

MINUTES OF EVALUATION FOR THE SUPPLY AND DELIVERY OF GROCERY USING THE FRAMEWORK AGREEMENT GRGP004 HELD IN THE PMU OFFICE ON THE 7th OF NOVEMBER 2024 AT 09:45 HOURS

MEMBERS PRESENT

NAME	ROLE	POSITION
Mr Museva J	Chairing	Lecturer
Mrs Munozdana M	Ex-Officio	Procurement Management Unit (PMU)
Mrs Machina K	Finance	Accounts Department
Mr. S. Mutinha	Ex-Officio	Procurement Management Unit (PMU)
Mr Mjilika M	Technical	Administration
Mr Mhere C	Legal Advisor	Lecturer
Ms Rusere B	Minuting	Administration

1.0 OPENING REMARKS

The Chairman welcomed everyone to the evaluation meeting for the Supply and Delivery of Grocery using Framework Agreement and subsequent Call-Off Contracts Tender No GRGP004. The Chairman reminded members that the Evaluation process is guided by Public Procurement and Disposal of Public Assets (PPDPA) Act Chapter [22:23] as read with SI 5 of 2018 Regulations.

The Evaluation was to be carried out in Three(3) stages

1. Preliminary examination to confirm eligibility of the documents requested
2. Technical evaluation to determine the responsiveness to specifications in the statement of requirements.
3. Financial evaluation

Total number of bidders received is one (1) namely

1. Line Spire Investment

The evaluation Committee agreed to use the evaluation criteria stated in the standard bidding document

2.0 EVALUATION CRITERIA

Bids failing any stage will be eliminated and not considered in subsequent stages as per Bidding document

Eligibility criteria

ITEM	REMARKS
CR 14	Provided
CR 6	Provided
Certificate of incorporation	Provided
Valid tax clearance certificate	Provided
Valid NSSA Certificate	Not provided
Company profile	Provided
Trade Reference Letters (3)	Not provided

Having analyzed the above table for the submission of Eligibility documents. The Evaluation Committee noted that Line Spire Investment did not provide Trade References and NSSA certificate as requested by the Standard Bidding document, therefore the Evaluation Committee instructed PMU to request the documents as they fall under historic documents, the request is in line with Section 47 of the PPDPA Act as read with section 28 subsection (4) of the PPDPA regulations.

The Evaluation for this tender could not proceed to the next stage pending submission of the requested documents.

There being no further business to discuss the meeting adjourned pending the requested documents

Signed:

Chairperson

PMU

Accounting Officer

Signature: *[Signature]* Date: 14/11/24

Signature: *[Signature]* Date: 14/11/24

Signature: *[Signature]* Date: 14/11/24

