



EVALUATION REPORT FOR THE REQUEST FOR PROPOSALS FOR THE PROVISION OF LEGAL SERVICES; PROCUREMENT REFERENCE NUMBER: ACZ/0030/2025

MEETING HELD ON: 06 MAY 2025 AT 0900.HOURS.

MEMBERS

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| 1. Ms. R. Ndavambi | Chairperson |
| 2. Mr. C. Nyoni | Member |
| 3. Mrs. T. Mataruka | Member |
| 4. Mr. S. Mupaya | Member |

APOLOGIES

Mr. V. Ruswa was engaged and Ms. Ndavambi was requested to chair.
Mr L. W Ndlovu got engaged with other commitments.
Mr. T. Mangombe was represented by Mr S. Mupaya.

PROCUREMENT MANAGEMENT UNIT REPRESENTATIVE

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| 1. Mrs. T. G Majoni | PMU Member |
| 2. Mr. B. Chichoni | PMU Member |

1. BACKGROUND

The Airports Company of Zimbabwe (Private) Limited (ACZ) adopted a competitive procurement method for the Request for Proposals for the Provision of Legal Services which was published in the Government Gazette of 14 February 2025 and the Electronic Government Procurement (e-GP) portal on 4 March 2025. The request for proposals was advertised through Procurement Reference Number: ACZ/0030/2025. The tender closed on the 22 April 2025. 89 Bidders were invited to participate, 35 Bidders downloaded the tender, and 14 Bids were received from the following tenderers:

1. Wintertons Legal Practitioners

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2. Coghlan Welsh and Guest
3. Makuwaza & Gwamanda Attorneys
4. Dube Banda Nzarayapenga and Partners
5. Chasi Maguwudze Legal Practice
6. Malinga and Mpofu Legal Practitioners
7. Mhishi Nkomo Legal Practice
8. Mlotshwa Solicitors Legal Practitioners
9. Maguchu and Muchada Business Attorneys
10. Mushoriwa Moyo
11. Mbidzo Muchadehama & Makoni
12. Honey & Blanckenberg Legal Practitioners
13. Mahembe Attorneys
14. Maposa Mahlangu Attorneys

In compliance with Section 27(1) and (2) of the PPDPA, the Airports Company of Zimbabwe (Private) Ltd detailed the technical proposal requirements for the **Provision of Legal Services; procurement reference no.: ACZ/0030/2025.**

Bidders were notified in the bidding document that the Evaluation of the Proposals would be done in compliance with Section 4(1) of the PPDPA to ensure the achievement of transparency, fairness, honesty, competition among Bidders, fair and equitable treatment of all Bidders, promotion of integrity, achievement of environmental, social and economic requirements of the procurement law.

Bidders were also advised that the successful Service Provider (s) would be required to enter into a contract with ACZ which would conform to the requirements of sections 78 to 89 of the PPDPA.

2. PREPARATION OF BIDS

Only consultants registered with the Procurement Regulatory Authority of Zimbabwe (PRAZ) in terms of Section 4 of the Regulations were eligible to participate.

Consultants were requested to submit Proposals to provide the consulting services as detailed in the Statement of Requirements by submitting separate technical and financial proposals, as detailed below. Bidders were notified that the standard forms contained within the Request for Proposals could be retyped for completion, but they were responsible for their accurate reproduction.

Consultants were advised to read carefully the complete Request for Proposals document, including the Special Conditions of Contract (SCC) in Part 3, as well as the Contract Agreement and the General Conditions of Contract (GCC) for Consultancy Services (available on the Procurement Regulatory Authority of Zimbabwe (PRAZ) website), before preparing their proposal. Part 3:

Contract Agreement was provided not for completion at this stage but to enable Consultants to note the Contract terms they would enter into if their bid is successful.

- a) system portal (<http://egp.praz.org.zw/>).

2.1 Preparation of Technical Proposals:

Technical proposals should contain the following documents and information:

- The Technical Proposal Submission Sheet in Part 1 of the bidding document;
- A brief methodology for performing the services;
- A workplan, showing the inputs of all key staff;
- CVs of key staff who will be handling ACZ Cases (**attached CVs**);
- A summary of your experience in similar assignments, together with the names and contact details of persons connected with these assignments;
- Current Practising certificates for all Legal Practitioners operating under the law firm (**Attach Practising Certificate**);
- A minimum of five (5) years' experience for the managing partner in legal advisory corporate, civil and criminal litigation, notarial and conveyancing services;
- Partnership deed or agreement;
- Proof of registration as a legal practitioner, notary public and/or Conveyancer.

