER CART 415A BLACK	11760.00	588.00	720.00	672.00	12640.00	11120.00	8632.00	9630.4	600.00
HP TONER CART 415A BLUE	7358.00	364.00	360.00	356.00	7640.00	6760.00	5582.00	5370.8	300.00
HP TONER CART 415 RED	7358.00	364.00	360.00	356.00	7640.00	6760.00	5582.00	5370.8	300.00

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HP TONER CART 415A YELLOW	7358.00	364.00	360.00	356.00	7640.00	6760.00	5582.00	5370.8	300.00
HP TONER CART 80A BLACK	15120.00	624.00	360.00	280.00	15520.00	10400.00	11636.00	10000.8	680.00
HP TONER CART 59A BLACK	15120.00	696.00	540.00	712.00	13920.00	128240.00	10696.00	10741.6	600.00
BOND PAPER TYPEK (box of 5)	3150.00	186.00	270.00	-----	6000	600.00	2448.00	3611.4	228.00
<b>TOTAL OF CURRENCY QUOTED</b>	67224.00Z	3186.00	2790.00	3012.00	71000.00Z	170640.00Z	50158.00Z	50096.6Z	3008.00
<b>TOTAL IN USD</b>	\$4980.00	\$3186.00	\$2970.00	\$3012.00	\$5263.00	\$12640.00	\$3713.00	\$3710.00	\$3008.00
<b>RANKING</b>	7 <sup>th</sup>	4 <sup>th</sup>	1 <sup>st</sup>	3 <sup>rd</sup>	8 <sup>th</sup>	9 <sup>th</sup>	6 <sup>th</sup>	5 <sup>th</sup>	2 <sup>nd</sup>

All prices were deduced to one currency (**USD**) for the purposes of evaluation using the interbank rate of 13.50

## **TENDER OUTCOME**

The committee recommends that the tender be awarded to the lowest bidder.

## **BID OPENING TEAM MEMBERS**

<b>Name</b>	<b>Signature</b>	<b>Date</b>
Mr P. Madziwanzira	.....	.....
Mr S. Mupfugami	.....	.....
Mr Tshuma O	.....	.....

Confirmation signature ..... Date .....