

MINUTES OF PROCUREMENT EVALUATION COMMITTEE MEETING FOR THE REQUEST FOR PROPOSALS: PROVISION OF LEGAL SERVICES

Time : 0900 HRS

Venue : COUNCIL CHAMBER

Date : 27 JANUARY 2026

Members Present

Mr G. Mvere	Chief Security Officer	Chairing
Mr J. Mutembedzi	Acting Housing Manager	Member
Eng T. Mashinga	Acting Roads Engineer	Member
Mr R. Nyikadzino	Revenue Manager	Member
Mr B. Muchinapo	Administration Officer	Member
Mr D. Nyeke	Procurement Manager	Advisory
Ms M. Mudeke	Procurement Officer	PMU
Ms E. Hove	Acting Buyer	Minuting

1. Welcome Remarks

The chairperson welcomed all Evaluation Committee members and thanked them for attending the meeting. The Procurement Manager advised that their role in terms of section 18 (2) (a) & (3) of the PPDA Act was to provide advisory and secretariat services and they were not allowed to vote.

2. Background

PMU informed the members regarding the background to the bidding process as follows:

2.1. Internal Administration

- Following approval of an Expression of Interest through SPOC resolution 0786, for the provision of legal services, an invitation was sent to the shortlisted bidders' that is;

1. Matsikidze Attorney's at Law

2. Dube Banda Nzarayapenga and Partners

3. Mbidzo Muchadehama & Makoni

4. Muvingi and Mugadza Legal Practitioners

2.2. The Procurement processes

2.2.1. Approaching the market

- The bidding document was uploaded on the electronic Government Procurement (e-GP) System.
- The bidding document was accessible starting from the 25th of November 2025.
- The bidding period ended on the 10th of December 2025 at 0830hrs.

2.3. Participation

The following bidders submitted their bid;

1. Dube Banda Nzarayapenga and Partners

2. Mbidzo Muchadehama & Makoni

3. Muvingi and Mugadza Legal Practitioners

3. Evaluation process

3.1. Commercial Evaluation

Requirement	Muvingi	Mugadza	Dube Banda	Nzarayapenga	Muchadehama
1	✓	✓	✓	✓	✓
2	CVs of Key Personnel (refer to the EOI submission and compare)	✓	✓	✓	✓
	Law Society of Zimbabwe Valid practicing certificate	✓	✓	✓	✓
5	Summary of Experience	✓	✓	✓	✓
	1. Commercial law				
	2. Conveyancing	✓	✓	✓	✓
	3. Labour law	✓	✓	✓	✓
	4. Debt recovery	✓	✓	✓	✓
	5. Litigation & Advisory	✓	✓	✓	✓
6	Previous assignments carried out for CM	N/A	✓	✓	✓

No. of Years	Score	Muvingi	Dube Banda	Muchadehama	Total Score
0 - 9	5	-	-	-	15
10+	15	15	15	15	15

Years of Experience of Principal Partner(s)
 *In cases where a firm has more than one Principal Partner, only the years of experience of the partner who was registered earlier than all the other Partners will be considered.

No. of Years	Score	Muvingi	Dube Banda	Muchadehama	Total Score
0 - 9	10	-	-	-	15
10+	15	15	15	15	15

Experience of the Consultant Firm

3.2 Technical Evaluation

- ❖ It was observed that some requirements that were in the Request for Proposals document were not available on the e-GP platform for bidder's to upload. The Procurement advisor highlighted that the evaluation committee can continue to evaluate the bid as it is. The e-GP system is still new and when the requirements where uploaded, it did not assign the tender for review like other bids for goods and services. It then published without being reviewed there being an anomaly with the system.
- ❖ It was further observed that all requirements were uploaded by the bidders as requested.

Partners of the Consultant Firm

No. of Partners	Score	Muvingi	Dube Banda	Mbidzo
2 and more	20	Mugadza	Nzarayapenga	Muchadehama
1	5	-	-	-
Total Score	20	20	20	20

Traceable References demonstrating the Consultant's capacity of having successfully performed their obligations regarding the provision of Legal Services

No. of Traceable references	Score	Muvingi	Dube Banda	Mbidzo
3	15	Mugadza	Nzarayapenga	Muchadehama
2	10	-	-	-
1	5	-	-	-
TOTAL SCORE	15	15	15	15

The minimum technical qualifying score required to pass the technical evaluation is 80 points'

The proposal will be awarded scores out of the maximum number of 100 points. *

3.3 Overall Compliance

Requirement	Experience of the Consultant Firm	Years of Experience of Principal Partner(s)	No. of Partners	No. of Traceable references	Total Score	As a percentage
Muvingi	15	15	20	15	75	$75/75*100$
Dube Banda	15	15	20	15	75	$75/75*100$
Nzarayapenga						
Mbidzo	15					
Muchadehama						
						$75/75*100$
						100%

Endorsement of minutes

Mr G. Mvere
 Mr B. Muchinapo
 Mr J. Mutembedzi
 Eng T. Mashinga
 Mr R. Nyikadzino

2/2/26

2/2/26

There being no any other business the meeting ended at 1305hrs

1. Dube Banda Nzarayapenga and Partners;
2. Mbidzo Muchadehama & Makoni and
3. Muvingi and Mugadza

The evaluation since they meet all the set qualification criteria i.e; The evaluation committee recommended to proceed with the following three bidders for financial

4. Recommendations

- The same with some cases that have been referred for trial, it is the Court that will decide when to set the trial date which is not in any man's control.
- control over court procedures because the case will proceed when the state papers are ready as indicated by the Lawyer.