2.2 Preparation of Financial Proposals:

Financial proposals should contain the following documents and information:

- The Financial Proposal Submission Sheet in this Part;
- The Breakdown of Contract Price form in this Part, showing all costs for the assignment, broken down into fees and reimbursable costs;

3. ELIGIBILITY AND QUALIFICATION REQUIREMENTS

Bidders were required to meet the criteria in section 28 of the Act and section 28 (1) of the Regulations to be eligible to participate in public procurement and to be qualified for the proposed Contract. They were therefore requested to indicate that they:

1. have the legal capacity to enter into a contract; Bidder is requested to attach
 - i. copy of CR14/CR6 form/ Partnership agreement,

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- ii. copy of Certificate of Incorporation
 - iii. Valid NSSA Clearance/ Compliance Certificate
2. Not be insolvent, in receivership, bankrupt or being wound up, not have had business activities suspended and not be the subject of legal proceedings for any of these circumstances; **Bidder is required to attach Appendix C: Declaration Form.**
 3. not have a conflict of interest in relation to this procurement requirement; **Bidder is required to attach Appendix C: Declaration Form.**
 4. Not have, neither they nor any of their officers, in the five (5) years immediately preceding the initiation of the procurement proceedings: who have been convicted in any country of an offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications; or who have been censured or subjected to any penalty in any country following disciplinary proceedings arising out of any conduct involving the making of false statements or misrepresentations; **Bidder must attach letter of good standing and registration certificate for the Legal Practitioners, from the Law Society of Zimbabwe.**
 5. Not be debarred from participation in public procurement under Section 72 (6) of the Act and Section 74(1) (c), (d) or (e) of the Regulations or declared ineligible under Section 99 of the Act; **Bidder is required to attach Annexure A: Declaration Form.**
 6. Have been registered with PRAZ under Category **SL003** and have paid the applicable Registration Fee set out in Part III of the Fifth Schedule to the Regulations; **Bidder is required to attach a valid Proof of Registration with PRAZ registered under category SL003 for Legal Services**
 7. Have at least three (3) letters of trade references from reputable institutions where similar services were provided within the past two (2) years; the trade reference letters shall be on clients' letterheads confirming that the consultant has performed relevant services (**Provision of Legal Services**) in the past;
 8. State a bid validity period which must be at least **90 days**.
 9. Attach detailed company profile.

4. LOTS AND PACKAGES:

The requirement was divided into Lots in accordance with regional areas where ACZ's airports are situated as follows:

- Lot 1 Harare and Kariba
- Lot 2 Victoria Falls and Hwange

- Lot 3 Masvingo and Chiredzi
- Lot 4 Bulawayo

Bidders were allowed to bid **for all Lots, but were notified that award would be spread to more than one (1) Bidder per Lot.**

Bidders were notified that if one (1) Bidder would be successful on more than one (1) Lot, ACZ reserved the right to award if it is deemed to add value to the procuring entity. The award will be stipulated as follows:

- Lot 1 x 3 Firms
- Lot 2 x 2 Firms
- Lot 3 x 2 Firms
- Lot 4 x 2 Firms

5. EVALUATION OF PROPOSALS:

The evaluation of proposals will use the **Quality and Cost Based Selection (QCBS)**: evaluation methodology was detailed below:

Quality and Cost Based Selection (QCBS):

- Preliminary examination to confirm that all documents required have been provided, to confirm the eligibility of consultants and to confirm that the Consultant has accepted all terms and conditions without material deviation or reservation;
- Technical evaluation to assess the technical quality of proposals against the criteria below, to determine the technical score for each proposal and to determine which proposals reach the minimum technical score given below; and
- Financial evaluation to determine the financial score of each proposal, to weight the technical and financial scores and to determine the total score of each proposal.

Proposals failing any stage will be eliminated and not considered in subsequent stages.

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5.1 EVALUATION OF BIDS AGAINST THE ELIGIBILITY AND QUALIFICATION CRITERIA

The Evaluation Committee made the following findings:

Table 1

No.	Evaluation Criteria		Winterfons Legal Practitioners	Coghlan Welsh and Guest	Makuwaza & Gwamanda Attorneys	Dube Banda Nzarayapenga and Partners	Chasi Maguwudze Legal Practice	Malinga and Mpofu Legal Practitioners	Mhishi Nkomo Legal Practice
5.1.1	Documentation necessary to demonstrate eligibility in terms of section 28 (1) of the Regulations								
	a	copy of () Partnership Deed/ Agreement	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
	b	Valid NSSA Clearance/ Compliance Certificate	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
5.1.2	Current copy of Tax Clearance Certificate as proof of compliance with ZIMRA must be attached		Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
5.1.3	Submission of Detailed Company Profile		Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
5.1.4	Submission of proof of registration with the Procurement Regulatory Authority of Zimbabwe (PRAZ)		Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
5.1.5	A refundable bid security/bond of US\$500.00 in the format specified		Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
5.1.6	Bid establishment fees of US200.00		Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
5.1.7	Registration with Law Society of Zimbabwe		Compliant	Compliant	Compliant	Compliant	Not Compliant. Attached for year 2022	Compliant	Compliant
5.1.8	Not be insolvent, declaration to		Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant

No.	Evaluation Criteria	Winterlons Legal Practitioners	Coghlan Welsh and Guest	Makuwaza & Gwamanda Attorneys	Dube Banda Nzarayapenga and Partners	Chasi Maguwudze Legal Practice	Malinga and Mpofu Legal Practitioners	Mhishi Nkomo Legal Practice
	confirm whether the Bidder has or has no conflict of interest in relation to this procurement requirement and is not debarred from participation in public procurement (completion of Annexure "A", Declaration Form).							
5.1.9	Not have, neither they nor any of their officers, in the five (5) years immediately preceding the initiation of the procurement proceedings: who have been convicted in any country of an offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications; or who have been censured or subjected to any penalty in any country following disciplinary proceedings arising out of any conduct involving the making of false statements or misrepresentations; Bidder must attach letter of good standing and registration certificate for the Legal Practitioners, from the Law Society of Zimbabwe	Compliant	Compliant	Compliant	Compliant	Attached letter dated 2023. Not Compliant	Compliant	Compliant
5.1.10	Bid Validity Period of 90 days must be stated. Failure to state validity period will lead to disqualification.	Compliant	Compliant	Not stated Not Compliant	Compliant	Not stated. Not Compliant	Compliant	Compliant

