**MUNICIPALITY OF GWANDA**

**DATE OF MEETING: 28 MAY 2025**

**TENDER EVALUATION MINUTES FOR TENDER MOG RFQ 50/2025 SUPPLY AND DELIVERY OF SHELVERTS**

**VENUE : PROCUREMENT OFFICE**

**TIME : 1200HRS**

**PRESENT : MR M DUBE – SYSTEMS ADMINISTRATOR (CHAIRING)**

 **: MR M NDEBELE – BUILDING INSPECTOR (LEGAL DEPT REP)**

 **: MR M MATHE –COMMINITY SERVICES OFFICER (USER REP)**

 **: MR N MTOMBENI –ACCOUNTANT (FINANCE REP)**

 **: MS S NCUBE –PROCUREMENT MANAGER (PMU REP)**

 **: MISS C NDLOVU - PROCUREMENT ASSISTANT (MINUTING)**

 **: MISS M MUDUNGWE-PROCUREMENT ATTACHEE (MINUTING)**

 **: MISS R NCUBE -PROCUREMENT ATTACHEE (MINUTING)**

**CONFIRMATION ………………………………….. DATE ………………………..**

**(CHAIRPERSON)**

* 1. **OPENING PRAYER**
	2. The meeting commenced with the chairperson leading an opening prayer
1. **WELCOMING REMARKS**

**2.1** The Chairperson welcomed all members of the evaluation committee and handed over to the Procurement Manager for briefing.

* 1. The Procurement Manager provide the following briefing:
1. Tender Reference: MOG RFQ 50/2025
2. Tender Description: NETWORKING ACCESSORIES
3. Publication Platform: The tender was published on the EGP System.
4. Submission Method: Tender submissions were done electronically through EGP System.

**2.3** The Procurement Manager further stated that the tender evaluation will consist of 2 stages of evaluation in which failing at a stage disqualifies the bid from going to next stage;

**(i)** Preliminary examination – for administrative and eligibility compliance

**(ii)** Technical evaluation – for technical compliance

**3.0 PRELIMINARY EVALUATION FOR ADMINISTRATIVE COMPLIANCE**

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| **ELIGIBILITY CRITERIA** | **ATOM SYSTEMS**  | **GOBETIZE PBC** | **JAINE AND JONES COMPANY** | **TECH SOFT ENTERPISES** | **ACCESS SOLUTIONS** | **VERNO MOS ICT** |
| **CERTFICATE OF INCORPORATION** | COMPLIANT | COMPLIANT | COMPLIANT | COMPLIANT | COMPLIANT | COMPLIANT |
| **TAX CLEARANCE CERTIFICATE** | COMPLIANT | COMPLIANT | COMPLIANT | COMPLIANT | COMPLIANT  | NON COMPLIANT |
| **VALID NSSA CERTIFICATE** | COMPLIANT | COMPLIANT | COMPLIANT | COMPLIANT | COMPLIANT | COMPLIANT |
| **COMPANY PROFILE** | COMPLIANT | COMPLIANT | COMPLIANT | COMPLIANT | COMPLIANT | COMPLIANT |
| **PRAZ REGISTRATION REQUIRED CARTEGORIES** | COMPLIANT | COMPLIANT | COMPLIANT | COMPLIANT | COMPLIANT | COMPLIANT |
| **TRADE REFERENCE LETTERS**  | NOT COMPLIANT  | COMPLIANT | NOT COMPLIANT | COMPLIANT | COMPLIANT | COMPLIANT |
| **DECISION** | **DISQUALIFIED**  | **DISQUALIFIED**  | **DISQUALIFIED** | **COMPLIANT**  | **DISQUALIFIED**  | **COMPLIANT**  |

