



**homelink**

*Kumusha-Ekhaya*

Trusted Financial and Property Solutions

**HL/FRM/5/2025**

**EVALUATION REPORT**

**FOR**

**PROVISION OF LEGAL SERVICES**

**DATE: 16/07/2025**

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## 1. Background

This report covers the provision of legal services. The tender called for electronic bids from reputable Procurement Regulatory Authority of Zimbabwe (PRAZ) registered suppliers.

Bidders were to state the bid validity of 60 days and any bid with a shorter period was disqualified. Tender documents were downloadable as soft copies from PRAZ *Electronic Government Procurement System (EGP)*. Bids were uploaded and submitted online through the EGP System. The tender closed on the 20<sup>th</sup> of June 2025 at 1000hrs.

Bidders were not permitted to alter their bids once they had been submitted with the exception of arithmetical errors which were to be adjusted based on the offered unit price. The total bid price was to be amended accordingly for the purposes of the evaluation.

Following receipt of bids within the stipulated bid closing date, information relating to the award of contract was not to be disclosed until the successful bidder had been notified of the award of contract.

Homelink (Private) Limited reserved the right to:

- Accept the bid wholly or in part;
- Vary the services to be provided in any resulting award of contract within reasonable limits;
- Contract on terms requested in this tender or on different delivery terms;
- Reject any bid, or
- Annul the bidding process and reject all bids any time prior to Contract award, without thereby incurring any liability to the affected bidder or bidders

## 2. Methodology

The thresholds of the tender required that the tender be floated in the press. Homelink advertised the tender in the following public media;

- Friday Herald 09/05/2025

#### **4. Queries and clarifications**

No queries received

#### **5. Results of bid opening**

The opening of bids was carried out in accordance with the Competitive Bidding opening procedures on the 20<sup>th</sup> June 2025 at 1000 hours.

#### **6. Method of evaluation**

The bid was subject to three stages of evaluation comprising:

Stage One: Preliminary Evaluation

Stage Two: Technical Evaluation

Stage Three: Financial Evaluation.

##### **6.1 Preliminary Evaluation**

The bids which were received by the bid closing date and time were examined for compliance with the bid submission requirements as stipulated in the tender document. The preliminary evaluation results are stipulated in the table below.