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No.	Evaluation Criteria	Winterlons Legal Practitioners	Coghlan Welsh and Guest	Makuwaza & Gwamanda Attorneys	Dube Banda Nzarayapenga and Partners	Chasi Maguwudze Legal Practice	Malinga and Mpolu Legal Practitioners	Mhishi Nkomo Legal Practice
5.1.11	Have at least three (3) letters of trade references from reputable institutions where similar services were provided within the past two (2) years; the trade reference letters shall be on clients' letterheads confirming that the consultant has performed relevant services (Provision of Legal Services) in the past	Compliant	Compliant	Compliant	Compliant	2 out of 3 are compliant others are not Compliant on duration of services provided.	Compliant	Compliant

Table 1 continues

No.	Evaluation Criteria	Mlotshwa Solicitors Legal Practitioners	Maguchu and Muchada Business Attorneys	Mushoriwa Moyo	Mbidzo Muchadehama & Makoni	Honey & Blanckenberg Legal Practitioners	Mahembe Attorneys	Maposa Mahlangu Attorneys
5.1.1	Documentation necessary to demonstrate eligibility in terms of section 28 (1) of the Regulations							
	a copy of CR14/CR6 form Partnership Deed	Compliant	Compliant	Compliant	Compliant	Compliant	Not compliant applicant is in sole	Compliant

No.	Evaluation Criteria	Mlotshwa Solicitors Legal Practitioners	Maguchu and Muchada Business Attorneys	Mushoriwa Moyo	Mbidzo Muchadehama & Makoni	Honey & Blanckenberg Legal Practitioners	Mahembe Attorneys	Maposa Mahlangu Attorneys
							proprietorship	
	b Valid NSSA Clearance/ Compliance Certificate	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
5.1.2	Current copy of Tax Clearance Certificate as proof of compliance with ZIMRA must be attached	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
5.1.3	Submission of Detailed Company Profile	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
5.1.4	Submission of proof of registration with the Procurement Regulatory Authority of Zimbabwe (PRAZ)	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
5.1.5	A refundable bid security/bond of US\$500.00 in the format specified	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
5.1.6	Bid establishment fees of US\$200.00							
5.1.7	Registration with Law Society of Zimbabwe	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
5.1.8	Not be insolvent, declaration to confirm whether the Bidder has or has no conflict of interest in relation to this procurement requirement and is not debarred from participation in public procurement (completion of Annexure "A", Declaration Form).	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant

No.	Evaluation Criteria	Mlotshwa Solicitors Legal Practitioners	Maguchu and Muchada Business Attorneys	Mushoriwa Moyo	Mbidzo Muchadehama & Makoni	Honey & Blanckenberg Legal Practitioners	Mahembe Attorneys	Maposa Mahlangu Attorneys
5.1.9	Not have, neither they nor any of their officers, in the five (5) years immediately preceding the initiation of the procurement proceedings: who have been convicted in any country of an offence related to their professional conduct or the making of false statements or misrepresentations as to their qualifications; or who have been censured or subjected to any penalty in any country following disciplinary proceedings arising out of any conduct involving the making of false statements or misrepresentations; Bidder must attach letter of good standing and registration certificate for the Legal Practitioners, from the Law Society of Zimbabwe	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
5.1.10	Bid Validity Period of 90 days must be stated. Failure to state validity period will lead to disqualification.	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
5.1.11	Have at least three (3) letters of trade references from reputable institutions where similar services were provided within the past two	Compliant	Compliant	Not compliant -One (1) out of three (3) r	Compliant	Compliant	Compliant	Compliant

No.	Evaluation Criteria	Mlotshwa Solicitors Legal Practitioners	Maguchu and Muchada Business Attorneys	Mushoriwa Moyo	Mbidzo Muchadehama & Makoni	Honey & Blanckenberg Legal Practitioners	Mahembe Attorneys	Maposa Mahlangu Attorneys
	(2) years; the trade reference letters shall be on clients' letterheads confirming that the consultant has performed relevant services (Provision of Legal Services) in the past			compliant				

5.2 FINDINGS

The evaluation and contract management committee made the following findings:

➤ 10 out of 14 Bidders complied with the requirements for eligibility and qualification criteria of the tender.

➤ The following Bidders were not compliant with the requirements: -

(a) Makuwaza & Gwamanda Attorneys

The Bidder was requested to clarify in their name; on other documents it was Makuwaza & Gwamanda yet on their NSSA Certificate it was Makuwaza and Magogo. They clarified that they used to be Makuwaza and Magogo, but NSSA was still to adopt the current name.

The Bidder failed on the requirement for Bid Validity period. The Bidder did not state in their bid. The Bidder was therefore disqualified on that basis.

