



**PMU COFIRMATION OF EVALUATION PROCESS: TENDER NO: NHS NCB04/2024,
PROVISION OF MOTOR VEHICLE INSURANCE SERVICES**

In line with Section 17 (3) (g) of the PPDPA Act, the Procurement Management Unit (PMU) is hereby confirming that the Evaluation process was done in line with the requirements of the Act and Regulations as well as the conditions of the Bidding document.

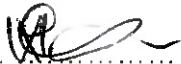


.....
F. SITHOLE
PROCUREMENT SUPERVISOR



.....
Date

Comments



.....
V. HAMADZIRIPI
HEAD PROCUREMENT



.....
Date

APPROVED/ ~~NOT APPROVED~~



.....
G. MARAWANYIKA
CHIEF EXECUTIVE OFFICER

.....
DATE

Head Office

**NATIONAL HANDLING
SERVICES P. O. Box
AP 191, Robert Gabriel Mugabe
Int. Airport, Harare,
Zimbabwe
Tel: 263-242- 575138/9
Website: nhszim.com**



*P. O. Box 1000, J.M. Nkomo Int. Apt,
Bulawayo, Zimbabwe*

Tel: 263-292 - 297425

*P.O. Box AP 60, Victoria Falls, Vic
Falls, Zimbabwe Tel:
263-13 - 44552,442250*

**MINUTES FOR THE EVALUATION OF TENDER NO. NHS NCB04/2024: PROVISION OF
MOTOR VEHICLE INSURANCE SERVICES HELD ON THE 20th OF AUGUST 2024 AT
0908HRS IN NHS TRAINING ROOM**

PROCUREMENT EVALUATION COMMITTEE MEMBERS

S. NYANGAIRI.	HEAD HUMAN RESOURCES (CHAIRING)
E. BLACK	FINANCE
N. MACHONA	TRANSPORT COORDINATOR
T. MUGAURI	LEGAL
T. MBIRAGAYI	MARKETING

PMU

F. SITHOLE.	SUPERVISOR PMU (Minuting)
M. GWATIDZO	GRADUATE TRAINEE
L. MUFARI	PROCUREMENT INTERN

DECLARATION OF INTEREST

All committee members declared not having any conflict of interest on the tender nor having any relationship to the Company and its directors as shown in their CR14.

BACKGROUND

National Handling Services P/L advertised the tender in the Government Gazette of the 14th of June 2024 and the Herald of the 16th of June 2024 in line with Section 38 of the PPDPA Act. The tender was done through the e-GP system and closed on the 16th of July 2024. The tender closed with three (3) bids as follows:

PROCEEDINGS**List of Directors**

Bid No.	Company Name	Directors	Business Address
1	Bright Insurance Brokers	<ul style="list-style-type: none"> Honour. P. Mkushi Samuel. D. Nyamhamba Lee Chitupa 	5 th Floor Beverly Court 100 N. Mandela Ave Harare
2	Minerva Risk Solutions	<ul style="list-style-type: none"> Susan Mutangadura Brian Thorn Anton Rolk Gavin Sainsbury 	1 Kenilworth Road Newlands Harare
3	Zimbabwe Insurance Brokers	<ul style="list-style-type: none"> Patson Gasura Tinotenda Nhewede Rudo Magundani Never Mhlanga Tatenda. C. Muronda 	26 Fereday Drive Eastlea Harare

STAGE 1: ADMINISTRATIVE EVALUATION

No	Requirement	Bid 1	Bid 2	Bid3
1	Bid submission sheet	Yes	Yes	Yes
2	A copy of CR14/CR6	Yes	Yes	Yes
3	A copy of certificate of incorporation or equivalent documents	Yes	Yes	Yes
4	Proof of supplier registration with the Procurement Regulatory Authority of Zimbabwe (PRAZ)	Yes	Yes	Yes
5	A copy of company profile	Yes	Yes	Yes
6	A valid tax clearance certificate	Yes	Yes	Yes
7	Bid Security of US\$1000 or equivalent	Yes	Yes	Yes
8	Bid Validity period minimum of 60 days	Yes	Yes	Yes
9	Three (3) reference letters where similar services were successfully provided within the past five (5) years.	Yes	Yes	Yes
10	Copy of valid IPEC registration/membership	Yes	Yes	Yes
11	Copy of valid registration with Insurance Brokers Association of Zimbabwe (in the case of a broker)	Yes	Yes	Yes
12	Letter of authorization from proposed underwriter/insurance firm (applicable where bidder is a broker)	Yes	Yes	Yes
13	2022 audited financial statements and latest management accounts or 2023 audited financial statements	Yes	Yes	No
14	3-month Bank statements-covering a period up to 30 June 2024 or later.	Yes	Yes	Yes
Overall Remarks		C	C	C

Key

C – Compliant.