Table 2-Preliminary evaluation

| Bid No. | Supplier                                                                   | Valid tax clearance (Yes/No) | Valid HSA certificate (Yes/No) | Company profile (Yes/No) | Sound audited financial statements (Yes/No) | Availability of staff (Yes/No) | Valid PRAT (Yes/No) | Valid VAT (Yes/No) | Spoke fees (Yes/No) | Bid validity in days (Yes/No) | Traceable references (Yes/No) | Certified copies of practicing certificates (Yes/No) | Letter of good standing (Yes/No) | Declaration of conflict of interest (Yes/No) | Letter from Law Society of Zimbabwe (Yes/No) | Certified copies of partnership deed (Yes/No) | 10 years of existence since establishment (Yes/No) | Minimum of 2 partners (Yes/No) | Post (of availability of offices) (Yes/No) | Recommended/Not recommended |
|---------|----------------------------------------------------------------------------|------------------------------|--------------------------------|--------------------------|---------------------------------------------|--------------------------------|---------------------|--------------------|---------------------|-------------------------------|-------------------------------|------------------------------------------------------|----------------------------------|----------------------------------------------|----------------------------------------------|-----------------------------------------------|----------------------------------------------------|--------------------------------|--------------------------------------------|-----------------------------|
| 1       | Madzima Chidyausiku Museta Legal Practitioners                             | Yes                          | Yes                            | Yes                      | Yes                                         | Yes                            | Yes                 | No                 | Yes                 | Yes                           | No                            | No                                                   | Yes                              | Yes                                          | Yes                                          | No                                            | No                                                 | Yes                            | Yes                                        | Not recommended             |
| 2       | Mwene Sibanda Commercial Lawyers                                           | Yes                          | Yes                            | Yes                      | Yes                                         | Yes                            | Yes                 | Yes                | Yes                 | Yes                           | Yes                           | Yes                                                  | Yes                              | Yes                                          | Yes                                          | Yes                                           | Yes                                                | Yes                            | Yes                                        | Recommended                 |
| 3       | Danziger and Partners                                                      | Yes                          | Yes                            | Yes                      | Yes                                         | Yes                            | Yes                 | Yes                | Yes                 | Yes                           | Yes                           | Yes                                                  | Yes                              | Yes                                          | Yes                                          | Yes                                           | Yes                                                | Yes                            | Yes                                        | Recommended                 |
| 4       | Munose and Munose                                                          | Yes                          | Yes                            | Yes                      | Yes                                         | Yes                            | Yes                 | Yes                | Yes                 | Yes                           | Yes                           | Yes                                                  | Yes                              | No                                           | Yes                                          | Yes                                           | Yes                                                | Yes                            | Yes                                        | Not recommended             |
| 5       | Madzima Law Chambers                                                       | Yes                          | Yes                            | Yes                      | Yes                                         | Yes                            | Yes                 | Yes                | Yes                 | Yes                           | No                            | Yes                                                  | Yes                              | Yes                                          | Yes                                          | Yes                                           | Yes                                                | Yes                            | Yes                                        | Not recommended             |
| 6       | Coglian Wirth and Guest Incorporating Sturges and Rowe Legal Practitioners | Yes                          | Yes                            | Yes                      | No                                          | Yes                            | Yes                 | Yes                | Yes                 | Yes                           | Yes                           | No                                                   | Yes                              | Yes                                          | Yes                                          | Yes                                           | Yes                                                | Yes                            | Yes                                        | Not recommended             |
| 7       | Wintersons Legal Practitioners                                             | Yes                          | No                             | Yes                      | Yes                                         | Yes                            | Yes                 | Yes                | Yes                 | Yes                           | No                            | Yes                                                  | Yes                              | Yes                                          | Yes                                          | No                                            | Yes                                                | Yes                            | Yes                                        | Not recommended             |
| 8       | Gill Goddinton and Gerns                                                   | Yes                          | Yes                            | Yes                      | Yes                                         | Yes                            | Yes                 | Yes                | Yes                 | Yes                           | Yes                           | Yes                                                  | Yes                              | Yes                                          | Yes                                          | Yes                                           | Yes                                                | Yes                            | Yes                                        | Recommended                 |
| 9       | Mwinge and Mugedza Legal Practitioners                                     | Yes                          | Yes                            | Yes                      | Yes                                         | Yes                            | Yes                 | Yes                | Yes                 | Yes                           | Yes                           | Yes                                                  | Yes                              | Yes                                          | Yes                                          | Yes                                           | Yes                                                | Yes                            | Yes                                        | Recommended                 |
| 10      | Mazikize Attorney at Law                                                   | Yes                          | Yes                            | Yes                      | Yes                                         | Yes                            | Yes                 | Yes                | Yes                 | Yes                           | No                            | Yes                                                  | Yes                              | Yes                                          | Yes                                          | Yes                                           | Yes                                                | Yes                            | Yes                                        | Not recommended             |
| 11      | Munhorwa Moyo                                                              | Yes                          | Yes                            | Yes                      | Yes                                         | Yes                            | Yes                 | Yes                | Yes                 | Yes                           | No                            | Yes                                                  | Yes                              | Yes                                          | Yes                                          | Yes                                           | No                                                 | Yes                            | Yes                                        | Not recommended             |
| 12      | Sinyoro and Partners                                                       | Yes                          | Yes                            | Yes                      | Yes                                         | Yes                            | Yes                 | Yes                | Yes                 | Yes                           | Yes                           | Yes                                                  | Yes                              | Yes                                          | Yes                                          | Yes                                           | Yes                                                | Yes                            | Yes                                        | Recommended                 |
| 13      | Motswa Solicitors Legal Practitioners                                      | Yes                          | Yes                            | Yes                      | Yes                                         | Yes                            | Yes                 | Yes                | Yes                 | Yes                           | No                            | Yes                                                  | Yes                              | Yes                                          | Yes                                          | No                                            | Yes                                                | Yes                            | Yes                                        | Not recommended             |
| 14      | Chinansa, Mudimu and Maguranyanga                                          | Yes                          | No                             | Yes                      | Yes                                         | Yes                            | Yes                 | Yes                | No                  | Yes                           | No                            | No                                                   | Yes                              | No                                           | Yes                                          | No                                            | Yes                                                | Yes                            | Yes                                        | Not recommended             |
| 15      | Chimukamanga Commercial Attorneys                                          | Yes                          | Yes                            | Yes                      | Yes                                         | Yes                            | Yes                 | Yes                | No                  | No                            | Yes                           | Yes                                                  | Yes                              | Yes                                          | Yes                                          | Yes                                           | No                                                 | Yes                            | Yes                                        | Not recommended             |
| 16      | Zimba Law Chambers                                                         | Yes                          | Yes                            | Yes                      | Yes                                         | Yes                            | Yes                 | Yes                | Yes                 | Yes                           | No                            | Yes                                                  | Yes                              | Yes                                          | Yes                                          | Yes                                           | Yes                                                | Yes                            | Yes                                        | Not recommended             |
| 17      | Joani Attorney                                                             | Yes                          | Yes                            | Yes                      | No                                          | Yes                            | Yes                 | Yes                | Yes                 | No                            | No                            | No                                                   | Yes                              | Yes                                          | Yes                                          | No                                            | No                                                 | Yes                            | Yes                                        | Not recommended             |
| 18      | Maphosa Mahlungu Attorneys                                                 | Yes                          | Yes                            | Yes                      | Yes                                         | Yes                            | Yes                 | Yes                | No                  | Yes                           | No                            | Yes                                                  | Yes                              | Yes                                          | Yes                                          | Yes                                           | Yes                                                | Yes                            | Yes                                        | Not recommended             |

