

Venue : Procurement Office

Time : 1400hrs – 1415hrs

Present : Polly Sitauze - Procurement Officer  
Brendon Singo - Procurement Intern

Apologies : Allan Muleya

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**Signed:**  
**Sitauze Polly (Procurement Officer)**

**Date: 20.06.2024**

**1. PURCHASE OF CLINIC ZIMBABWEAN FLAGS.**

This is a procurement following a request for Zimbabwean Flags from the Social Services Department. A Request for Quotation was flighted online through the eGP system and only one bidder (Zimue Media Com) responded. Evaluation was done for the sole bidder as detailed below:

**Eligibility Criteria**

Item No	Evaluation Parameter	Compliant/ Non-Compliant
1	PRAZ (SP 006)	✓
2	Tax Clearance	✓
3	Certificate of Incorporation	✓
	VERDICT	<b>COMPLIANT</b>

**Comment**

Bidder submitted PRAZ certificate for Signage and Branding Services (SS001) instead of Printing Services (SP006). However, after checking on the Electronic Government Procurement system and having confirmed registration under Printing Services (SP006) category with certificate number PRAZ-2024-105-YSJ-1593, it was agreed to proceed with the procurement. Supplier was asked to submit the correct PRAZ certificate.

**Recommendation:**

- i. To award the purchasing of the flags directly from **Zimue Media Company** for **USD 770.00** as is the sole responder in reference to Circular No OPS/1 of 2023, Section 1.5 of PRAZ/B/15/4.

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**Signed:**  
**Sitauze Polly (Procurement Officer)**



**Date: 20.06.2024**