NC- Non-Compliant

STAGE 2: TECHNICAL EVALUATION:

LOT	Requirement	Bid 1	Bid 2	Bid 3
1	The bidding firm should have more than six years in existence and in conducting insurance business.	Compliant	Compliant	Compliant
2	Attach a company profile	Compliant	Compliant	Compliant
3	Details of at least 3 key staff who shall be involved in the management of the portfolio.	Compliant	Compliant	Compliant
4	Personnel should have insurance qualifications- at least a Bachelor's degree or equivalent.	Compliant	Compliant	Compliant
5	Provide a list of clients and at least three reference letters of similar work.	Compliant	Compliant	Compliant
6	The Broker must illustrate the methodology and work plan of carrying out the assignment.	Compliant	Compliant	Compliant

Verdict: Bidders are compliant to the required technical requirements of the bid document

STAGE 3: FINANCIAL EVALUATION

Lot	Requirement	Bid 1	Bid 2	Bid 3
1	Bid price	US\$24,655.90	US\$19,885.00	US\$36,809.03
	Any other charges (stamp duty & government duty)	US\$3,733.20	US\$2,939.00	US\$2,601.85
	TOTAL	US\$28,389.10	US\$22,824.00	US\$39,410.88

NOTE

The committee noted the following,


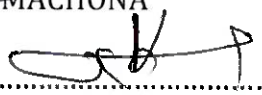


- The committee had noted that Bid 2: Minerva Insurance has the lowest price after financial evaluation but had not stated price breakdown.
- In terms of Section 48 of the PPDPA Act, the committee requested that Minerva clarify on the price breakdown.
- Minerva Risk Solutions responded with clarity on the price breakdown.

RECOMMENDATIONS

The Evaluation Committee having evaluated the tender in line with the requirements of the bidding document and provisions of the PPDPA Act and Regulations is recommending that **Tender NHS NCB 04/2024** for the Provision of Motor Vehicle Insurance Services be awarded to **Minerva Risk Solutions** the lowest compliant bidder to specifications at an annual total cost of **US\$22,824.00**.

Meeting ended 1033hrs

AGREED AND SIGNED BY PROCUREMENT EVALUATION COMMITTEE MEMBERS AS THE TRUE RECORD OF EVALUATION PROCEEDINGS FOR TENDER NO. NHS NCB 04/2024 FOR THE PROVISION OF MOTOR VEHICLE INSURANCE SERVICES.

..... S. NYANGAIRI  22/08/2024 (Chairperson) DATE
..... N. MACHONA  22/08/24 (Member) DATE
..... E. BLACK  22/08/24 (Member) DATE
..... T. MUGAURI  22/08/24 (Member) DATE
..... T. MBIRAGAYI DATE

Good Day,

We refer to the email below with regards to Tender No: NHS NCB04/2024 seeking clarity on the price of bid.

Please find below table with the breakdown of the prices for both Individual and company vehicles ;

Description	Sum Insured	Gross Premium	Stamp Duty	Levy	Minerva Discount	Total Premi Payable
Company Vehicles	USD 1,512,060	USD 19,052	USD 953	356	476	
Individual Vehicles	USD 210,000	USD 2,646	USD 132	227	66	
Total	USD 1,722,060.00	USD 21,697.96	USD 1,084.90	583	542	

We trust you find the same in order.

Regards,

Viola Chigara | Business Development Broker

Minerva Risk Solutions

Minerva House | Block 2 Kenilworth Gardens | 1 Kenilworth Road | Newlands | Harare

t +263 242 776900/1, 779962-70 | ext: 286

d +263 242 776900/1, 779962-70 | m +263773652164

viola.chigara@minerva.co.zw | <https://www.minerva.co.zw/disclaimer> | Skype id



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From: Forgive Sithole <fsithole@nhszim.com>

Sent: Tuesday, August 20, 2024 3:24 PM

To: Simani Wadi <simani.wadi@minerva.co.zw>; Juliet Manyika <juliet.manyika@minerva.co.zw>; Tafadzwa Randazha <tafadzwa.randazha@minerva.co.zw>

Cc: Shamiso Nyangairi <snyangairi@nhszim.com>; Nowell Machona <nmachona@nhszim.com>; Tobias Mbiragayi <tmbiragayi@nhszim.com>; Tinashe Mugauri <tmugauri@nhszim.com>; Emmanuel Black <black@nhszim.com>;

Victor Hamadziripi <vhamadziripi@nhszim.com>; NHS PMU Office <purchasing@nhszim.com>

Subject: CLARITY ON BID DOCUMENTS

Some people who received this message don't often get email from fsithole@nhszim.com. [Learn why this is important](#)

CAUTION: This email originated from outside of the Minerva organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good day

Reference is made to your submission with regards to Tender No: NHS NCB04/2024 for the Provision of Motor Vehicle Insurance Services.

Please note that whilst going through your bid, clarity is sought on the below:

1. Clarity on the price, kindly provide the breakdown on the buildup of the total amount.

As such in terms of Section 48 of the Public Procurement and Disposal of Public Assets (PPDPA) Act as read with Section 28 and 29 of the PPDPA (General) Regulations you are required to submit your response within **2 days**.

Best Regards. 

20 August, 2024
The Procurement Management Unit
National Handling Services (NHS)
1ST Floor Domestic Terminal
Robert Mugabe International Airport
Harare
Zimbabwe

Dear Sir/Madam

RE: CLARITY ON BID DOCUMENTS TENDER No: NHS NCB04/2024

We refer to the above matter.

Please find below table with the breakdown of the prices for both individual and company vehicles.

Description	Sum Insured	Gross Premium	Stamp Duty	Levy	Minerva Discount	Total Annual Premium
Company Vehicles	USD 1,512,060	USD 19,052	USD 953	USD 356	USD 476	USD 19,885
Individual Vehicles	USD 210,000	USD 2,646	USD 132	USD 227	USD 66	USD 2,939
Total	USD 1,722,060	USD 21,698	USD 1,085	USD 583	USD 542	USD 22,824

N.B Payment can be made on a quarterly/ bi-annual/ annual basis to suit your cash flow needs

We trust you find the same in order.

Yours faithfully



Juliet Manyika – Business Development Executive