

BID EVALUATION MINUTES FOR THE PROVISION OF LEGAL SERVICES

ZNR DT 09/2025

02 July 2025

EVALUATION COMMITTEE MEMBERS PRESENT

- | | |
|-------------------------|------------------------|
| 1. View Muzite | Corporate Secretary |
| 2. Tafadzwa Mazonde | Legal Services Manager |
| 3. Simbarashe Chirahwi | Admin Manager |
| 4. Terrence Kapuya | Finance Manager |
| 5. Engineer Kanguru | Provincial Engineer |
| 6. Pamela Nyambuya | Database administrator |
| 7. Governor Pendei | Legal Services Officer |
| 8. Wisdom Fombe | Fraud and Data Analyst |
| 9. Rangarirai Mukondomi | SHEQ Officer |
| 10. Connie Muraicho | PR Officer |

BACKGROUND

The Procurement Management Unit received a request from the Legal Services Department for the provision of legal services for ZINARA. ZINARA requires the services of External Counsel Panel of law firms for use, as and when required. Such External Counsel services would be required to provide services covering *intellectual property, conveyancing, litigation, legislation drafting, debt collection, criminal law, labour law, insurance law, commercial law and corporate governance*, in the following circumstances:

- i. Where there is a grey area with regards to an opinion, contract or administrative decision and a second view is required;
- ii. Where special expertise, not possessed by in-house counsel is required;
- iii. Where and when In-house counsel are not permitted by law to practice, such as Conveyancing and notarial practice and appearance in the courts;
- iv. Where an advocate's services are required, as advocates are instructed by practicing lawyers;
- v. Where Complex legislation principle formulation and pre-drafting, has to be done; and
- vi. On rare occasions, where the amount of research required takes up a large proportion of the time resulting in curtailment of time that in-house counsel is required to attend to other daily regulatory matters.

In line with the above, the PMU published the tender both in the Government Gazette and on e-GP on the 8th of May 2025 as per the requirements of the PPDPA Act. 22:23 closed on the 10th of June 2025 with seventeen [17] bidders responded as follows.

TABLE 1 - PARTICIPATING BIDDERS

Bidder	Price
Mlotshwa Solicitors	\$0.00
Chimuka & Mafunga	\$70.00
Mutumbwa & Mugabe	\$75.00
Mahembe Attorneys	\$80.00
Muvingi & Mugadza	\$100.00
Newman Attorneys	\$100.00
Zvimba Law Chambers	\$100.00
Dube, Banda & Nzarayapenga	\$103.50
Kadzere hungwe & Mandevere	\$120.00
Coghlan Welsh & Guest	\$150.00
Honey & Blanckenberg	\$172.50
Maphosa & Mahlangu	\$180.00
Mawere & Sibanda	\$192.00
Madzima Chidyausiku & Museta	\$200.00
Kantor & Immerman	\$210.00
Diza Attorneys	\$270.00
Gutu & Chikowero	\$350.00

DECLARATION OF INTERESTS

The directors' names of the Bidding Companies were read out. Members individually declared that they had no conflict of interest. A register of no Conflict of Interests was circulated, and members duly signed indicating that they had no conflict of interest.