(b) Chasi Maguwudze Legal Practice

The Bidder did not submit their Partnership Deed; they were requested to submit in line with Section 47 of the PPDA Act. The Partnership Agreement was submitted, and they became compliant. They submitted a letter of good standing from the Law Society of Zimbabwe dated 2022. On Individual Partners, the Bidder did not submit letters of good standing and practising Certificates. The Bidder also failed on the requirement for Bid Validity period which was not stated. On their trade references, the Bidder submitted two (2) that were compliant instead of the required three (3) references.

The Bidder was therefore disqualified on that basis.

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(c) **Mushoriwa Moyo**

The Bidder submitted a NSSA certificate that expired during the bidding period. Section 47 of the PPDA Act was applied and they submitted a valid certificate and became compliant.

The Bidder submitted one (1) reference that was compliant on timeframes instead of the required three (3) references. The bidder was then disqualified on that basis.

(d) **Mahembe Attorneys**

The Bidder did not have a partnership deed because they are in sole proprietorship. It made them a risky supplier in case the service provider faces challenges, there will not be continuity. The Bidder was not recommended for further evaluation as they failed to meet the required criteria.

➤ The above four (4) Bidders were disqualified for further evaluation.

6. TECHNICAL EVALUATION

Table 2

No.	Evaluation Criteria	Winterlons Legal Practitioners	Coghlan Welsh and Guest	Dube Banda Nzarayapenga and Partners	Malinga and Mpolu Legal Practitioners	Mkhosi Mkomo Legal Practice	Mushwa Solitfors Legal Practitioners	Maguchu and Muchada Business Attorneys
6.1.1	The Technical Proposal Submission Sheet.	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
6.1.2	A brief methodology for performing the services;	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
6.1.3	A workplan, showing the inputs of all key staff;	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
6.1.4	CVs of key staff who will be handling ACZ Cases (attached CVs);	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
6.1.5	A summary of your experience in similar assignments, together with the	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant

No.	Evaluation Criteria	Winterfons Legal Practitioners	Coghlan Welsh and Guest	Dube Banda Nzarayapenga and Partners	Malinga and Mpofu Legal Practitioners	Mhishi Nkomo Legal Practice	Mlotshwa Solicitors Legal Practitioners	Maguchu and Muchada Business Attorneys
	names and contact details of persons connected with these assignments;							
6.1.6	Current Practising certificates for all Legal Practitioners operating under the law firm (Attach Practising Certificate);	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
6.1.7	A minimum of five (5) years' experience for the managing partner in legal advisory corporate, civil and criminal litigation, notarial and conveyancing services;	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
6.1.8	Partnership deed or agreement;	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
6.1.9	Proof of registration as a legal practitioner, notary public and/or Conveyancer	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant

Table 2 continues

No.	Evaluation Criteria	Mbidzo Muchadehama & Makoni	Honey & Blanckenberg Legal Practitioners	Maposa Mahlangu Attorneys
6.1.1	The Technical Proposal Submission Sheet.	Compliant	Compliant	Compliant
6.1.2	A brief methodology for performing the services;	Compliant	Compliant	Compliant

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No.	Evaluation Criteria	Mbidzo Muchadehama & Makoni	Honey & Blanckenberg Legal Practitioners	Maposa Mahlangu Attorneys
6.1.3	A workplan, showing the inputs of all key staff;	Compliant	Compliant	Compliant
6.1.4	CVs of key staff who will be handling ACZ Cases (attached CVs);	Compliant	Compliant	Compliant
6.1.5	A summary of your experience in similar assignments, together with the names and contact details of persons connected with these assignments;	Compliant	Compliant	Compliant
6.1.6	Current Practising certificates for all Legal Practitioners operating under the law firm (Attach Practising Certificate);	Compliant	Compliant	Compliant
6.1.7	A minimum of five (5) years' experience for the managing partner in legal advisory corporate, civil and criminal litigation, notarial and conveyancing services;	Compliant	Compliant	Compliant
6.1.8	Partnership deed or agreement;	Compliant	Compliant	Compliant
6.1.9	Proof of registration as a legal practitioner, notary public and/or Conveyancer	Compliant	Compliant	Compliant

6.2 FINDINGS MADE ON TECHNICAL EVALUATIONS

The 10 Bidders complied with all the technical requirements of the tender and were scored as follows: -

Evaluation Criteria and Notes	Points	Wintertons Legal Practitioners	Coghlan Welsh and Guest	Dube Banda Nzarayapenga and Partners	Malinga and Mpofo Legal Practitioners	Mhishi Nkomo Legal Practice	Mlotshwa Solicitors Legal Practitioners	Maguchu and Muchada Business Attorneys	Mbidzo Muchadehema & Makoni	Honey & Blanckenberg Legal Practitioners	Maposa Mahlangu Attorneys
1. Number of Partners/Associates/Employees/Consultants demonstrating a high level of technical experience in litigation, advisory and dispute settlement in employment and labour related areas (Attach detailed CVs) -1 CV – [1 mark] -2 CVs – [5 marks] -5 CVs and above – [10 marks]	10	10	10	10	10	10	10	10	10	10	10
2. Experience of key personnel in legal services applied for (maximum score given to the Bidders with at least one (1) key staff with the greatest number of years of experience) -0-5 years [2 marks] -6-10+ years [5 marks] -11-20 years [10 marks]	10	10	10	10	10	10	10	10	10	10	10
3. Number of years the law firm has been operating (maximum score given to the Bidders with the greatest number of years in operation) (Attach proof) -0-5 years [2 mark] -6-7 years [5 marks] -8-8+ [10 marks]	10	10	10	10	10	10	10	2	10	10	2
4. Membership of the following organisations (attach proof) Law Society of Zimbabwe – [8 marks]	8	8	8	8	8	8	8	8	8	8	8
5. Executed similar assignments for locally incorporated or registered companies, statutory bodies and /or international entities of a comparable stature as ACZ (attach supporting relevant	30	30	30	30	30	30	30	30	30	30	30

