

TECHNICAL EVALUATION COMMITTEE MEETING MINUTES FOR TENDER MOK/RFP/01/2025 WITH TENDER ID 17380 FOR THE PROVISION OF ARCHITECTURAL BASED FEASIBILITY STUDY SERVICES HELD ON 07 MAY 2025 AT 1022 HOURS.

MEMBERS

Mr. T. J. Tetena.	Town Planner (Chairing).
Mr. C. Nyaude.	Assistant Director of Financial Services.
Mr. P. Makayi.	Administration Assistant.

EX OFFICIO MEMBERS

Ms. S. Mushayavanhu.	Procurement Officer.
Ms. S. Nyamarumbo.	Ass Procurement Officer(Minuting).
Mr. L. Hamandishe.	Procurement Assistant.

1.0 Opening Prayer

Ms. S. Mushayavanhu gave an opening prayer.

2.0 Apologies for Absence

Apologies for absence were tendered for Mrs. N. Mudzudza who was not feeling well.

3.0 Declaration of Conflict of Interest

No declarations were made.

4.0 Opening Remarks

The chairman welcomed the members to the meeting and he requested the procurement officer to give a background of the tender. The Procurement Officer reported that tender MOK/RFP/01/2025 for the provision of architectural based feasibility study was published in the government gazette as well as on the EGP platform on the 14th of March 2025. A compulsory site visit was held on the 25th of March 2025 at 1200 hours ta Mopane bay and the following 5 companies attended the meeting.

1. Studio Arts Inc
2. Chitsika Architect.
3. Metamophosig AIDPM.
4. Architrends Architectural Studio.
5. CNM YBJ Consulting Engineer

The tender closed on the 11th of April 2025 and bids were received and opened through the EGP system. 2(two) bidders namely Studio Five Architects and Studio Arts Incorporated responded to the tender invitation and their tender submissions were evaluated as shown below:

5.0 PRELIMINARY EVALUATION OF TENDER MOK/RFP/01/2025(TENDER ID NUMBER 17380)

Item No.	Name of Bidder	Copy of PRAZ registration in the appropriate category	Valid tax clearance certificate	Proof of registration with council of architects	Three signed trade reference letters for the provision of similar services	Financial capacity (3 months bank statement or letter of financial support	Site visit certificate	Valid NSSA	Technical submission sheet	Work plan showing inputs of key personnel	.summary of experience in similar works
1	Studio Five Architects	C	C	C	C	NC	NC	C	C	C	C
2	Studio Arts Incorporated	C	C	C	C	C	C	C	C	C	C

C - COMPLIANT
N/C - NOT COMPLIANT

NOTES

1) Studio Five Architects

-**Studio Five Architect** was compliant on other registrations and statutory requirements however they did not submit a site visit certificate and this was because they did not attend the compulsory site visit meeting as shown by the site visit register attached to this report. The bidder also failed to submit their bank statement or a proof of financial support instead they submitted a letter from CBZ confirming that the **Studio Five Architects** are an account holder at CBZ bank.

-The bidder submitted trade reference letters from Cell Insurance, Old Mutual and Banc ABC for the provision of architectural based feasibility study.

2) Studio Arts Incorporated

-The bidder submitted all the documents required on the preliminary evaluation stage.

-They submitted trade reference letters from Airports Companies of Zimbabwe, Chinhoyi University of Technology and Lupane State University which showed that they provided feasibility study services.

-They submitted 3(three) months' bank statement as required by the procuring entity and the statement showed sound cash flows.

-The company submitted proof of registration with the council of architects and the evaluation committee further verified that on the Council of Architects website.

6.0 EVALUATION COMMITTEE RECOMMENDATIONS ON PRELIMINARY EVALUATION

After having completed the preliminary evaluation, the committee made the following recommendations:

1. That Studio Five Architects be disqualified due to the following reasons:
 - i. They did not submit their site visit certificate (this is because they did not attend the compulsory site visit meeting as required.
 - ii. They did not submit their bank statement or proof of financial support.
2. That Studio Arts Incorporated proceed to technical evaluation stage since they passed the preliminary evaluation.

7.0 TECHNICAL EVALUATION

The evaluation committee proceeded to evaluate technical bids from Studio Arts Inc. Technical evaluation was based on the following predetermined criteria:

- i. Method statement.
- ii. CVs of key personnel.
- iii. Summary of experience in similar works.