TABLE 2: ADMINISTRATIVE EVALUATION

KEY REQUIREMENTS	Madzima Chidyausiku & Museta	Kadzere hungwe & Mandevere	Coghlan Welsh & Guest	Mawere & Sibanda	Mahembe Attorneys	Chimuka & Mafunga
Certificate Confirming Registration	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
Method Statement	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
CVs of Key Personnel	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
Bid Securing Declaration	Not Signed	Compliant	Compliant	Compliant	Compliant	Not Compliant
Declaration on non-engagement in corrupt or fraudulent practices form.	Not Signed	Compliant	Compliant	Compliant	Compliant	Not Compliant
Bid validity period minimum of 60 days.	Not Compliant	Compliant	Compliant	Compliant	Compliant	Not Compliant
Workplans	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
Proof of Valid PRAZ Registration	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
Letter of Good Standing from Law Society of Zim. (Must Be Less Than Six Months Old)	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
Valid Copies of Practising Certificates of The Lawyers (Front and Back)	Compliant	Compliant	Compliant	Compliant	Not Compliant	Not Compliant
Attach Three officially stamped reference letters signed on Company letterhead showing previous relevant work or assignment done in the past 5 years	CHAMPIONS SEEFF OASIS	MMC MUTARE GABRIEL ZEIPF ZINARA MIPF	NEDBANK DPC ECOBANK CAFCA SALVATION MANYAME	TSL TIMB ZIMFLOW POSB CBZ OLDMUTUAL	KAROI TC RIO ZIM NZIBAR INV	MASAWARA GRANT THO FREDA REB AGRI FORA
CONCLUSION	Not-Compliant	Not-Compliant	Not-Compliant	Not-Compliant	Not-Compliant	Not-Compliant

TABLE 2.1: Cont. ADMINISTRATIVE EVALUATION

KEY REQUIREMENTS	Honey & Blanckenberg	Maphosa & Mahlangu	Muvingi & Mugadza	Diza Attorneys	Kantor & Immerman	Mutumbwa & Mugabe
Certificate Confirming Registration	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
Method Statement	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
CVs of Key Personnel	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
Bid Securing Declaration	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
Declaration on non-engagement in corrupt or fraudulent practices form.	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
Bid validity period minimum of 60 days.	Compliant	Compliant	Compliant	Not Compliant	Compliant	Compliant
Workplans	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
Proof of Valid PRAZ Registration	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
Letter of Good Standing from Law Society of Zim. (Must Be Less Than Six Months Old)	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
Valid Copies of Practising Certificates of The Lawyers (Front and Back)	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
Attach Three officially stamped reference letters signed on Company letterhead showing previous relevant work or assignment done in the past 5 years	SEEDCO WILLDALE KASHAYA MSC POWERTEL PCZ TANGANDA MCAZ	REDAN JBCZ ZIMTA CHENGETED ZA GETBUCKS BAKER TILLY	ZVIMBA RDC, MUTARE CC, ZESA, NSSA, ZIMSTAT, FML, NICOZ, ZETDC, KEFALOS PETROTRADE, NBS IPEC, UZ, ZINWA	ZIMRE MOONLIGHT	ZIMRA GMB IDBZ	TRUCKING ZB PARCHART NSSA
CONCLUSION	Not-Compliant	Compliant	Not-Compliant	Not-Compliant	Not-Compliant	Not-Compliant

TABLE 2.2: Cont. ADMINISTRATIVE EVALUATION

KEY REQUIREMENTS	Mlotshwa Solicitors	Dube, Banda & Nzarayapenga	Gutu & Chikowero	Newman Attorneys	Zvimba Law Chambers
Certificate Confirming Registration	Compliant	Compliant	Compliant	Compliant	Compliant
Method Statement	Compliant	Compliant	Compliant	Compliant	Compliant
CVs of Key Personnel	Compliant	Compliant	Compliant	Compliant	Compliant
Bid Securing Declaration	Compliant	Compliant	Compliant	Compliant	Compliant
Declaration on non-engagement in corrupt or fraudulent practices form.	Compliant	Compliant	Compliant	Compliant	Compliant
Bid validity period minimum of 60 days.	Compliant	Compliant	Not-Compliant	Not-Compliant	Compliant
Workplans	Compliant	Compliant	Compliant	Compliant	Compliant
Proof of Valid PRAZ Registration	Compliant	Compliant	Compliant	Compliant	Compliant
Letter of Good Standing from Law Society of Zim. (Must Be Less Than Six Months Old)	Compliant	Compliant	Compliant	Compliant	Compliant
Valid Copies of Practising Certificates of The Lawyers (Front and Back)	Not-Compliant	Compliant	Compliant	Not-Compliant	Compliant
Attach Three officially stamped reference letters signed on Company letterhead showing previous relevant work or assignment done in the past 5 years	ZIMOCO ABC AUCTIONS PULSE DRUMMOND SHAMVA	CMED BAZ BANC ABC ZETDC DOVES CHIRUNDU LC HWANGE RDC CHITUNGWIZA CC MUTARE CC VMG	N/A	CREDICONECT PROBFIX	RPAZ ZIMDEF GRAMSOL NSSA NATPHARM CHEMPLEX ZVIMBA NBS PRAZ ZAMBEZI GAS B&S STARLINER
CONCLUSION	Not-Compliant	Compliant	Not-Compliant	Not-Compliant	Compliant