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| **ELIGIBILITY CRITERIA** | **CONVENIENT CENTRE** | **GOBTECH SOLUTIONS AND COMPUTING PRIVATE LIMITED**  | **SHELTECH COMPUTERS (PVT) LTD**  | **CAETLYN PVT**  | **BALLMAZ SOLUTIONS** | **OVACADO INVESTMENT P/L** |
| **CERTFICATE OF INCORPORATION** | COMPLIANT | COMPLIANT | COMPLIANT | COMPLIANT | COMPLIANT | COMPLIANT |
| **TAX CLEARANCE CERTIFICATE** | COMPLIANT | COMPLIANT | COMPLIANT | COMPLIANT | COMPLIANT  | COMPLIANT |
| **VALID NSSA CERTIFICATE** | NOT COMPLIANT | NOT COMPLIANT | NOT COMPLIANT | NOT COMPLIANT | COMPLIANT | COMPLIANT |
| **COMPANY PROFILE** | COMPLIANT | COMPLIANT | COMPLIANT | COMPLIANT | COMPLIANT | COMPLIANT |
| **PRAZ REGISTRATION REQUIRED CARTEGORIES** | COMPLIANT | COMPLIANT | COMPLIANT | COMPLIANT | COMPLIANT | COMPLIANT |
| **TRADE REFERENCE LETTERS**  | COMPLIANT | COMPLIANT  | COMPLIANTN | COMPLIANT  | COMPLIANT | COMPLIANT |
| **DECISION** | **DISQUALIFIED** | **DISQUALIFIED**  | **DISQUALIFIED** | **DISQUALIFIED** | **COMPLIANT** | **DISQUALIFIED** |

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| **ELIGIBILITY CRITERIA** | **CANLINK TRADING (PRIVATE) LIMITED**  | **NETWORK RESILIENCE INVESTMENT** | **FUSION WAREHOUSE**  |
| **CERTFICATE OF INCORPORATION** | COMPLIANT | COMPLIANT | COMPLIANT |
| **TAX CLEARANCE CERTIFICATE** | COMPLIANT | COMPLIANT | COMPLIANT |
| **VALID NSSA CERTIFICATE** | NOT COMPLIANT |  COMPLIANT | NOT COMPLIANT |
| **COMPANY PROFILE** | COMPLIANT | COMPLIANT | COMPLIANT |
| **PRAZ REGISTRATION REQUIRED CARTEGORIES** | COMPLIANT | COMPLIANT | COMPLIANT |
| **TRADE REFERENCE LETTERS**  |  COMPLIANT | COMPLIANT | COMPLIANTN |
| **DECISION** | **DISQUALIFIED** | **COMPLIANT** | **DISQUALIFIED** |

**3.1 SUMMARY REPORT ON PRELIMINARY EVALUATION**

**3.1.1 ATOM SYSTEMS**

3.1.1 Bidder submitted invalid trade reference letters, there is no signature and stamp.

3.1.2 Outcome: DISQUALIFIED, failed preliminary examination due to wrong submissions.

**3.2 GLOBETIZE PBC**

3.2.1 The bidder submitted fraudulent NNSA certificate- certificate `s validity shows 31 July 2024, but verification indicates its valid until 30 June 2025, suggesting potential fraud or error.

