

**EVALUATION REPORT AND RECOMMENDATIONS IN RESPECT OF
TENDER NUMBER NAZ/30/2025 FOR HIRING OF TRANSLATION
EQUIPMENT USING REQUEST FOR QUOTATION METHOD: MINISTRY
OF HOME AFFAIRS AND CULTURAL HERITAGE**

Evaluation Committee Members

Name	Designation
K.TONHODZAI	D/ Director NAZ
L. MAKARIMAI	Accountant
P. MUTUMHE	Chief Archivist
P.TACHIONA	Legal Officer
	Member
	Member
	Member
	Chairperson

In attendance were:

Name	Designation
Tashinga Mutanga	Procurement Officer

1.0 Introduction

A request for quotation method of procurement was used according to Section 34 of the Public Procurement and Disposal of Public Assets Act [Chapter 22:23]. The tender was flighted on 10 March 2025, and closed on 17 March, 2025. One (01) bidder responded to the tender.

1.1 Evaluation of Bids

The Evaluation Committee performed the evaluation of bids submitted by one (01) bidder for hiring of translation equipment for the Ersabica Conference. The evaluation exercise was performed in two stages according to the methodology provided in Electronic Government Procurement Systems as follows;

- I. Mandatory Eligibility Evaluation sought to confirm that all required documents were provided in order to confirm the compliance of the bidders,
- II. Technical Evaluation sought to determine substantial responsiveness to the technical specifications.

2.0 Mandatory Requirements

Key:

C-Compliance

NC-Non-compliance

Item	Description	
1	ELIGIBILITY	C
	Conference P/L	
	Bidder's compliance	

Conference P/L complied with all the mandatory specifications, therefore proceeded to the next stage of evaluation.

3.0 Technical evaluation

Item	Description	
1	Technical	NC
	Conference P/L	
	Bidder's compliance	

Conference P/L did not comply with the technical specifications, therefore did not proceed to the next stage. Uploaded the price instead of specification.

4.0 Recommendations

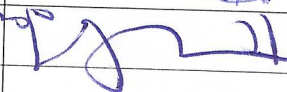
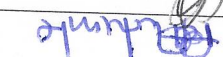
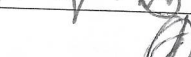
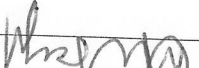
The committee is recommending that;

- Conference P/L cannot proceed to financial evaluation and be rejected as it failed to give a conforming specification to the requirement.

The committee reached the above recommendations because of the following observations:

- Conference P/L did not comply on technical specifications. Instead of specifying the requirement he gave us the price.

8.0 Evaluation Committee

Name	Designation	Signature	Date
K.TONHODZAI	D/ Director NAZ		26/3/25
L. MAKARIMAI	Accountant		26/3/25
P. MUTUMHE	Chief Archivist		26/03/25
P. TACHIONA	Legal Officer		26/03/25
T. Mutanga	Procurement Officer		26/3/25