

**EVALUTION REPORT: FRAMEWORK AGREEMENT FOR STATIONERY PROCUREMENT REFERENCE  
NUMBER: AGO03/FRAM/2025**

The Evaluation of Tender conducted on Electronic Government Procurement (EGP) System.

The composition of the Evaluation Committee was as follows:

**Chairperson:** T. Zimbande (Administration Officer)

**Committees Members:** F. Mushonga (Administration officer)  
R. Mukaronda (Legal)  
T. Mudzingwa (Accountant)

**In attendance** G. Zangira (Procurement Officer)

**PROCEEDINGS**

The Chairperson welcomed all members and requested that Miss Zangira to briefly explain what the evaluation committee was gathered to do as per Public Procurement Disposal of Public Assets Section 18(4) a-d.

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**PROCEEDINGS**

Two Companies were compliant after evaluation to the tender for the procurement of Stationery AGO03/FRAM/2025 namely:

No.	Company name	Remarks
1	LOTUS STATIONERY MANUFACTURES (Pvt) Ltd	Bid Received
2	PRINTFLOW	Bid Received

**Eligibility Evaluation:**

Mandatory documents in terms of section 28(1) of the regulations to confirm eligibility of bidders:

Item	Item Description	LOTUS STATIONERY MANUFACTURES	PRINTFLOW
1	PRAZ Registration	Compliant	Compliant
2	Bid securing declaration	Compliant	Compliant
3	CR14/CR6	Compliant	Compliant
4	Certificate of incorporation	Compliant	Compliant
5	Valid tax clearance certificate	Compliant	Compliant
6	Company Profile	Compliant	Compliant
7	Legal letter for declaration of insolvents	Compliant	Compliant

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8	Letter of bid-bidding forms (section 3)	Compliant	Compliant
9	Price schedule	Compliant	Compliant
	<b>OVERALL DECISION</b>	<b>Compliant</b>	<b>Compliant</b>

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**TECHNICAL SPECIFICATION AND COMPLIANCE SHEET**

a) Item No	b) Item description and full technical Specification required (including applicable standards)	Lotus Stationery Manufactures	Printflow
1	Blue Pens Ever sharp	compliant	compliant
2	Black Pens Ever sharp	compliant	compliant
3	Red Pens Ever sharp	compliant	compliant
4	Paper Clips	compliant	compliant
5	Envelops A3	compliant	compliant
6	Envelopes A4	compliant	compliant
7	Envelopes A5	compliant	compliant
8	Scissors	compliant	compliant
9	Carbon paper Peacock	compliant	compliant
10	Bench paper (merit)	compliant	compliant
11	Box Files	compliant	compliant
12	Flat files (government files)	compliant	compliant
13	Flat files (coloured files)	compliant	compliant
14	Desk Calculator	compliant	No bid
15	Bond paper Typek	compliant	compliant
16	Staple remover	compliant	No bid
17	Staple pins standard	compliant	compliant
18	Heavy duty staple pins	compliant	compliant
19	Stapler standard	compliant	compliant
20	Puncher	compliant	compliant
21	Heavy duty puncher	compliant	compliant
22	Heavy duty staplers	compliant	compliant
23	Rulers	compliant	compliant
24	Issue voucher books	compliant	compliant

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25	Counter books 1 quire	compliant	compliant
26	Clear Binding covers A4	compliant	No bid
27	Back binding covers A4	compliant	No bid
28	Binding rings 5mm	compliant	No bid
29	Binding rings 5mm	compliant	No bid
30	Binding rings 10mm	compliant	No bid
31	Binding rings 20mm	compliant	No bid
32	Binding rings 24mm	compliant	No bid
33	Binding rings 30mm	compliant	No bid
34	Archival boxes	compliant	No bid
35	Presidential blue bond	compliant	No bid

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**FINANCIAL EVALUATION**

				Lotus Stationery Manufactures		Printflow	
Item No	Lot Description	Quantity	UOM	Unit Price	Total Rate	Unit Price	Total Rate
1	Blue Pens Ever sharp	4000	Each	0.15	600.00	0.15	600.00
2	Black Pens Ever sharp	4000	Each	0.15	600.00	0.15	600.00
3	Red Pens Ever sharp	4000	Each	0.15	600.00	0.15	600.00
4	Paper Clips	300	Boxes	0.46	138.00	1.05	315.00
5	Envelops A3	12000	Each	0.172	516.00	0.25	750.00
6	Envelopes A4	12000	Each	0.095	1,140.00	0.09	1,080.00
7	Envelopes A5	12000	Each	0.06	720.00	3,350.09	1,080.00
8	Scissors	90	Each	1.71	153.90	1.50	135.00
9	Carbon paper Peacock	60	Each	4.20	252.00	3.35	201.00
10	Bench paper (merit)	500	Ream	6.00	3,000.00	8.00	4,000.00
11	Box Files	1000	Each	1.65	1,650.00	2.00	2,000.00
12	Flat files (government files)	15000	Each	0.42	6,300.00	0.50	7,500.00
13	Flat files (coloured files)	15000	Each	0.42	6,300.00	0.50	7,500.00
14	Desk Calculator	90	Each	17.10	1,539.00	0	0
15	Bond paper Typek	2000	Ream	5.40	10,800.00	7.80	15,600.00
16	Staple remover	100	Each	0.98	980.00	0	0
17	Staple pins standard	150	Boxes	1.13	169.50	1.57	235.50
18	Heavy duty staple pins	150	Boxes	1.51	226.50	2.60	390.00
19	Stapler standard	300	Each	3.00	900.00	4.50	1,350.00
20	Puncher	300	Each	3.80	1,140	5.00	1,500.00

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21	Heavy duty puncher	40	Each	29.41	1,176.40	35,30	1,412.00
22	Heavy duty staplers	40	Each	25.70	1,028.00	30.00	1,200.00
23	Rulers	500	Each	0.15	60.00	0.45	90.00
24	Issue voucher books	50	Each	0	0	0	0
25	Counter books 1 quire	400	Each	0.71	284.00	1.00	400.00
26	Clear Binding covers A4	4000	Each	0.15	600.00	0	0
27	Back binding covers A4	4000	Each	0.19	760.00	0	0
28	Binding rings 5mm	4000	Each	0.06	240.00	0	0
29	Binding rings 10mm	4000	Each	0.08	320.00	0	0
30	Binding rings 20mm	4000	Each	0.25	1,000.00	0	0
31	Binding rings 24mm	4000	Each	0.38	1,520.00	0	0
32	Binding rings 30mm	4000	Each	0.44	1,760.00	0	0
33	Binding rings 51mm	4000	Each	0	0	0	0
34	Archival boxes	2000	Each	1.30	2,600.00	0	0
35	Presidential blue bond	50	Ream	12.14	607.00	0	0

**Recommended for Award**

The Evaluation Committee recommends for inclusion in the Framework Agreement for two contractors (Lotus Stationery Manufactures and Printflow) for a period not exceeding three years in line with Section 11(3) of the (General) Regulations.

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**EVALUATION COMMITTEE MEMBERS**

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T. Zimbande

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F. Mushonga

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R. Mukaronda

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T. Mudzingwa

23/05/2025  
.....  
Date

23/05/2025  
.....  
Date

23/05/2025  
.....  
Date

.....  
Date

Recommended /Not Recommended

G. Chitaka  
.....

30/05/2025  
.....  
Date

G. Chitaka  
Procurement Manager

Approved/ Not Approved

22/06/2025  
.....  
Date

J. Gandiwa  
Executive Secretary

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