**3.2.2 Outcome**: DISQUALIFIED, failed preliminary examination due to wrong submissions.

**3.3 JAINE AND JONES COMPANY**

3.31 Bidder Submitted company profile instead of trade reference letters.

3.3.2 Outcome: DISQUALIFIED, failed preliminary examination due to wrong submissions.

**3.4 TECH SOFT ENTERPRISE**

3.4.1 Bidder compliant to all administrative requirements.

3.4.2 Decision: Bidder to proceed to technical evaluation

**3. 5ACCESS SOLUTIONS**

3.5.1 Bidder submitted fraudulent NSSA certificate.

3.5.2 Outcome: DISQUALIFIED, failed preliminary examination due to wrong submission

**3.6VERNO MAS ICT SOLUTIONS**

3.6.1 Bidder compliant to all administrative requirements.

3.6.2 Decision: Bidder to proceed to technical evaluation

**3.7 CONVENIENT CENTRE**

3.7.1 Bidder submitted expired NSSA certificate.

3.7.2 Outcome: DISQUALIFIED, failed preliminary examination due to wrong submissions.

**3.8 GLOBTECH SOLUTIONS AND COMPUTING (PRIVATE) LIMITED**

3.8.1 Bidder submitted expired NSSA certificate.

3.8.2 Outcome: DISQUALIFIED, failed preliminary examination due to wrong submissions.

**3.9 SHELTECH COMPUTERS (PVT) LTD**

3.9.1 Bidder submitted expired NSSA certificate.

3 .9.2 Outcome: DISQUALIFIED, failed preliminary examination due to wrong submissions

**3.10 CAETLYN PVT**

3.10.1 Bidder submitted one trade reference instead of two trade references as per requirement.

3.10.2 Outcome: DISQUALIFIED, failed preliminary examination due to wrong submissions.

**3.11 BALLMAZ SOLUTIONS**

3.11.1 Bidder compliant to all administrative requirements.

3.11.2 Decision: Bidder to proceed to technical evaluation

**3.12 OVACADO INVESSTMENT P/L**

3.12.1 Bidder compliant to all administrative requirements.

3.12.2 Decision: Bidder to proceed to technical evaluation.

Evaluation

**CANLINK TRADING (PRIVATE) LIMITED**

3.13.1 Bidder submitted expired NSSA certificate.

3.13.2 Outcome: DISQUALIFIED, failed preliminary examination due to wrong submissions

**3.14 NETWORK RESILIENCE INVESTMENT**

3.14.1 Bidder compliant to all administrative requirements.

3.14.2 Decision: Bidder to proceed to technical evaluation.

**3.15 FUSION WAREHOUSE**

3.15.1 Bidder submitted expired NSSA certificate.

3.15.2 **Outcome**: DISQUALIFIED, failed preliminary examination due to wrong submissions.

3.2 Only four bidders are qualified to proceed to technical evaluation.

1. **TECHNICAL EVALUATION**

**4.0 TECH SOFT ENTERPRISES**

1. **3.5.1** Bidder submitted company profile instead sample pictures.
2. **3.5.2 Outcome**: DISQUALIFIED, failed preliminary examination due to wrong submissions.

**4.1** ONE bidder qualified and proceeded for technical evaluation.

**4.2** Below is a Summary Report for Technical Evaluation.

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| **TECHNICAL REQUIREMENTS** | **VALIANT CONSTRUCTION****COMPANY PVT LTD** |
| **TECHNICAL SPECIFICATION** | COMLPIANT  |
| **DELIVERY****SCHEDULE** | COMLPIANT  |
| **DECISION** | **COMLPIANT**  |

**4.3 Outcome**: The committee decided that VALIANT CONSTRUCTION COMPANY (PVT) LTD to proceed for financial evaluation.

**5.0 FINANCIAL EVALUATION**

**5.1** One bidder qualified and proceeded for financial evaluation.

**5.2** Below is a summary report for financial evaluation.

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| --- | --- |
| **FINANCIAL REQUIREMENTS** | **VALIANT CONSTRUCTION PVT LTD** |
| **TOTAL AMOUNT OF BID (USD)** | $32 386.15 |

**5.4** The evaluation committee using the “lowest cost to specification” criteria, found that VALIANT CONSTRUCTION COMPANY (PVT) LTD prices were above expected budget of USD $1212.00, bidder prices being USD $32 386.15.

**6.0 FINAL RECOMMENDATIONS**

**6.1** After careful evaluation and consideration, the evaluation committee decided

**6.2** The evaluation committee will therefore finalize the date for due diligence.

**7.0 CLOSURE**

**7.1** With no further business, the Acting Director of Housing and Community Services gave a closing prayer and the meeting was closed.

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| **NAME** | **SIGNATURE** | **DATE** |
| **G.SIDULI (CHAIRING)** |  |  |