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Item	Evaluation Criteria and Notes	Points	Wintertons Legal Practitioners	Coghlan Welsh and Guest	Dube Banda Nzarayapen ga and Partners	Malinga and Mpotu Legal Practitioners	Mhishi Nkomo Legal Practice	Mlotshwa Solicitors Legal Practitioners	Maguchu and Muchada Business Attorneys	Mbidzo Muchadeha ma & Makoni	Honey & Blanckenber g Legal Practitioners	Mac Mahlangu Attorneys
	contactable trade reference letters for each organization). Testimonials from at least three (3) corporate clients which must be signed and dated appropriately -2-3 Organization - [5 marks] -4-5 Organizations - [20 marks] -Plus 5 Organizations - [30 marks]											
6.	At least one (1) of the partners having a wealth of experience in several aspects of the law, notably commercial transactions and litigation involving numerous high value transactions and cases [12 marks] Attach proof based on the following: - 1. Qualifications of key personnel -Law degree qualification = [1 mark] -Master's degree = [2 marks] -Advanced qualification = [3 marks] 2. Specific experience of practising (At least 5 years' experience) -Less than 5 years = [1 mark] -5 years' experience = [2 marks] More than 5 years = [3 marks]	12		8	12	12	12	12	12	12	12	12
7.	Partners/Associates/Employees to have a demonstrable understanding of the laws around Aviation, Labour and Commercial Law. -10 marks (attach proof)	10		7	7	7	7	7	7	7	6	7
8.	One (1) of the Partners is registered as a Notary Public - 5 marks (attach proof).	5		5	5	5	5	5	5	5	5	5
9.	One (1) of the Partners is registered as a Conveyancer -5 marks (attach proof).	5		5	5	5	5	5	5	5	5	5

Evaluation Criteria and Notes	Points	Wintertons Legal Practitioners	Coghlan Welsh and Guest	Dube Banda Nzarayapenga and Partners	Malinga and Mpofu Legal Practitioners	Mhishi Nkomo Legal Practice	Mlotshwa Solicitors Legal Practitioners	Maguchu and Muchada Business Attorneys	Mbidzo Muchadehama & Makoni	Honey & Blanckenberg Legal Practitioners	Maposa Mahlangu Attorneys
TOTAL MARKS	100	93	97	97	97	97	97	89	91	97	89

6.3 EVALUATION COMMITTEE'S FINDINGS ON TECHNICAL EVALUATION

The Evaluation and Contract Management Committee noted that the 10 Bidders had Technical Scores above the required minimum of 70 %. They all progressed to the Financial Evaluation.

7. FINANCIAL EVALUATION CRITERIA

ITEM	BIDDER	RATE PER HOUR	RANK
1	Wintertons Legal Practitioners	USD246.00	7
2	Coghlan Welsh and Guest	USD150.00	4
3	Dube Banda Nzarayapenga and Partners	USD103.50	1
4	Malinga and Mpofu Legal Practitioners	USD120.00	3
5	Mhishi Nkomo Legal Practice	USD115.00	2
6	Mlotshwa Solicitors Legal Practitioners	As per Law Society Tariffs	
7	Maguchu and Muchada Business Attorneys	USD201.25	5
8	Mbidzo Muchadehama & Makoni	USD260.00	8
9	Honey & Blackenberg Legal Practitioners	USD230.00	6
10	Maposa Mahlangu Attorneys	USD291.50	9

7.1. FINDINGS ON FINANCIAL EVALUATION

The evaluation and contract management committee noted that all the Bidders were requested to submit their summarised hourly rates.

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7.2 WEIGHTAGE ON TECHNICAL AND FINANCIAL SUBMISSIONS

ITEM	BIDDER	TECHNICAL WEIGHT (70)	FINANCIAL WEIGHT (30)	TOTAL	RANK
1	Dube Banda Nzarayapenga and Partners	67.90	30	97.90	1
2	Mhishi Nkomo Legal Practice	67.90	27	94.90	2
3	Malinga and Mpofu Legal Practitioners	67.90	24	91.90	3
4	Coghlan Welsh and Guest	67.90	21	88.90	4
5	Honey & Blanckenberg Legal Practitioners	67.90	15	82.90	5
6	Maguchu and Muchada Business Attorneys	62.30	18	80.30	6
7	Wintertons Legal Practitioners	65.10	12	77.10	7
8	Mbidzo Muchadehama & Makoni	63.70	9	72.70	8
9	Mlotshwa Solicitors Legal Practitioners	67.90	3	70.90	9
10	Maposa Mahlangu Attorneys	62.30	6	68.30	10

RECOMMENDATIONS

The Evaluation Committee recommended that the Request for Proposals for the Provision of Legal Services; Procurement Reference Number: ACZ/0030/2025 be awarded as follows:

Lot	Location	Recommended Bidders
1	Harare and Kariba	Dube Banda Nzarayapenga & Partners; Mhishi Nkomo Legal Practice; Coghlan Welsh and Guest Legal Practitioners
2	Victoria Falls and Hwange	Malinga & Mpofu Legal Practitioners; Honey & Blanckenberg Legal Practitioners
3	Masvingo and Chiredzi	Maguchu and Muchada Business Attorneys; Wintertons Legal Practitioners
4	Bulawayo	Mbidzo Muchadehama & Makoni; Mlotshwa Solicitors Legal Practitioners

8.1 JUSTIFICATION

The recommended Bidders complied with all the requirements of the tender.

