

TENDER EVALUATION MINUTES FOR THE PROCUREMENT OF CONSULTANCY - JOB EVALUATION (REQUEST FOR PROPOSALS)

PROCUREMENT REFERENCE NO: MM/JEN /03/25

TIME: 10:00 am

DATE: 22/05/2025

VENUE: PMU OFFICES

PRESENT

MR MHUKAYESANGO

MR MIRONGA

MR MAKOROKOTO

MR MUNYEBVU

MR SVOSVAI

MR ZVITIKI

PMU MEMBERS

PURPOSE OF THE MEETING

Tender evaluation meeting for the procurement of consultancy services- job evaluation (request for proposals).

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WELCOME REMARKS

The procurement manager welcomed everyone who was present and highlighted that, the purpose of the meeting was for tender evaluation meeting for the tender for the procurement of consultancy services- job evaluation (request for proposals).

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PROCEEDINGS

8.bidders responded to the tender for the procurement of consultancy services- job evaluation (request for proposals.

Record of Bids as read out on the tender opening date for each lot participated

NAME OF COMPANY	BID TECHNICAL/ PROPOSAL SUBMISSION SHEET	CERTIFICATE OF INCORPORATION	CERTIFICATE OF REGISTRATION	2025 TAX CLEARANCE CERTIFICATE	CR14/ CR6	BID VALIDITY- 60DAYS	2025 VALID PRAZ	VALID 2025 NSSA CERTIFICATE
HIGHPOST CONSULTANTS PRIVATE LIMITED	C	C	C	C	C	C	C	C
PRECISE MANAGEMENT AND RESEARCH CONSULTANCY	C	C	C	C	C	C	C	C
GENESIS GLOBAL FINANCE P/L	C	C	C	C	C	C	C	C
FITYOUNG MARKETING PVT LTD	C	C	C	C	C	C	C	C

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ADNII T/A PROSERVE	C	C	C	C	C	C	C	C	C
HEADHUNTERS INCORPORATION	C	C	C	C	C	C	C	C	C
QUADP CONSULTANTS P/L	C	C	C	C	C	C	C	C	C
GLOBALTECH INVESTMENTS	C	C	C	C	C	C	C	C	C

NAME OF COMPANY	COMPANY PROFILE	TRADE REFERENCES	METHODOLOGY	KEY PERSONAL DETAILS	CV	TRANSFER OF KNOWLEDGE	WORK PLAN
HIGHPOST CONSULTANTS PRIVATE LIMITED	C	C	C	C	C	C	C
PRECISE MANAGEMENT AND RESEARCH CONSULTANCY	C	C	C	C	C	C	C
GENESIS GLOBAL FINANCE P/L	C	C	C	C	C	C	C
FITYOUNG MARKETING PVT LTD	C	C	C	C	C	C	C

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ADNIU T/A PROSERVE	C	C	C	C	C	C	X	C
HEADHUNTERS INCORPORATION	C	C	C	C	C	C	C	C
QUADP CONSULTANTS P/L	C	C	C	C	C	C	C	C
GLOBALTECH INVESTMENTS	C	C	C	C	C	C	C	C

KEY

C- Compliant

X- not compliant

Recommendations

The evaluation committee recommends all the above bidders to proceed to the next stage since they are all compliant on all eligibility requirements.

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SECTION B : TECHNICAL EVALUATION

EVALUATION CRITERIA	HPC	PRECISE MANAGEMENT	GENESIS GLOBAL	FIT YOUNG	PROSERVE	HEAD HUNTERS	QUADP	GLOBAL TECH
Methodology and work plan proposed (25)	25	25	25	25	20	15	25	25
<ul style="list-style-type: none"> Methodology-15 Workplan-10 	<ul style="list-style-type: none"> 15 10 	<ul style="list-style-type: none"> 15 10 	<ul style="list-style-type: none"> 15 10 	<ul style="list-style-type: none"> 15 10 	<ul style="list-style-type: none"> 15 5 	<ul style="list-style-type: none"> 5 10 	<ul style="list-style-type: none"> 15 10 	<ul style="list-style-type: none"> 15 10
Key personnel- team leader(20)	5	15	15	15	10	20	10	15
<ul style="list-style-type: none"> Qualifications and Certificates 								
Team leader specific experience in years	10	8	8	10	10	10	10	10
Key personnel- other 2 team members (20)	20	15	17	20	15	15	10	15
<ul style="list-style-type: none"> Qualifications and CVs 								
Transfer of knowledge (10)	10	8	10	5	0	6	10	6
Profile of 3 previous similar work done and completed	15	0	15	15	15	15	15	15
Point score /100	85 points	71 points	90 points	90 points	70 points	81 points	85 points	86 points
Percentage score /80%	68%	56.8%	72%	72%	56%	64.8%	68%	68.8%

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KEY FOR POINT SCORING

1. METHODOLOGY -15 points

- Attached document- 15 points
- No attached document- 0 points

2. WORKPLAN –

- If 60 days – 10 points
- If 90 days – 5 points
- If 120 days- 1 point

3. KEY PERSONNEL FOR TEAM –

- If you have a PHD- 20 points
- If you have a masters- 15 points
- If you have a degree- 10 points
- If you have a diploma- 5 points

4. TEAM LEADER EXPERIENCE LEVEL IN YEARS–

- If you have other low level education certificates apart from the mentioned above- 1 point
- 20 and above – 10 points
- 15 years and above but below 20 years- 8 points
- 10 years and above but below 15 years -6 points
- 5 years and above but below 10 years – 4 points
- Less than 3 years- 2 points

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5. KEY PERSONNEL FOR OTHER 2 TEAM MEMBERS-

- If you have a masters- 20 points
- If you have a degree- 15 points
- If you have a diploma- 10 points
- If you have other low level education certificates apart from the mentioned above- 5 points

6. Transfer of knowledge document -

- Attached document- 10 points
- No attached document- 0 points

7. PROFILE OF 3 REFERENCE LETTERS-

- Attached letters- 15 points

Minutes certified correct by
Chairman W. M. Mukayesang signature [Signature] on the 22 day of May 2025
(Name)

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