

CHEMPLEX CORPORATION LIMITED

EVALUATION OF TENDER **DOMESTIC/CHEM/FMWK/01/2025**- PROVISION OF LEGAL SERVICES AT CHEMPLEX.

Date: September 2025

Location: HQ

Time:10:30

Attendance

<u>1.</u> J. Chavunduka	Chairperson
<u>2.</u> A. Machingauta	Finance
<u>3.</u> K. Jenami	Legal Manager
<u>4.</u> R. Nyerenyere	PMU
<u>5.</u> E. Foya	User Department

1.0 CONSTITUTION

There being a quorum, the chairman declared the meeting duly constituted.

2.0 Opening remarks

The Chairperson opened the meeting at 10:30 Hrs and informed the meeting of the terms of reference, which are to evaluate the tender for the provision of Legal Services at Chemplex **DOMESTIC/CHEM/FMWK/01/2025**. A brief preamble of the bid document was read by PMU. The tender had an approved bidding period of 20 working days. The bidding period started on the 6th of May 2025 and closed on the 3rd of June 2025 at 12:00 Hrs in the e-GP procurement system. The invitations to bid were sent through Electronic Government Procurement system (e-GP), Sunday mail and Government Gazette and 4 bids were received and these included:

Coghlan Welsh and Guest

Madzima Chidyausiku Museta Legal Practitioners

Madotsa and Partners Legal Practitioners

Muvingi and Mugadza Legal Practitioners

Tender opening was done in e-GP and the opening record was availed to the evaluation committee.

EVALUATION OF DOMESTIC/CHEM/FMWK/01/2025

3.0 Criteria of Evaluation

The criteria of the evaluation were based on three staged process as per evaluation criteria set out in the standard bidding document; Eligibility, Technical as well as Financial and Due diligence to be carried out on bidder with the highest total score as per condition in the bid document. Bids failing at any stage were eliminated and not considered in subsequent stages as per set out criteria in the standard bidding document.

i. Eligibility

A preliminary examination to confirm the eligibility of Bidders in terms of Eligibility criteria contained in the standard bidding document was done as outlined in the eligibility table below and four bids were subjected as compliant.

COMPANY NAME	NSSA CERT	TAX CLEARANCE CERT	CR 6/14	CR5/6	Declaration form	STATUS
Coghlan Welsh & Guest	YES	YES	YES	YES	YES	Compliant
Madzima Chidyausiku Museta Legal Practitioners	YES	YES	YES	YES	YES	Compliant
Madotsa & Partners Legal Practitioners	YES	YES	YES	YES	YES	Compliant
Muvingi & Mugadza Legal Practitioners	YES	YES	YES	YES	YES	Compliant

Following the Eligibility Evaluation criteria, four bids were compliant hence proceeded to the Technical Evaluation criteria. These include:

Coghlan Welsh and Guest

Madzima Chidyausiku Museta Legal Practitioners

Madotsa and Partners Legal Practitioners

Muvingi and Mugadza Legal Practitioners

2-Technical

Technical evaluation was carried out in accordance with the bidding document's technical evaluation criteria for the four bids. The Technical specifications sheet detailed the minimum specification required and bidders were required to meet this specification, but no credit is given for exceeding the specification. Technical evaluation to determine bidders who scored minimum of 80% as per standard bidding document was done as outlined in table 2 below:

TABLE: TECHNICAL EVALUATION

KEY: AGAINST NAMES OF COMPANY

	A	C	
Coghlan Welsh and Guest	Madzima Chidyausiku Museta Legal Practitioners		C
Madosa and Partners Legal Practitioners	Muvingi and Mugadza Legal Practitioners		D

TECHNICAL EVALUATION

KEY-AGAINST NAMES OF COMPANY

A	C	C	
Coghlan Welsh & Guest	Madzima Chidyausiku Museta Legal Practitioners		
Madosa & Partners Legal Practitioners	Muvingi & Mugadza Legal Practitioners		

Heading	Evaluation Indicator	1 st Level Points	2 nd Level Points	3 rd Level Points	SCORE %	A	B	C	D
	Experience of key personnel (Maximum score given to those with most number of years of experience)	0-5years 15Marks	5- 10years 20Marks	+11years 30Marks		30	30	25	25
	Number of years the law firm has been operating (Maximum score given to law firm with most number of years in operation)	0-5years 10Marks	5- 10years 15Marks	+11years 25Marks		25	25	25	25
	Similar services rendered for a minimum of a progressive 3years within					25	25	15	25

	the past five years.								
	List at list three corporate clients (Documentary evidence should be provided in form of reference letters which are signed, stamped and printed on company letterhead)	0-3clients 5Marks	4-6clients 10Marks	+6clients 20Marks		20	5	0	20
Total						100	85	70	95

Madzima Chidzaisiku Musera Legal failed to meet the technical criteria and three law firms were shortlisted for consideration under the next stage of evaluation.

Summary results of potential bidders who scored at Least 80% as required in the bidding document and proceeded to financial evaluation is as in table below:

KEY	BIDDER	TECHNICAL SCORE	Weighted 80%
A	Coghlan Welsh & Guest	100%	80
B	Madotsa & Partners Legal Practitioners	83%	68
D	Muviringi & Mugadza Legal Practitioners	95%	76

FINANCIAL EVALUATION

The financial evaluation of the three remaining bids using the financial evaluation criteria outlined in the bidding document.

Key	Bidder	Financial Score	Weighted 20% of Financial Score
A	Coghlan Welsh & Guest	98%	19.6
B	Madotsa & Partners Legal Practitioners	87%	17.4
D	Muvingi & Mugadza Legal Practitioners	100%	20

FINAL RANKING

Total Scoring for both Technical and Financial evaluation shall be used for awarding the contract as outlined below:

Technical evaluation shall contribute 80% and financial evaluation shall contribute 20%. The bidders shall be ranked in the order of highest score and going down and the contract shall be awarded to bidder with a highest score.

Key	Bidder	Weighted Technical score	Weighted Financial score	Total	Rank
A	Coghlan Welsh & Guest	80	19.6	99.6	1
B	Madotsa & Partners Legal Practitioners	68	17.4	85.4	3
D	Muvingi & Mugadza Legal Practitioners	76	20	96	2

Recommendations

The committee recommended that all the three be awarded as of the user's request.

After exhausting everything the meeting ended at 13:00 hrs