SIGNED BY:

1. Ms. R. Ndavambi  Chairperson
2. Mr. C. Nyoni  Member
3. Mrs. T. Mataruka  Member
4. Mr. S. Mupaya  Member

Date 23/06/25
Date 18/06/25
Date 19/06/25
Date 19/06/25



PMU REVIEW MEETING HELD ON 24 JUNE 2025

The Procurement Management Unit (PMU) received the Evaluation Report on 23 June 2025 and carried out the review of the Evaluation and Contract Management Committee's findings and recommendations on 24 June 2025.

BACKGROUND

The Airports Company of Zimbabwe (Private) Limited (ACZ) adopted a Competitive Bidding method for the **Request for Proposals for the Provision of Legal Services; Procurement Reference Number: ACZ/0030/2025**. The tender was advertised in the Government Gazette of 14 February 2025 and published on the electronic Government Procurement (e-GP) portal on 4 March 2025. The tender closed on 22 April 2025. 14 bids were received from the following Bidders:

1. Wintertons Legal Practitioners
2. Coghlan Welsh and Guest Legal Practitioners
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5. Chasi Maguwudze Legal Practice
6. Malinga and Mpofu Legal Practitioners
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8. Mlotshwa Solicitors Legal Practitioners
9. Maguchu and Muchada Business Attorneys
10. Mushoriwa Moyo Legal Practitioners
11. Mbidzo Muchadehama and Makoni Legal Practitioners
12. Honey and Blanckenberg Legal Practitioners
13. Mahembe Attorneys

14. Maposa Mahlangu Attorneys

In compliance with Section 27(1) and (2) of the Public Procurement and Disposal of Public Assets (PPDPA) Act, the ACZ detailed the requirements for the Request for Proposals through Procurement Reference Number ACZ/0030/2025.

The Bidders were notified in the bidding document that the evaluation of the proposals would be done in compliance with Section 4(1) of the PPDPA Act to ensure the achievement of transparency, fairness, honesty, competition among Bidders, fair and equitable treatment of all Bidders, promotion of integrity, achievement of environmental, social and economic requirements of the procurement law.

Bidders were also advised that if successful, they would be required to enter into a contract with ACZ which would conform to the requirements of Sections 78 to 89 of the PPDPA Act.

The PMU noted and made the following findings on the tender:

1. FINDINGS ON THE ELIGIBILITY AND QUALIFICATION CRITERIA

Out of the 14 Bidders who submitted their bids, 10 Bidders were compliant with Eligibility and Qualification Criteria stated in the bidding document as shown in the table:

No.	Evaluation Criteria	Winterlons Legal Practitioners	Coghlan Welsh and Guest	Makuwaza and Gwamanda Attorneys	Dube Banda Nzarayapenga and Partners	Chasi Maguwudze Legal Practice	Malinga and Mpofu Legal Practitioners	Mhishi Nkomo Legal Practice
a.	Documentation necessary to demonstrate eligibility in terms of Section 28 (1) of the Regulations							
	i.	Copy of Partnership Deed/ Agreement	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
	ii.	Valid National Social Security Authority Clearance Certificate	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
b.	Current copy of Tax Clearance Certificate as proof of compliance with Zimbabwe Revenue Authority		Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
c.	Submission of Detailed Company Profile		Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
d.	Submission of proof of registration with the Procurement Regulatory Authority of Zimbabwe (PRAZ)		Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
e.	A refundable bid security/bond of US\$500.00 in the format specified		Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
f.	Bid establishment fee of US\$200.00		Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
g.	Registration with Law Society of Zimbabwe		Compliant	Compliant	Compliant	Compliant	Not Compliant (NC ¹)	Compliant

No.	Evaluation Criteria	Wintertons Legal Practitioners	Coghlan Welsh and Guest	Makuwaza and Gwamanda Attorneys	Dube Banda Nzarayapenga and Partners	Chasi Maguwudze Legal Practice	Malinga and Mpofu Legal Practitioners	Mhishi Nkomo Legal Practice
h.	Not be insolvent, declaration to confirm whether the Bidder has or has no conflict of interest in relation to this procurement requirement and is not debarred from participation in public procurement (completion of Annexure "A", Declaration Form).	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
i.	Submission of a letter of good standing and registration certificate for the Legal Practitioners, from the Law Society of Zimbabwe	Compliant	Compliant	Compliant	Compliant	Not Compliant (NC ²)	Compliant	Compliant
j.	Bid Validity Period of 90 days	Compliant	Compliant	Not Compliant (NC ³)	Compliant	Not Compliant (NC ⁴)	Compliant	Compliant