I. METHODOLOGY FOR FEASIBILITY STUDY

The bidder proposed the following methodology:

Steps	Process Step	Narrative
1	1) Definition of Project the Scope and Objectives	Clearly outline the project's goals and objectives to ensure the study focuses on relevant areas.
2	Determine the scope of the study	Define and determine the specific aspects to be analysed (e.g., market, technical, financial, regulatory, etc).
3	Identify key stakeholders	• Identify who will be involved in the project and whose input is valuable. • Who are the private and public stakeholders? • Who has an interest in the project? • Who can make or break the proposed project? • Who will be relevant for the conducting of thorough research and data collection
4	Data and Information gathering	Desk studies, market research, industry analysis, outline environmental impact assessment, use of internal data (client and consultant resources).
5	Evaluate the Market feasibility	Analyse market trends and customer needs to assess demand for the proposed product or service (the project in its component parts or in its entirety).
6	Evaluate the technical feasibility	Outline designs (infrastructure, services and buildings), resources, infrastructure, and expertise

7	Assess the financial viability	Projected costs, revenues, profitability and viability
8	Review legal and regulatory requirements	Analysing and evaluating requirements/factors that may affect project implementation and success; impacts
9	Analyse the collected data and information	Identify potential strengths, weaknesses, opportunities, and threats (S.W.O.T Analysis)
10	Project Risk Analysis	Clearly communicate the potential risks and benefits of the project to stakeholders.
11	Evaluate the project's potential for success	Based on the analysis of various factors
12	Develop alternative scenarios and contingency plans	To address potential risks and challenges.
13	Analysis	Organize and present the findings in a clear and concise manner, using tables, charts, and graphs where appropriate
14	Provide recommendations	Based on the analysis, including whether to proceed with the project, and if so, with what modifications.
15	Preparing and Presenting the Feasibility Study Report	

Kariba Mopani Bay Feasibility Study Work Plan

- a) The Lead Consultant shall be Studio Arts Inc. (SAI)
- b) The Lead Consultant shall co-opt and work with relevant professional sub consultants with specific skills as and when required.
- c) The feasibility study project is projected to take a minimum of 4 calendar months and a maximum of 6 No calendar months to complete.
- d) Some activities shall happen simultaneously or in tandem, one with the other.
- e) The speed of implementation of the project from inception shall be determined by various factors including the decision making by MOK and the rate of project payments to the consultant to allow it to complete the project without undue hindrance.

Presented below is an indicative work plan showing processes, actors and indicative timelines.

Process Step	Responsibility	Indicative Timeline
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Appointment of Consultants	Municipality of Kariba (MOK)	Day 1
Definition of Project the Scope and Objectives	• SAI • TNZunzanyika (QS) • T.M.Juru Land Surveyor • ProStruct Consulting Engineers • Green Resources (EIA)	Month 1
Determine the scope of the study	SAI	Month 1
Identify key stakeholders	SAI	Month 1 - 2
Data and Information gathering	SAI & its sub-consultants • Engineers • Quantity Surveyor • Environment Management Specialist • Property Development Analysts • Economic consultants • Data analysts	Month 2 - 4
Evaluate the Market feasibility	• SAI • TNZunzanyika (QS)	Month 2-4

Evaluate the technical feasibility	• SAI • TNZunzanyika (QS) • T.M.Juru Land Surveyor • ProStruct Consulting Engineers • Green Resources (EIA)	Month 2-4
Assess the financial viability	• SAI • TNZunzanyika (QS)	Month 2-4
Review legal and regulatory requirements	• SAI • TNZunzanyika (QS)	Month 2-4
Analyse the collected data and information	• SAI • TNZunzanyika (QS) • T.M.Juru Land Surveyor • ProStruct Consulting Engineers • Green Resources (EIA)	Month 2- 5
Project Risk Analysis	• SAI • TNZunzanyika (QS)	Month 2- 5
Evaluate the project's potential for success	• SAI • TNZunzanyika (QS)	Month 2- 5

Analysis	• SAI • TNZunzanyika (QS) • T.M.Juru Land Surveyor • ProStruct Consulting Engineers • Green Resources (EIA)	Month 4 - 6
Provide recommendations	• SAI • TNZunzanyika (QS)	Month 5 - 6
Preparing and Presenting the Feasibility Study Report	• SAI • TNZunzanyika (QS)	Month 6

Expected Outcomes from the Feasibility Study Process

- A detailed Feasibility study report covering all aspects relating to the feasibility of the proposed project
- Presentation of study findings to Municipality of Kariba
- Debate by Council of the study findings
- Adoption by Council of the feasibility study report

The decision on the subsequent implementation of the project shall rest with the Municipality of Kariba.

