

PROVISION OF LEGAL SERVICES (COM/SBD09/2025)

DATE OF EVALUATION: 19 June 2025

EVALUATION COMMITTEE: Paul Thomo Chairmen

Takudzwa Matiza

Needmore Kunjenjema

Lonely Tavuya

Josphat Zimbudzana

(5)

IN ATTENDANCE: Committee Officer, Mr T.P Mupfigo

(1)

The adverts were flighted in the press as tabled below

NEWSPAPER		DATE ADVERTISED	CLOSING DATE
Government Gazette		04 April 2025	28 May 2025
Sunday Mail		06 April 2025	28 May 2025

5
N.K
1 P.T
T.B.M

NON TECHNICAL COMPLIANTS SCHEDULE

REQUIREMENTS	Bere Brothers Legal Practitioner	Dube Banda Nzarrayenga And Partners	Tandiri Law Chambers	Muvungi And Mugadza Legal Practitioners	Sinyoro & Partners	Maunga Maanda & Associates	Jonasi Attorney	Maheembe Attorneys	Madzima Chidyausiku Museta Legal Practitioners
1 CR6	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
2 CR5	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
3 Certificate of in cooperation	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
4 Bid Submission Sheet	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Not Compliant	Compliant
5 Valid Tax Clearance Certificate	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
6 CURRENT BANK STATEMENT(3 MONTHS)	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Not Compliant	Not Compliant
7 Bid Securing declaration	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Not Compliant	Compliant
8 Bid Validity	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Not Compliant	Compliant	Compliant
9 Certificate Confirming Registration	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
10 Availability Of And Adequacy Of Proposed Staff Attech Cvs Of Key Personnel	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
11 Ability To Carry Out The Project Attach Relevant Experience	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant

N.K

2 R.T

LT T.B.M

	REQUIREMENTS	Bere Brothers	Dube Banda	Tandiri Law	Muvingi And	Sinyoro &	Maunga	Jonasi	Mahembe	Madzima
		Legal Practitioner	Nzarayapenga And Partners	Chambers	Mugadza Legal Practitioners	Partners	Maanda & Associates	Attorney	Attorneys	Chidzansiku Museta Legal Practitioners
12	Proof of Registration with High court	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
13	Valid Practicing Certificate	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
14	Certificate of good standing in legal practice	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
15	Technical Specifications	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
16	Comment	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Not Compliant	Not Compliant	Not Compliant

Notes

Jonas Attorneys did not submit bid validity

Mahembe Attorneys did not submit a bid submission sheet, current bank statement, bid securing declaration

2.1K
3 PT
T.B.M

FINANCIAL EVALUATION

Lot Description	Bere Brothers Legal Practitioner	Dube Banda Nzarayapenga And Partners	Tandiri Law Chambers	Muvingi And Mugadza Legal Practitioners	Sinyoro & Partners	Maunga Maanda & Associates	Madzima Chidyausiku Museta Legal Practitioners
Provision Of Legal Services	580.00	103.50	175.00	100.00	180.00	100.00	200.00
Total Price	580.00	103.50	175.00	100.00	180.00	100.00	200.00

RECOMMENDATIONS

That Accounting Officer engages the following companies for the provision of legal services under framework agreement for 3 years

1. Bere Brothers Legal Practitioner
2. Dube Banda Nzarayapenga and Partners
3. Tandiri Law Chambers
4. Muvingi and Mugadza Legal Practitioners
5. Sinyoro & Partners
6. Maunga Maanda & Associates
7. Madzima Chidyausiku Museta Legal Practitioners

CONFIRMED AND SIGNED

1. Paul Thomo Chairmen.....
2. Takudzwa Matiza.....
3. Needmore Kunjenjema.....
4. Lonely Tavuya.....
5. Josphat Zimbudzana.....



CITY OF MUTARE

MINUTES OF THE PROCEEDINGS OF THE PROCUREMENT REVIEW COMMITTEE

(Ordinary meeting held in Council Chamber, Civic Centre, Mutare on Thursday 31 July 2025 at 11 am)

PRC MEMBERS:

1. Acting Town Clerk, Mrs. E. Mandiziba (*Chairperson*)
2. Acting Finance Director, Mr. R. Guni
3. Acting Chamber Secretary, Mr. M. Machaka
4. Procurement Manager, Mr. T. Ndlovu
5. Acting Director, Spatial Planning, Mr. B. Sango
6. Acting Director Health Services, Mrs E. Muyambuki
7. Deputy Director, Housing and Community Services, Mr. N. Mushangwe
8. Acting Deputy Director Water and Wastewater, Engineer. K. J. Mugwagwa

Evaluation Committee:

1. Acting Procurement Officer, Mr. G. Gwezere
2. Acting Senior Procurement Officer, Mr. J. Zimbudzana
3. Acting Principal Installations Maintenance Engineer, Mr. P. Magwegwe
4. Principal Projects Engineer, Mr. I. Darikai
5. Acting Legal Officer, Mr. N. Kunjenjema

MINUTING: Mr. S. Matekenya
Miss. M. Munzvandi

(2)

2.0 TENDER EVALUATION: PROVISION OF LEGAL SERVICES (COM/FA09/2025)

Circulated with the agenda was a report submitted by the Evaluation Committee on the above matter.