No.	Evaluation Criteria	Winterons Legal Practitioners	Coghlan Welsh and Guest	Makuwaza and Gwamanda Attorneys	Dube Banda Nzarayapenga and Partners	Chasi Maguwudze Legal Practice	Malinga and Mpofu Legal Practitioners	Mhishi Nkomo Legal Practice
k.	Have at least three (3) letters of trade references from reputable institutions where similar services were provided within the past two (2) years; the trade reference letters shall be on clients' letterheads confirming that the consultant has performed relevant services (Provision of Legal Services) in the past	Compliant	Compliant	Compliant	Compliant	Not Compliant (NC ⁵)	Compliant	Compliant

FINDINGS ON THE ELIGIBILITY AND QUALIFICATION CRITERIA CONTINUED

No.	Evaluation Criteria	Mlotshwa Solicitors Legal Practitioners	Maguchu and Muchada Business Attorneys	Mushoriwa Moyo Legal Practitioners	Mbidzo Muchadehama And Makoni Legal Practitioners	Honey and Blanckenberg Legal Practitioners	Mahembe Attorneys	Maposa Mahlangu Attorneys
a.	Documentation necessary to demonstrate eligibility in terms of Section 28 (1) of the Regulations							
	i. Copy of CR14/CR6 form Partnership Deed	Compliant	Compliant	Compliant	Compliant	Compliant	Not Compliant (NC ⁶)	Compliant
	ii. Valid National Social Security Authority Certificate	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
b.	Current copy of Tax Clearance Certificate as proof of compliance with ZIMRA	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
c.	Submission of Detailed Company Profile	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
d.	Submission of proof of registration with the Procurement Regulatory Authority of Zimbabwe (PRAZ)	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
e.	A refundable bid security/bond of US\$500.00 in the format specified	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant

No.	Evaluation Criteria	Mlotshwa Solicitors Legal Practitioners	Maguchu and Muchada Business Attorneys	Mushoriwa Moyo Legal Practitioners	Mbidzo Muchadehama And Makoni Legal Practitioners	Honey and Blanckenberg Legal Practitioners	Mahembe Attorneys	Maposa Mahlangu Attorneys
f.	Bid establishment fee of US\$200.00	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
g.	Registration with Law Society of Zimbabwe	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
h.	Not be insolvent, declaration to confirm whether the Bidder has or has no conflict of interest in relation to this procurement requirement and is not debarred from participation in public procurement (completion of Annexure "A", Declaration Form).	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
i.	Submission of a letter of good standing and registration certificate for the Legal Practitioners, from the Law Society of Zimbabwe	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
j.	Bid Validity Period of 90 days.	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant

No.	Evaluation Criteria	Mlotshwa Solicitors Legal Practitioners	Maguchu and Muchada Business Attorneys	Mushoriwa Moyo Legal Practitioners	Mbidzo Muchadehama And Makoni Legal Practitioners	Honey and Blanckenberg Legal Practitioners	Mahembe Attorneys	Maposa Mahlangu Attorneys
k.	Have at least three (3) letters of trade references from reputable institutions where similar services were provided within the past two (2) years; the trade reference letters shall be on clients' letterheads confirming that the consultant has performed relevant services (Provision of Legal Services) in the past	Compliant	Compliant	Not compliant (NC ¹)	Compliant	Compliant	Compliant	Compliant

Key

NC¹ Chasi Maguwudze Legal Practice submitted a certificate from the Law Society of Zimbabwe dated 2022 instead of a current one thereby not complying with Section 1.4 of the bidding document.

NC² Chasi Maguwudze Legal Practice did not submit letters of good standing and practising certificates on individual partners thereby not complying with Section 1.4 of the bidding document.

NC³ Makuwaza and Gwamanda Attorneys did not state the bid validity period of 90 days thereby not complying with Section 1.4 of the bidding document.

- NC⁴** Chasi Maguwudze Legal Practice did not state the bid validity period of 90 days thereby not complying with Section 1.4 of the bidding document.
- NC⁵** Chasi Maguwudze Legal Practice provided only two (2) trade references instead of the required three (3) trade references thereby not complying with Section 1.4 of the bidding document.
- NC⁶** Mahembe Attorneys submitted a sole proprietorship instead of a partnership deed as required thereby not complying with Section 1.4 of the bidding document.
- NC⁷** Mushoriwa Moyo Legal Practitioners submitted one (1) current trade reference instead of the required three (3) trade references thereby not complying with Section 1.4 of the bidding document.

2. FINDINGS ON THE TECHNICAL EVALUATION

The minimum score for Bidders to proceed to the Financial Evaluation Criteria was 70 marks

The Evaluation and Contract Management Committee noted that the following 10 Bidders had Technical Scores above the required minimum of 70 % and all progressed to the Financial Evaluation:

- a) Wintertons Legal Practitioners
- b) Coghlan Welsh and Guest Legal Practitioners
- c) Dube Banda Nzarayapenga and Partners
- d) Malinga and Mpofu Legal Practitioners
- e) Mhishi Nkomo Legal Practice
- f) Mlotshwa Solicitors Legal Practitioners
- g) Maguchu and Muchada Business Attorneys
- h) Mbidzo Muchadehama and Makoni Legal Practitioners
- i) Honey and Blackenberg Legal Practitioners
- j) Maposa Mahlangu Attorneys