2) SUMMARY OF EXPERIENCE IN SIMILAR WORKS

The bidder submitted a summary of similar works done by their company as shown in the table below:

Project	Location	Client	Date	Remarks
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Student accommodation	Chinhoyi	Mining industry pension funds	Currently	Feasibility study resulted in project go ahead Construction currently at 60%
Victoria falls international airport	Victoria falls	Airports company of Zimbabwe	2016	Feasibility study with other consultants resulted in project go ahead construction completed
Lupane state university students accommodation	Lupine	Government of Zimbabwe and Lupane state university	2023	Up to feasibility stage Awaiting clients go ahead to go to the next stage
RGM international airport	Harare	Airports company of Zimbabwe	2016	Feasibility study with other consultants resulted in project go ahead construction completed.

3) CVs OF KEY PERSONNEL

The bidder submitted CVs of the following key personnel.

1) **Title:** Senior Architect Team Leader

Name: Tsitsi Enyonom Dzvikamanja

Educational and professional Qualifications

- Bachelor of Architecture Honours (University of Cape Town, South Africa, 2001)
- Bachelor of Architectural Studies (University of Cape Town, South Africa, 1998)
- Full Member Institute of Architects of Zimbabwe (MIAZ)
- Full Member Architects' Council of Zimbabwe (ACZ)

- **Current President of the Institute of Architects of Zimbabwe (IAZ)**
- Board Member of the Zimbabwe Construction Industry Association (ZCIA), Communication and Marketing Chairman
- Trustee Zimbabwe Built Environment Trust (ZBET) Women's University in Africa Council Member (WUA), Building Committee Chairman
- External Examiner for the Bachelor of Architectural Studies (BAS), National University of Science and Technology (NUST), Bulawayo, Zimbabwe.
- Proficient in AutoCAD and Microsoft Office.

2) **Title:** Senior Architect

Name: Sanja Micic-Rajkovic

Educational and professional Qualifications

- Bachelor of Architecture Honours (University of Sarajevo, Bosnia and Herzegovina, 1985)
- Full Member Association of Architects Bosnia and Herzegovina (MAABH)
- Full Member Association of Architects Sarajevo (MUAS)
- Full Member Institute of Architects of Zimbabwe (MIAZ)
- Full Member Architects' Council of Zimbabwe (ACZ).

3) **Title:** Senior Architect

Name: Simbarashe Mambanda

Educational and professional qualifications

- Bachelor of Architecture Honours (National University of Science and Technology, Zimbabwe, 2013)
- Bachelor of Architectural Studies (National University of Science and Technology, Zimbabwe, 2009)
- Full Member Institute of Architects of Zimbabwe (MIAZ)
- Full Member Architects' Council of Zimbabwe (ACZ)
- Proficient in ArchiCAD, Lumion, Photoshop and Microsoft Office

4) **Title:** Architect

Name: Pemberai Dembetembe

Educational and professional qualifications

- Bach. of Architectural Studies, BAS (Hons) - University of Cape Town
- Master of Architecture, M. Arch (Prof) - University of Cape Town
- B Project Management Foundations- University of Cape Town
- Registered with the South African Council for the Architectural Profession (SACAP) as PR Arch Employment record:

8.0 **Technical Scoring by the Evaluation Committee Members**

After analysing the bidder's methodology, CVs of key personnel and summary of similar works done, the evaluation members scored as shown in the table below:

Criteria Name	Mr Nyaude	Mr Makayi	Mr Tetena
Method Statement	50	50	50
CVs of Key Personnel	30	30	30
Summary of Experience In Similar Works	10	15	15
Total	90	95	95

Average score for technical criteria = 93.3

Notes

The minimum Technical score to pass on the technical evaluation stage was 70 marks and the **Studio Arts Inc** scored 93.3 marks.

9.0 **RECOMMENDATIONS**

The evaluation committee recommended that **Studio Arts Inc** proceed to the financial evaluation stage since they had surpassed the minimum technical score.

10.0 Closing Remarks

The chairperson thanked the members for their contributions. Mr. Hamandishe gave a closing prayer and the meeting ended at 1210 hours.

Confirmation of Minutes

Chairperson.....TETENA TAPIWA J..... Signature.......... Date.....09/05/2025

