

**EVALUATION REPORT FOR JOB EVALUATION TENDER REFERENCE NO:
NPAZ/22089**

Purpose and Scope of the Report

This evaluation report is intended to deliver a thorough analysis of the supply tender (Tender No. 22089) for job evaluation. The assessment was carried out through the Electronic Government Procurement (EGP) system.

The report's objective is to review and validate the submitted bids to ensure they meet the required conditions, analyze the technical and financial proposals, and provide recommendations based on the evaluation outcomes. The scope covers an in-depth examination of supplier qualifications, product specifications, pricing structures, and compliance with procurement regulations, thereby supporting a transparent and well-informed decision-making process.

Criteria for Evaluation

The evaluation process was guided by a comprehensive set of criteria aimed at ensuring transparency, fairness, and the optimal utilization of public funds throughout the evaluation and award stages.

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 Regulations and to confirm that the Bid is administratively compliant in terms of section 28 (2) of the Regulations.
2. Technical evaluation to determine 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.

Bids failing any stage were eliminated and not considered in subsequent stages.

Methodology for Comparative Analysis

The committee started by evaluating the eligibility of documents for the eight companies which responded to our bid. The evaluation was as follows;

(a). HIGH POST

DOCUMENT	COMMENT
CR14	Submitted
CR 6	Submitted
CR 5	Submitted
Memorandum of Association	Submitted
NSSA Certificate	Submitted
Tax Clearance Certificate	Submitted – Expired in June 2025, agreed to request a valid one
PRAZ Certificate	Submitted
Company Profile	Submitted
Technical Proposal Submission Sheet	Submitted - signed
Financial Proposal Submission Sheet	Submitted – signed (USD26 600)
Bid Validity	90 days

Notes:

- Tax clearance expired in June 2025. The committee agreed to request a valid one from the selected company.

(b). INDUSTRIAL PSYCHOLOGY

DOCUMENT	COMMENT
CR14	Submitted
CR 6	Submitted
CR 5	Submitted
Memorandum of Association	Submitted
NSSA Certificate	Submitted
Tax Clearance Certificate	Submitted – Expired
PRAZ Certificate	Submitted
Company Profile	Submitted
Technical Proposal Submission Sheet	Submitted - signed
Financial Proposal Submission Sheet	Submitted – signed (USD00000)
Bid Validity	90 days

Notes:

- Tax clearance expired in June 2025. The committee agreed to request a valid one if the company has been selected.

(c). PRECISE MANAGEMENT AND RESEARCH CONSULTANCY

DOCUMENT	COMMENT
CR14	Submitted
CR 6	Submitted
CR 5	Submitted
Memorandum of Association	Submitted
NSSA Certificate	Submitted
Tax Clearance Certificate	Submitted –Valid
PRAZ Certificate	Submitted
Company Profile	Submitted
Technical Proposal Submission Sheet	Submitted - signed
Financial Proposal Submission Sheet	Submitted – signed (USD5 175)
Bid Validity	90 days

Notes:

- Tax clearance valid until 31 December 2025.

(d). ADNIJ T/A PROSERVE

DOCUMENT	COMMENT
CR14	Submitted
CR 6	Submitted
CR 5	Submitted
Memorandum of Association	Submitted
NSSA Certificate	Submitted
Tax Clearance Certificate	Submitted –Valid
PRAZ Certificate	Submitted
Company Profile	Submitted
Technical Proposal Submission Sheet	Submitted - signed
Financial Proposal Submission Sheet	Submitted – signed (USD21 500)
Bid Validity	90 days

Notes:

- Tax clearance valid until 31 December 2025.

(e). GENESIS GLOBAL FINANCE

DOCUMENT	COMMENT
CR14	Submitted
CR 6	Submitted
CR 5	Submitted
Memorandum of Association	Submitted
NSSA Certificate	Submitted
Tax Clearance Certificate	Submitted –Valid
PRAZ Certificate	Submitted
Company Profile	Submitted
Technical Proposal Submission Sheet	Submitted - signed
Financial Proposal Submission Sheet	Submitted – signed (USD27 531)
Bid Validity	90 days

Notes:

- Tax clearance valid until 31 December 2025.

