

**CHIKOMBA RURAL DISTRICT COUNCIL**

**TENDER EVALUATION MINUTES: 2 August 2024**

**CRDC/ADMIN/01/2024 – SUPPLY AND DELIVERY OF BRAND-NEW MOTORBIKES**

**VENUE: PROCUREMENT OFFICE**

**TIME: 1000HOURS –1105HOURS**

**PRESENT:** H. Mupamhadzi E.O Finance (Chairing) (M)  
P. Madziwanzira Procurement Officer (M)  
S. Machinga Engineer (M)  
S. Hokonya E.O HR & Admin (F)  
O. Tshuma Procurement intern (Minuting) (M)

**GENDER DISAGGREGATED DATA: KEY F (Female) M (Male)**

For the Evaluation meeting for tender CRDC/ADMIN/01/2024. Supply and delivery of brand-new motorbikes was held on the 2<sup>nd</sup> of August 2024, 4 M and 1 F were present.

**DECLARATION OF INTEREST**

All the members declared that they had no personal interests in the tender at hand. The chairperson welcomed all members present and read out the tender for evaluation.

**PROCEDURE**

Bids were evaluated using the following methodology:

1. **Preliminary examination** to confirm that all documents required have been provided, to confirm the eligibility of Bidders in terms of section 28(1) of the Regulation, and to confirm that the Bid is administratively compliant in terms of section 28(2) of the Regulation.
2. **Technical evaluation** to determine their substantial responsiveness to the specifications in the Statement of Requirements;
3. **Financial evaluation** and comparison to determine the evaluated price of Bids and to determine the lowest evaluated Bid

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**CONFIRMATION**

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Date

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**Preliminary examination**

| <b>Requirements</b>   | <b>LIFESTYLE MOTORS</b>   | <b>EUROSTAR ELECTRIC CO.</b>                    | <b>SPEED BIKES PVT LTD</b>        | <b>MANICA BIKES PVT LTD</b>           | <b>RGR AGRI SOLUTIONS PVT LTD</b>        |
|---|---|---|-----------------------------------|---------------------------------------|--|
| The bid form was submitted correctly  | Yes   | Yes   | Yes                               | No                                    | Yes                                      |
| Required Price Schedules submitted in the correct format?   | Yes   | Yes   | Yes                               | Yes                                   | Yes                                      |
| The bid was correctly signed and authorized   | Yes   | Yes   | Yes                               | Yes                                   | Yes                                      |
| Correct number of copies of bids submitted (1 soft copy)  | Yes   | Yes   | Yes                               | Yes                                   | Yes                                      |
| Bid valid for at least the required period (30 days)  | Yes   | Yes   | Yes                               | yes                                   | Yes                                      |
| List of Directors (CR14 Form)   | Harrison Dean Michael, Harrison Brett Charles, and Harrison Shirley | Zhao Xiaobing, and Shi Haiyan                   | Jonathan Penda and Vuyisile Penda | Denias Kagande, and Makanyara Kagande | Ryan Berry, and Timothy Richards linnell |
| Bidder has no conflict of interest?   | Yes   | Yes   | Yes                               | Yes                                   | Yes                                      |
| Business Physical Address (CR6 Form)  | Yes   | Yes   | Yes                               | Yes                                   | Yes                                      |
| Proof of Supplier Registration with the Procurement Regulatory Authority of Zimbabwe (PRAZ)                                       | Yes   | Yes   | Yes                               | Yes                                   | Yes                                      |
| PRAZ category “New Light Motor vehicle”   | Yes   | Yes   | Yes                               | Yes                                   | Yes                                      |
| Bidder has not been debarred by the Authority   | Yes   | Yes   | Yes                               | Yes                                   | Yes                                      |
| Acceptable bid security submitted with a bid? i.e. correct form and amount, from an acceptable institution and valid for at least | Yes   | No (submitted bid bond instead of bid security) | Yes                               | Yes                                   | Yes                                      |

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| <b>Requirements</b>  | <b>LIFESTYLE MOTORS</b> | <b>EUROSTAR ELECTRIC CO.</b> | <b>SPEED BIKES PVT LTD</b> | <b>MANICA BIKES PVT LTD</b> | <b>RGR AGRI SOLUTIONS PVT LTD</b> |
|--|-------------------------|------------------------------|----------------------------|-----------------------------|-----------------------------------|
| the period required  |                         |                              |                            |                             |                                   |
| Valid Tax Certificate or proof of tax registration with the Zimbabwe Revenue Authority (ZIMRA) | Yes                     | Yes                          | Yes                        | Yes                         | Yes                               |
| Social Security Contributions Clearance from National Social Security Authority (NSSA).        | Yes                     | Yes                          | Yes                        | Yes                         | Expired                           |
| Company profile with 3 traceable trade references  | Yes                     | Yes                          | Yes                        | Yes                         | yes                               |

**Preliminary examination findings**

- The CR14 indicated that there was no common directorship, hence no conflict of interest.
- Three bidders were compliant on the preliminary examination.

