

EVALUATION REPORT AND RECOMMENDATIONS IN RESPECT OF TENDER NUMBER MOHACH/31/2025 FOR THE SUPPLY OF COURIER SERVICES: MINISTRY OF HOME AFFAIRS AND CULTURAL HERITAGE

Introduction

A request for quotation method of procurement was used according to Section 34 of the PPDPA Act. Two bidders responded to the tender.

Evaluation of bids

The Evaluation Committee performed the evaluation of bids submitted by the bidders for the supply of courier services for the Ministry of Home Affairs and Cultural Heritage in line with Section 50 of the PPDPA Act. The evaluation exercise was performed in three stages according to the methodology provided in the bidding document as follows;

- I. Preliminary Examination sought to confirm that all required documents were provided in order to confirm the eligibility of bidders as well as to confirm compliance of the bidders,
- II. Technical Evaluation sought to determine substantial responsiveness to the technical specifications,
- III. Financial Evaluation sought to determine the evaluated prices of bids and to determine the lowest evaluated bid.

Preliminary / mandatory requirements

Mandatory evaluation of bids was performed in order to determine compliance with the mandatory requirements and the evaluation committee made the following observations;

Key:

C-Compliance

NC-Non-compliance

Item	Description	Bidders' compliance	
1		Zee Trucking P/L	Affluens Dourado Group P/L
	Mandatory requirements	NC	C

- Affluens Dourado Group P/L complied with all the preliminary requirements as specified in the bid document.
- Zee Trucking P/L complied on certificate of incorporation and certificate of registration with PRAZ, but did not submit a valid tax clearance.

Technical evaluation

Technical evaluation of bids was performed in order to determine compliance with the technical specifications and the evaluation committee made the following observations;

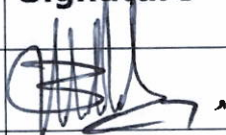
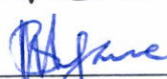


Item	Description	Bidders' compliance	
1		Zee Trucking P/L	Affluens Dourado Group P/L
	Courier packs, 1kg x 12	NC	NC

- All bidders did not comply with the specifications as specified in the bid document, therefore no bidder proceeded to the next stage of evaluation.

Recommendation

The committee is recommended a re-tender.

Evaluation committee

Name	Designation	Signature
B. Makunda (Chairperson)	B. Director ICT	
B. Musavengana	Accountant	
T. Mubaiwa	Procurement officer	
S. Chiweshe	LEGAL	
M. Jimu		