3. FINDINGS ON THE FINANCIAL EVALUATION

- The Evaluation and Contract Management Committee noted that all the Bidders were requested to submit their summarised hourly rates and be ranked in order of their financial proposals.
- The Bidders submitted their bids as follows:

ITEM	BIDDER	RATE PER HOUR (USD)	RANK
1	Wintertons Legal Practitioners	246.00	7
2	Coghlan Welsh and Guest Legal Practitioners	150.00	4
3	Dube Banda Nzarayapenga and Partners	103.50	1
4	Malinga and Mpofu Legal Practitioners	120.00	3
5	Mhishi Nkomo Legal Practice	115.00	2
6	Mlotshwa Solicitors Legal Practitioners	As per Law Society Tariffs	
7	Maguchu and Muchada Business Attorneys	201.25	5
8	Mbidzo Muchadehama and Makoni Legal Practitioners	260.00	8
9	Honey and Blackenberg Legal Practitioners	230.00	6
10	Maposa Mahlangu Attorneys	291.50	9

4. SUMMARY OF FINDINGS

WEIGHTAGE ON TECHNICAL AND FINANCIAL SUBMISSIONS

ITEM	BIDDER	TECHNICAL WEIGHT (70)	FINANCIAL WEIGHT (30)	TOTAL	RANK
1	Dube Banda Nzarayapenga and Partners	67.90	30	97.90	1
2	Mhishi Nkomo Legal Practice	67.90	27	94.90	2
3	Malinga and Mpofu Legal Practitioners	67.90	24	91.90	3
4	Coghlan Welsh and Guest Legal Practitioners	67.90	21	88.90	4
5	Honey and Blanckenberg Legal Practitioners	67.90	15	82.90	5
6	Maguchu and Muchada Business Attorneys	62.30	18	80.30	6
7	Wintertons Legal Practitioners	65.10	12	77.10	7
8	Mbidzo Muchadehama and Makoni Legal Practitioners	63.70	9	72.70	8
9	Mlotshwa Solicitors Legal Practitioners	67.90	3	70.90	9

nm
1/5m
or

ITEM	BIDDER	TECHNICAL WEIGHT (70)	FINANCIAL WEIGHT (30)	TOTAL	RANK
10	Maposa Mahlangu Attorneys	62.30	6	68.30	10

- The Evaluation and Contract Management Committee shortlisted the Bidders using the **Quality and Cost Based Selection (QCBS)** by ranking them in terms of weightage from their performance in the technical criteria out of 70% and their summary of hourly rates out of 30%.
- The Evaluation and Contract Management Committee recommended that the tender for the Request for **Provision of Legal Services; Procurement Reference Number: ACZ/0030/2025** be awarded as follows:

Lot	Location	Recommended Bidders
1	Harare and Kariba	<ul style="list-style-type: none"> ❖ Dube Banda Nzarayapenga and Partners ❖ Mhishi Nkomo Legal Practice ❖ Coghlan Welsh and Guest Legal Practitioners
2	Victoria Falls and Hwange	<ul style="list-style-type: none"> ❖ Malinga and Mpofu Legal Practitioners ❖ Honey and Blanckenberg Legal Practitioners
3	Masvingo and Chiredzi	<ul style="list-style-type: none"> ❖ Maguchu and Muchada Business Attorneys ❖ Wintertons Legal Practitioners
4	Bulawayo	<ul style="list-style-type: none"> ❖ Mbidzo Muchadehama and Makoni Legal Practitioners ❖ Mlotshwa Solicitors Legal Practitioners

5. JUSTIFICATION

The recommended Bidders complied with all the requirements of the tender.

6. PMU's COMMENTS ON THE EVALUATION AND CONTRACT MANAGEMENT COMMITTEE'S FINDINGS AND RECOMMENDATION

PMU noted and concurred with the findings made to award the following Bidders:


Lot	Location	Recommended Bidders
1	Harare and Kariba	<ul style="list-style-type: none"> ❖ Dube Banda Nzarayapenga and Partners ❖ Mhishi Nkomo Legal Practice ❖ Coghlan Welsh and Guest Legal Practitioners
2	Victoria Falls and Hwange	<ul style="list-style-type: none"> ❖ Malinga and Mpofu Legal Practitioners ❖ Honey and Blanckenberg Legal Practitioners
3	Masvingo and Chiredzi	<ul style="list-style-type: none"> ❖ Maguchu and Muchada Business Attorneys ❖ Wintertons Legal Practitioners
4	Bulawayo	<ul style="list-style-type: none"> ❖ Mbidzo Muchadehama and Makoni Legal Practitioners ❖ Mlotshwa Solicitors Legal Practitioners

7. PMU RECOMMENDATION

PMU recommends to the Accounting Officer (AO) to award the tender for the **Request for Provision of Legal Services; Procurement Reference Number: ACZ/0030/2025** to the above-mentioned Bidders.

Signed By:

1. S. N Chigodora


Procurement Officer

04/07/25
Date

2. T. G Majoni


Procurement Officer

04/07/25
Date

Recommended By:

1. D. Juma


Procurement Manager

04/07/2025
Date

2. N. S Mutsvangwa


Head PMU

04/07/2025
Date

Approved/ ~~Not~~ Approved:


T. Gusha
Chief Executive Officer

15/07/2025
Date