DECLARATION OF INTERESTS

NIL

The Evaluation Committee reported the following pertinent point on the above tender

- Nine companies participated for this tender.
- Two companies were disqualified due to failure to submit the documents required
- Seven companies qualified for final evaluation

The Committee briefly deliberated that The Acting Finance Director moved, Director of Housing and Community Services seconded and it was resolved the Accounting Officer engages the following law firms for the provision of legal services and the tender to be submitted for SPOC review

T.N.
T.S.
K.J.W.
NIM
mm
R.Q.

RESOLVED

That the Accounting Officer engages the following companies for the provision of legal Services for 3 years

1. Bere Brothers Legal Practitioner
2. Dube Banda Nzarayapenga and Partners
3. Tandiri Law Chambers
4. Muvingi and Mugadza Legal Practitioners
5. Sinyoro and Partners
6. Maunga and Maanda & Associates
7. Madzima Chidyausiku Museta Legal Practitioners

And the tender to be submitted for SPOC review

3.0 TENDER EVALUATION: SUPPLY AND DELIVERY OF ELECTRICAL FITTINGS (COM/SBD13/2025)

Circulated with the agenda was a report submitted by the Evaluation Committee on the above matter.

DECLARATION OF INTERESTS

NIL

The Evaluation Committee raised the following pertinent points on the above matter:

- Several companies participated for this tender but most companies did not submit the adequate documentation required for the bid.
- The Evaluation Committee noted substantially low price on lot 5 and requested a clarification in line with the law.
- Only two bidders responded to this clarification and amended their prices leading to their disqualification.

Acting Town Clerk inquired on why the evaluation committee requested the bidders to clarify their bidding prices if it leads to their disqualification since the response of the two bidders did not change the outcome.

In response, the Procurement Manager Mr. Ndlovu advised that it is mandated by the law that when the Evaluation Committee notes a low bid price, It is allowed to seek clarification and only disqualification will result if tenders change their prices from the ones they originally tendered.

Thereafter Acting Director of Spatial Planning moved, and the Acting Director of Health Services seconded and it was resolved,

RESOLVED

That the Accounting Officer awards the tender for Supply and Delivery of Electrical Accessories and Fittings as follows

Lot 1 Scargo Logistics P/L at a contract price of USD 13 300.00

T.N.
I.S.
K.J.M.

NLM
DQ
mm

Lot 2 Scargo Logistics P/L at a contract price of USD 4 075.00
 Lot 3 Ship tracks Pvt Ltd at a contract price of USD 96 000.00
 Lot 4 Omlane Trading Pvt Ltd at a contract price of USD 15 240.00
 Lot 5 Scargo Logistics P/L at a contract price of USD 12 000.00
 Lot 6 Rangegrove Sales Pvt Ltd at a contract price of USD 75 138.00
 Lot 7 Scargo Logistics P/L at a contract price of USD 6 015.00

3.0 REHABILITATION OF DANGAMVURA FIRESTATION (COM/SBD17/2025)

Circulated with the agenda was a report submitted by the Evaluation Committee on the above matter.

DECLARATION OF INTERESTS

NIL

Evaluation Committee reported that:

1. Bidders participated for the tender of renovating Dangamvura Fire station
2. Four bidders were disqualified for submitting expired documents not providing undertaking for insurance bond.
3. Seven bidders qualified for financial evaluation
4. Lowest bidder's price was USD144 781.64

The Procurement Review Committee raised the following points:

They needed to know the engineers estimate budget

Evaluation Committee responded that the approved procurement plan was USD100 000.00 and this was almost above by 44% and it was asked for evaluation committee to re-consider the evaluation to ascertain what is causing this discrepancy.

The Procurement Review Committee advised that the tender for the rehabilitation of Dangamvura Fire Station were extremely above the engineer's estimates.

RESOLVED

That the evaluation committee has to re-evaluate the tender.

CONFIRMED AND SIGNED

Acting Town Clerk, Mrs. E. Mandiziba (*Chairperson*)
 Acting Finance Director, Mr. R. Guni.....
 Acting Chamber Secretary, Mr. M. Machaka.....
 Procurement Manager, Mr. T. Ndlovu.....
 Acting Director, Spatial Planning, Mr. B. Sango.....
 Acting Director Health Services, Mrs E. Muyambuki.....
 Deputy Director, Housing and Community Services, Mr. N. Mushangwe.....
 Acting Deputy Director Water and Wastewater, Engineer. K. J. Mugwagwa.....