

MINUTES OF PROCUREMENT EVALUATION COMMITTEE MEETING HELD ONLINE FOR THE SUPPLY AND DELIVERY OF STATIONERY UNDER FRAMEWORK AGREEMENT MOSAD/FRA/02/2025

Venue : E-Government Procurement

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1 Members Present

Mr T Mariwo	PE Chairperson
Mrs C. Chiwawa	PE Evaluation Members
Mr D Kararira	PE Evaluation Members
Mr A Kurisa	PE Evaluation Members
Mr A Mwateni	PMU Advisor/Minuting

2 Welcome Remarks

- The Chairperson, Mr T Mariwo welcomed all members present and highlighted on the background of the tender.
- The tender was advertised on the 11th of April 2025 in the Government Gazette, advertised on newspaper on 16 of April 2025 and was uploaded and published on the EGP System.

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1. Background

The Chairperson informed the members regarding the background of the procurement, as follows:

1.1 Internal Administration

The department of Administration raised a requisition for supply and delivery of stationery.

- **3.2 The Procurement Process**

- **3.2.1 Approaching the Market**

The Accounting officer invited an offer from all eligible service providers in terms of Section 31(1)a of the Public Procurement and Disposal of Public Assets Act Chapter 22.33 and Section 18 of the Public Procurement and Disposal of Public Assets (General) Regulation, 2018 through the e-Government procurement system(eGP)

- **3.2.2 Bids Examination**

There were neither arithmetical errors nor missing historical documents; hence no need to seek further clarity and documentation in terms of Section 47 and 48 of the Public Procurement and Disposal of Public Assets Act Chapter 22.33

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2. Evaluation process

Bid evaluated were received from

- Printflow Pvt Ltd
- First Pack Marketing

4.1. Conflict of interests

- The Chairperson asked if there was any member who had conflicting interests regarding the bidding process. The members responded that they had no conflicting interests.

4.2. Commercial and Technical Evaluation

Evaluation Criteria

- Compliant
- Non-Compliant

No.	EVALUATION CRITERIA	Printflow Pvt Ltd	First Pack Marketing
1.	CR 14	Compliant	Compliant

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2.	CR6	Compliant	Compliant
3.	CR5	Compliant	Compliant
4.	Certificate of Incorporation	Compliant	Compliant
5.	Valid Tax Clearance certificate	Compliant	Compliant
6.	Certificate of Conformation	Compliant	Compliant
7.	Price Bid from PR	Compliant	Compliant
8.	Bill of Quantities	Compliant	Compliant
9.	Comply to zwg payment	Compliant	Compliant
10.	Bid submission sheet	Compliant	Compliant
11.	Company profile	Compliant	Compliant

- The Evaluation Committee resolved that the bidders were commercially compliant.

4.3. Financial Evaluation

NB: The Financial evaluation was done in usd and payment will be in zwg at the prevailing interbank rate

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Printflow Pvt Ltd	First Pack Marketing

4.4. Technical Evaluation

Item description	Printflow Pvt Ltd	First Pack Marketing
Supply and delivery of office stationery	compliant	compliant

- The Evaluation Committee agreed that **Printflow Pvt Ltd and First Pack Marketing** was technically compliant for the supply and delivery of stationery under framework agreement.

4.5. Recommendations

- The Evaluation Committee is therefore recommending that **Printflow Pvt Ltd and First Pack Marketing** awarded the Contract for the supply and delivery of stationery in terms of Section 31(1)a of the Public Procurement and Disposal of Public Assets Act Chapter 22.33 and Section 18 of the Public Procurement and Disposal of Public Assets (General) Regulation, 2018 under framework agreement.

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Endorsement of minutes

(Chairing) 

Date 02/06/2025

(Member) 

Date 02/06/2025

(Member) 

Date 02/06/2025

(Member) 

Date 02/06/2025

(Advisory) 

Date 02/06/2025