**Preliminary examination recommendations**

- Two bidders were disqualified namely Eurostar Electric and RGR Agri Solutions because they failed to meet the mandatory requirements.
- The committee agreed to proceed to the next level with only three participating bidders namely Lifestyle, Manica Bikes, and Speed Bikes.

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**Technical evaluation**

| Requirements                     | LIFESTYLE MOTORS | SPEED BIKES PVT LTD | MANICA BIKES PVT LTD |
|----------------------------------|------------------|---------------------|----------------------|
| Engine: four-stroke air-cooler   | Yes              | Yes                 | Yes                  |
| Fuel: petrol                     | Yes              | Yes                 | Yes                  |
| Fuel Tank capacity: 12 litres    | Yes              | No                  | Yes                  |
| Displacement; 150cc              | Yes              | Yes                 | Yes                  |
| Double shock off-road            | No               | Yes                 | Yes                  |
| Ground clearance:290mm           | Yes              | No                  | Yes                  |
| Start model electric/kick        | Yes              | Yes                 | Yes                  |
| Transmisission:5 speed           | Yes              | Yes                 | Yes                  |
| Max power output;8/8500          | Yes              | Yes                 | Yes                  |
| Max torque:9/7000rpm             | Yes              | Yes                 | Yes                  |
| Wheelbase: 1365mm                | Yes              | No                  | Yes                  |
| Front brake drums                | Yes              | Yes                 | Yes                  |
| 12V USB Charging port            | Yes              | No                  | Yes                  |
| Dimensions:2080*820*1165         | Yes              | No                  | Yes                  |
| Tire: front/rear-2.75R21/4.10R18 | Yes              | Yes                 | Yes                  |
|                                  |                  |                     |                      |

**Technical evaluation findings**

- Only one company was compliant with technical requirements.
- Lifestyle Motors and Speed Bikes were disqualified because they failed to meet the required technical specifications.
- The findings are being supported by the due diligence reports attached hereto.

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**Technical evaluation recommendations**

- The committee agreed to proceed to the next level with one bidder who complied with the technical requirements.

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**Financial evaluation**

| <b>Requirements</b>   | <b>MANICA BIKES</b>  |
|---|----------------------|
| AMOUNT  | USD 56 810.00        |
| VAT   | 0.00                 |
| <b>Total</b>  | <b>USD 56 810.00</b> |
| <b>Delivery period (<i>Ex-stock after contract signing (DDP)</i>)</b> | Ex-Stock             |

**FINANCIAL EVALUATION RANKINGS**

| <b>BIDDER NAME</b>  | <b>PRICE</b>  | <b>RANK</b> |
|---------------------|---------------|-------------|
| <b>MANICA BIKES</b> | USD 56 810.00 | 1           |
|                     |               |             |
|                     |               |             |

**Financial evaluation findings**

- The bid was denominated in United States Dollars and it is the same currency (USD) used for evaluation purposes.

**Financial evaluation recommendations**

- Based on the financial evaluation the committee came up with the rankings indicated in the table above.
- It was recommended that Manica Bikes be awarded the contract.

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**Proposed Tender Outcome**

- The committee recommends that the tender be awarded to Manica after considering the preliminary examination and technical evaluation that they pass.
- Due diligence was conducted and the delegation found out that Manica Bikes has the Merx Ex-Stock hence the recommendation.
- The recommended supplier must deliver the merx and payment will be done after delivery.

**EVALUATION COMMITTEE MEMBERS**

| <b>Name</b>     | <b>Signature</b>  | <b>Date</b>       |
|-----------------|-------------------|-------------------|
| H.Mupamhadzi    | ...../...../..... | ...../...../..... |
| P. Madziwanzira | ...../...../..... | ...../...../..... |
| N. Maoneni      | ...../...../..... | ...../...../..... |
| S. Machinga     | ...../...../..... | ...../...../..... |
| S. Hokonya      | ...../...../..... | ...../...../..... |

With there being no further business to discuss the meeting ended at **11:05HRS.**

**Comments by the Chief Executive Officer**

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Signature.....

Date.....

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**CONFIRMATION**

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Date

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Chairman’s Signature