- Chidyausiku Museta Legal Practitioners provided references which are not from financial institutions. The bidder also provided practising certificates which are not certified and attached a letter from the Law Society of Zimbabwe instead of a certified partnership deed. They also attached the letter from the Law Society of Zimbabwe instead of a Value Added Tax (VAT) certificate therefore the bidder was disqualified.

- Manase and Manase attached a deed of partnership instead of a conflict of interest declaration form. It was noted that a conflict of interest for is not a historic document which can be requested therefore the bidder was disqualified.
- Muvirimi Law Chambers did not meet the criteria of providing references from financial institutions therefore they were disqualified.
- Coghlan Welsh and Guest had only one certified practising certificate out of 14 practising certificates which they provided and this lead to their disqualification.
- Wintertons Legal Practitioners' NSSA certificate expired on 31 March 2025, their partnership deed was not certified, and their references are not from financial institutions. They also attached an expression of interest instead of a company profile.
- References for Matsikidze Attorney at law are not from financial institutions therefore they were disqualified.
- Mushoriwa Moyo was established on the 4<sup>th</sup> of April 2016 hence they did not satisfy the minimum 10 years of existence. They also provided two out of the required three references from financial institutions therefore they were disqualified.
- The partnership agreement for Mlotshwa Solicitors Legal Practitioners was not certified and their references are not from financial institutions.
- Chinamasa, Mudimu and Maguranyanga uploaded a company profile instead of certified practising certificates. The attached Partnership Agreement was not certified and it was also incomplete. The bidder attached a company profile instead of a declaration of conflict of interest form. They also attached a table of contents for their document instead of NSSA registration. The bidder was therefore disqualified.
- ChimukaMafunga Commercial Attorneys did not indicate their bid validity period and did not attach their SPOC fee receipt therefore they were disqualified. The bidder had less than ten years' experience having started operations in 2019.
- Zvimba Law Chambers provided one reference from a financial institution instead of the required three therefore they were disqualified.

- Jonasi Attorney attached a financial analysis instead of audited financial statements. Jonasi was established on the 5<sup>th</sup> of September 2023 therefore has less than 10 years' experience.
- They also did not indicate their bid validity period. A letter from the Law Society of Zimbabwe was attached instead of a partnership deed.
- Maphosa Mahlangu Attorneys did not attach SPOC fee receipt and provide only one reference from financial institution.