TABLE 3 AREAS OF NON-COMPLIANCE ON ADMINISTRATIVE REQUIREMENTS

Company Name	Non-Compliance Description
Madzima, Chidyausiku & Museta	<ul style="list-style-type: none"> • They submitted a bid securing declaration which was not signed • They submitted a Declaration on non-engagement in corrupt or fraudulent practices form which was not signed • They did not indicate their bid validity • They submitted reference letters which were not stamped as requested in the bidding document
Kadzere, Hungwe & Mandeverere	<ul style="list-style-type: none"> • They submitted reference letters which were not stamped as requested in the bidding document. Only one reference letter met the requirements
Coghlan, Welsh & Guest	<ul style="list-style-type: none"> • They submitted reference letters which were not stamped as requested in the bidding document. Only two reference letters met the requirements
Mawere & Sibanda	<ul style="list-style-type: none"> • They submitted reference letters which were not stamped as requested in the bidding document.
Mahembe Attorneys	<ul style="list-style-type: none"> • They submitted reference letters which were not stamped as requested in the bidding document. Only one reference letter met the requirements • They submitted only the front of their Valid Copies of Practising Certificates of The Lawyers. The tender requested for both front and back
Chimuka & Mafunga	<ul style="list-style-type: none"> • They submitted a bid securing declaration which was not signed • They submitted a Declaration on non-engagement in corrupt or fraudulent practices form which was not signed • They did not indicate their bid validity • They submitted reference letters which were not stamped as requested in the bidding document • They submitted only the front of their Valid Copies of Practising Certificates of The Lawyers. The tender requested for both front and back
Honey & Blanckenberg	<ul style="list-style-type: none"> • They submitted only the front of their Valid Copies of Practising Certificates of The Lawyers. The tender requested for both front and back • They submitted reference letters which were not stamped as requested in the bidding document. Only two reference letters met the requirements

Muvingi & Mugadza	<ul style="list-style-type: none"> • They submitted reference letters which were not stamped as requested in the bidding document. Only two reference letters met the requirements
Diza Attorneys	<ul style="list-style-type: none"> • They did not indicate their bid validity • They submitted only two reference letters, where as the other one was not stamped
Kantor & Immerman	<ul style="list-style-type: none"> • They submitted reference letters which were not stamped as requested in the bidding document
Mutumbwa & Mugabe	<ul style="list-style-type: none"> • They submitted reference letters which were not stamped as requested in the bidding document
Mlotshwa Solicitors	<ul style="list-style-type: none"> • They submitted reference letters which were not stamped as requested in the bidding document. Only one reference letter met the requirements • They submitted only the front of their Valid Copies of Practising Certificates of The Lawyers. The tender requested for both front and back
Gutu & Chikowero	<ul style="list-style-type: none"> • They did not indicate their bid validity • They did not submit any reference letters
Newman Attorneys	<ul style="list-style-type: none"> • They did not indicate their bid validity • They submitted only the front of their Valid Copies of Practising Certificates of The Lawyers. The tender requested for both front and back • They submitted only two reference letters which were not signed