(f). DISTINCTIVE CONSULTANCY SERVICES LTD

DOCUMENT	COMMENT
CR14	Submitted
CR 6	Submitted
CR 5	Submitted
Memorandum of Association	Submitted
NSSA Certificate	Submitted
Tax Clearance Certificate	Submitted –Valid
PRAZ Certificate	Submitted
Company Profile	Submitted
Technical Proposal Submission Sheet	Submitted - signed
Financial Proposal Submission Sheet	Submitted – signed (\$36 800)
Bid Validity	90 days

Notes:

- Tax clearance valid until 31 December 2025.
- **Financial breakdown**
- \$110/job
- \$190/competence assessment
- \$500/salary structuring
- (110+190+500=\$800)
- Total jobs 46
- 46*800=**\$36 800**

(g). FITYOUNG MARKETING PVT

DOCUMENT	COMMENT
CR14	Submitted
CR 6	Submitted
CR 5	Submitted
Memorandum of Association	Submitted
NSSA Certificate	Submitted
Tax Clearance Certificate	Submitted –Valid
PRAZ Certificate	Submitted
Company Profile	Submitted
Technical Proposal Submission Sheet	Submitted - signed
Financial Proposal Submission Sheet	Submitted – signed (36 471)
Bid Validity	90 days

Notes:

- Tax clearance valid until 31 December 2025.

(h). SOP CONSULTING

DOCUMENT	COMMENT
CR14	Submitted
CR 6	Submitted
CR 5	Submitted
Memorandum of Association	Submitted
NSSA Certificate	Submitted
Tax Clearance Certificate	Submitted –Valid
PRAZ Certificate	Submitted
Company Profile	Submitted
Technical Proposal Submission Sheet	Submitted - signed
Financial Proposal Submission Sheet	Submitted – signed (20 000)
Bid Validity	90 days

Notes:

- Tax clearance valid until 31 December 2025.

TECHNICAL EVALUATION

On technical evaluation, the following criteria was used to assess the eligibility of the eight companies.

Evaluation Criteria

Maximum Score: **100 points** (Minimum Qualifying Score: **70 points**)

Criteria	Weight	Evaluation Focus
Specific Experience	30	The firm must have conducted a similar job evaluation consultancy service
		1-3 Organizations 10 marks
		4-5 organizations 15 marks
		5 and above organizations 30 marks
Experience in providing Job Evaluation	5	To state owned enterprises
Methodology	25	Provide detail variables you require on your methodology
Key Personnel	30	Competency levels of the consultancy team
Knowledge Transfer	5	Training of NPAZ personnel's
Affiliation to Associates	5	Membership to other associates

(a). HIGH POST

TECHNICAL	SCORE	COMMENTS
Specific Experience/Method Statement	15/30	Lacks relevant experience
Experience in providing Job Evaluation	2/5	Lacks experience in providing Job Evaluation to state-owned

Methodology /ability to carry out the project	12/25	Did not provide methodology as per the required variables
Key personnel qualifications	28/30	Well-experienced with an HR background
Knowledge transfer	4/5	Knowledge transfer clear
Affiliations	0/5	Not affiliated
Total Marks	61	Fail: Below Threshold

(b). **INDUSTRIAL PSYCHOLOGY**

TECHNICAL	SCORE	COMMENTS
Specific Experience/Method Statement	15/30	Did not clearly state the methods used in the Job Evaluation
Experience in providing Job Evaluation	4/5	Have experience with governmental organizations
Methodology /ability to carry out the project	10/25	Lacks detail on the required variables
Key personnel qualifications	20/30	Personnel possess relevant qualifications
Knowledge transfer	3/5	Not clearly articulated
Affiliations	4/5	Affiliated
Total Marks	56	Fail: Below Threshold