The committee realised that out of 18 bidders only 5 bidders managed to submit all the required documents and recommended these five to proceed to the next level of evaluation.

The compliant bidders were Mawere Sibanda Commercial Lawyers, Danziger and Partners, Gill Godlonton and Gerrans, Muvingi and Mugadza Legal Practitioners and Sinyoro and Partners.

## 6.2 Technical evaluation

The bids were subjected to technical evaluation as shown in table below

**Table 3- Technical Evaluation**

| Evaluation Criteria                                       | Minimum requirement                                                                                                                                                                                   | Maximum                                                                                     | Mawere Sibanda Commercial lawyers | Danziger and Partners | Gill Godlonton and Gerrans | Muvingi and Mugadza Legal Practitioners | Sinyoro and Partners Legal Practitioners |
|-----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|-----------------------------------|-----------------------|----------------------------|-----------------------------------------|------------------------------------------|
| Law firm years since establishment                        | Below 10 years =0 (10 to 15 years = 10 marks) (above 15 years -20                                                                                                                                     | 20 marks                                                                                    | 20                                | 20                    | 20                         | 20                                      | 20                                       |
| Registration status                                       | Registered with Law Society of Zimbabwe                                                                                                                                                               | 10 marks                                                                                    | 10                                | 10                    | 10                         | 10                                      | 10                                       |
| Minimum of two (2) Partners                               | Minimum of fifteen (15) years of experience, one partner                                                                                                                                              | [5 marks for 2 partners and 5 marks for a partner with more than 15 years (Total 10 marks)] | 10                                | 10                    | 10                         | 10                                      | 10                                       |
| Relevant Experience                                       | Experience in the Financial Services industry (attach proof)                                                                                                                                          | 10 marks                                                                                    | 10                                | 10                    | 10                         | 10                                      | 10                                       |
| Minimum of two (2) legal practitioners                    | Minimum three (3) years of experience (Attach proof)                                                                                                                                                  | 10 marks                                                                                    | 10                                | 10                    | 10                         | 10                                      | 10                                       |
| Law firm experience                                       | Three (3) traceable references in the financial services sector- Documentary evidence should be provided in form of reference letters obtained within the past one year which are signed and stamped. | 10 marks                                                                                    | 10                                | 10                    | 10                         | 10                                      | 10                                       |
| Physical facilities                                       | proof of availability of offices, utility bill or lease agreement (Attach Proof)                                                                                                                      | 10 marks                                                                                    | 10                                | 10                    | 10                         | 10                                      | 10                                       |
| Team Members to be assigned to Homelink (Private) Limited | Experience of key personnel                                                                                                                                                                           | 20 marks                                                                                    | 20                                | 20                    | 20                         | 20                                      | 20                                       |
| <b>Total</b>                                              |                                                                                                                                                                                                       | <b>100 marks</b>                                                                            | <b>100</b>                        | <b>100</b>            | <b>100</b>                 | <b>100</b>                              | <b>100</b>                               |
| <b>Recommended or Not Recommended</b>                     |                                                                                                                                                                                                       |                                                                                             | <b>Recommended</b>                | <b>Recommended</b>    | <b>Recommended</b>         | <b>Recommended</b>                      | <b>Recommended</b>                       |

All the bidders who were subjected to technical evaluation were compliant and were therefore recommended to proceed to the financial evaluation stage.

The technical evaluation constituted 80% of the total tender score. Summary of technical score percentages;

| <b>Bidder</b>                                                                         | <b>Mawere Sibanda<br/>Commercial<br/>Lawyers</b> | <b>Danziger<br/>and Partners</b> | <b>Gill Godlonton<br/>and Gerrans</b> | <b>Muvingi and Mugadza<br/>Legal Practitioners</b> | <b>Sinyoro and<br/>Partners</b> |
|---------------------------------------------------------------------------------------|--------------------------------------------------|----------------------------------|---------------------------------------|----------------------------------------------------|---------------------------------|
| Technical score                                                                       | 100                                              | 100                              | 100                                   | 100                                                | 100                             |
| Technical score as a<br>percentage of the<br>tender <i>[(Bidder<br/>Score/100)80]</i> | 80%                                              | 80%                              | 80%                                   | 80%                                                | 80%                             |