TABLE 4: TECHNICAL EVALUATION

Item description and full technical specification required (including applicable standards)	Possible Score %	Full specification of items offered by bidder and compliance [Total Score%]		
		Maphosa & Mahlangu	Dube, Banda & Nzarayapenga	Zvimba Law Chambers
Key Feature/Specifications				
Experience of Law Firm from Date of Establishment (Attach Proof)	10	7	10	7
Experience of Law Firm in Dealing with Similar Size Corporates (Public Entities/ZSE Listed Entities)	10	0	10	10
Size and Diversity of Law Firm	10	6	10	8
Qualifications of The Lead Legal Practitioner Assigned to Work on ZINARA Matters	10	10	5	5
Experience in Years of The Lead Legal Practitioner Assigned to Work on ZINARA Matters	12	9	9	9
In House Legal Work Experience of Either Lead Practitioner or Team Member Assigned to Work On ZINARA	12	2	2	2
Core Competencies (Labour; Corporate Governance; Public Procurement; Insurance; Civil; Legislative; Arbitration)	30	5	18	7
Availability of Complementary Opinions	6	6	6	6
TOTAL SCORE		45	70	54

TABLE 5: FINANCIAL EVALUATIONS

Legal Practitioners	Standard Rate	Scores	Recommendations
Dube, Banda & Nzarayapenga	USD\$ 103.50	30	Pass

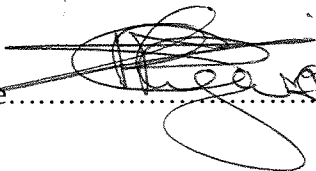
DELIBERATIONS

- i. The committee noted that only three (3) bidders **Maphosa & Mahlangu; Dube, Banda & Nzarayapenga** and **Zvimba Law Chambers** were compliant on the administrative requirements, hence proceeded to the technical evaluations.
- ii. The committee noted that **Maphosa & Mahlangu** and **Zvimba Law Chambers** did not meet the technical requirements to score 70 of hence could not proceed to the financial evaluations.
- iii. The committee noted that **Dube, Banda & Nzarayapenga** were compliant on both administrative and technical requirements hence proceed to financial evaluations. They scored the maximum points of 30 as the only compliant bidder to specifications.

RECOMMENDATIONS

The committee recommended **Dube, Banda & Nzarayapenga** for the provision of legal services at a standard rate of **USD\$ 103.50** as the only compliant bidder to specifications.

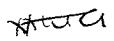
Compiled by P. Chigara Procurement Officer


Signature.....


Date.....04/08/2025

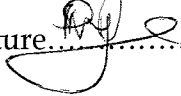
Signed as a true record kept at ZINARA HQ

- 1. Mrs. V. Muzite Corporate Secretary
- 2. Mr. T. Mazonde Legal Services Manager
- 3. Eng. K. Kanguru Provincial Engineer
- 4. ~~Mr. T. Mupambireyi~~ ^{Ms P. Nyambuya} Database Network Administrator

Signature.....

Signature.....

Signature.....

Signature.....

Date.....14/08/2025

Date.....07/08/25

Date.....06/08/25

Date.....07/08/25

- 5. Mr. S. Chirahwi Admin Manager
- 6. Mr. R. Mukondomi SHEQ Officer
- 7. Mr. W. Fombe Fraud & Data Analyst
- 8. Ms. C. Muraicho Public Relations Officer
- 9. Mr. T. Kapuya Finance Manager
- 10. Mr. G. Pendei Legal Services Officer

Signature..... Date..... 08/08/25

Signature..... Date..... 08/08/25

Signature..... Date..... 4/8/25

Signature..... Date..... 8/08/25

Signature..... Date..... 08/08/25

Signature..... Date..... 18/08/25

- Checked by T. Sakupwanyana Procurement Manager
- Reviewed by T. Vambe Head of PMU
- Recommended by A. Zvandasara Finance Director
- Approved by Nkosinathi Ncube Chief Executive Officer

Signature..... Date..... 04/08/2025

Signature..... Date..... 08/08/2025

Signature..... Date.....

Signature..... Date.....