(c). **PRECISE MANAGEMENT AND RESEARCH CONSULTANCY**

TECHNICAL	SCORE	COMMENTS
Specific Experience/Method Statement	20/30	Lacks experience with Patterson
Experience in providing Job Evaluation	1/5	Lacks experience
Methodology/ ability to carry out the project	5/25	Not detailed
Key personnel qualifications	26/30	Experienced with an HR background
Knowledge transfer	4/5	Knowledge transfer is clearly stated
Affiliations	3/5	Provided a certificate for 1 consultant
Total Marks	59	Fail: Below Threshold

(d). **ADNIJ T/A PROSERVE**

TECHNICAL	SCORE	COMMENTS
Specific Experience/Method Statement	30/30	Clearly articulated the Patterson method
Experience in providing Job Evaluation	5/5	Relevant experience
Methodology/ ability to carry out the project	23/25	Comprehensive and detailed
Key personnel qualifications	25/30	Consultancy with well-experienced personnel with an HR background
Knowledge transfer	5/5	Well-articulated
Affiliations	5/5	Well Affiliated
Total Marks	93	Pass: Above Threshold

(e). **GENESIS GLOBAL FINANCE**

TECHNICAL	SCORE	COMMENTS
Specific Experience/Method Statement	30/30	Specified role using Patterson
Experience in providing Job Evaluation	5/5	Experienced with state-owned
Methodology/ability to carry out the project	20/25	Provided a comprehensive, detailed experience using the Patterson method
Key personnel qualifications	30/30	The competency level of the consultants is satisfactory
Knowledge transfer	5/5	Knowledge transfer is clearly articulated
Affiliations	5/5	Affiliation certificates provided
Total Marks	95	Pass: Above Threshold

(f). **DISTINCTIVE CONSULTANCY SERVICES LTD**

TECHNICAL	SCORE	COMMENTS
Specific Experience/Method Statement	20/30	Experience satisfactory
Experience in providing Job Evaluation	3/5	Not clearly articulated
Methodology/ability to carry out the project	15/25	Did not disclose the job evaluation methods used
Key personnel qualifications	13/30	Not much details provided

Knowledge transfer	1/5	Knowledge transfer lacks detail
Affiliations	3/5	Certificate of affiliation provided for Rose Nhamo
Total Marks	55	Fail: Below Threshold

(g). **FITYOUNG MARKETING PVT**

TECHNICAL	SCORE	COMMENTS
Specific Experience/Method Statement	30/30	Quite experienced
Experience in providing Job Evaluation	3/5	Not Clear
Methodology/ability to carry out the project	10/25	Lacks experience with Patterson
Key personnel qualifications	18/30	Key personnel lack an HR background
Knowledge transfer	1/5	Not satisfactory
Affiliations	3/5	Provided certificates for 2 senior consultants
Total Marks	65	

(h). **SOP CONSULTING**

TECHNICAL	SCORE	COMMENT
Specific Experience/Method Statement	30/30	Experience satisfactory
Experience in providing Job Evaluation	3/5	Lacks experience with Patterson
Methodology/ ability to carry out the project	15/25	Not clearly articulated
Key personnel qualifications	30/30	Provided CVS, though not supported by certificates.
Knowledge transfer	1/5	Knowledge transfer is not clearly articulated
Affiliations	5/5	Provided certificates of affiliation
Total Marks	84	Pass: Above Threshold

Financial Evaluation

High Post	\$26 600
Industrial Psychology	\$16 189.60

Precise Management	\$5 175
Adnij T/A Proserve	\$21 500
Genesis Global Finance	\$27 531
Distinctive Consultancy Services Ltd	\$37 800
Fityoung Marketing	\$36 471
SOP	\$20 000

Recommendations:

Technical Evaluation

- a. All the companies met the eligibility criteria.
- b. SOP Consulting, Industrial psychology, High Post, Distinctive Consultancy, Fityoung Marketing and Precise Management and Research Consultancy did not meet the required technical specifications.

Financial Evaluation

- a. SOP Consulting, Industrial psychology, High Post, Distinctive Consultancy, Fityoung Marketing and Precise Management and Research Consultancy were disqualified.
- b. Adnij T/A Proserve was recommended by the committee due to their competitive pricing
Genesis was not recommended due to the uncompetitive price.