## 7. Financial evaluation

Financial evaluation was carried out and the results are tabulated below

Table 4- Financial Evaluation

| Bid No. | Supplier                                 | Unit Price (USD) per hour |
|---------|------------------------------------------|---------------------------|
| 1       | Mawere Sibanda Commercial Lawyers        | 203.00                    |
| 3       | Danziger and Partners                    | 150.00                    |
| 8       | Gill Godlonton and Gerrans               | 250.00                    |
| 9       | Muvungi and Mugadza Legal Practitioners  | 100.00                    |
| 12      | Sinyoro and partners Legal Practitioners | 200.00                    |

Financial scores constituted 20% of the tender score. A bid with the lowest rate was to be awarded the maximum score. Formula used for financial score was as follows;

Table 5- Financial Score Calculation

| Bid No. | Supplier                                 | Financial Score Calculation                | Score % |
|---------|------------------------------------------|--------------------------------------------|---------|
| 1       | Mawere Sibanda Commercial Lawyers        | 20(Lowest Priced/Bid Price)<br>20(100/203) | 9       |
| 3       | Danziger and Partners                    | 20(Lowest Priced/Bid Price)<br>20(100/150) | 13      |
| 8       | Gill Godlonton and Gerrans               | 20(Lowest Priced/Bid Price)<br>20(100/250) | 8       |
| 9       | Muvungi and Mugadza Legal Practitioners  | 20(Lowest Priced/Bid Price)<br>20(100/100) | 20      |
| 12      | Sinyoro and Partners Legal Practitioners | 20(Lowest Priced/Bid Price)<br>20(100/200) | 10      |

The bidding document stipulated that four suppliers will be selected to enter into framework agreement therefore out of the 5 bidders the evaluations committee ranked the bidders using the technical and financial scores out of 100. The top 4 scoring bidders were therefore recommended for the framework agreement.

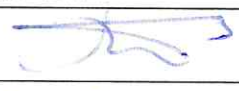
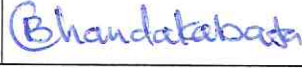
**Table 6- Combined Technical and Financial Evaluation Recommendation**

| Bid No. | Supplier                                 | Technical score | Financial Score % | Overall Score % | Remarks         |
|---------|------------------------------------------|-----------------|-------------------|-----------------|-----------------|
| 9       | Muvingi and Mugadza Legal Practitioners  | 80              | 20                | 100             | Recommended     |
| 3       | Danziger and Partners                    | 80              | 13                | 93              | Recommended     |
| 12      | Sinyoro and Partners Legal Practitioners | 80              | 10                | 90              | Recommended     |
| 1       | Mawere Sibanda Commercial Lawyers        | 80              | 9                 | 89              | Recommended     |
| 8       | Gill Godlonton and Gerrans               | 80              | 8                 | 88              | Not Recommended |

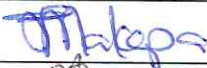
## 8. Recommendations

As presented in Table 6 above, the Evaluations Committee therefore recommended in their order, Muvingi and Mugadza Legal Practitioners, Danziger and partners, Sinyoro and Partners and Mawere Sibanda Commercial Lawyers for the provision of legal services under framework agreement.

### Recommended by the Evaluations Committee

| Name               | Signature                                                                           | Date       |
|--------------------|-------------------------------------------------------------------------------------|------------|
| Joylyn Magosvongwe |  | 16/07/25   |
| Miriam Gwatirisa   |  | 16/07/25   |
| Clifford Paradza   |  | 16/07/2025 |
| Cuthbert Makoni    |  | 16/7/25    |

**Present From PMU**

| Name             | Signature                                                                         | Date      |
|------------------|-----------------------------------------------------------------------------------|-----------|
| Josephine Makopa |  | 16/7/2025 |
| Adson Muzvuru    |  | 16/7/2025 |