

BID EVALUATION REPORT AND RECOMMENDATION FOR AWARD

THE PROVISION OF ARCHITECTURAL CONSULTANCY SERVICE FOR THE DESIGN, DESIGN & SUPERVISION OF HOUSES – BLUFF HILL STAND

1.0 BACKGROUND

- 1.1 The Harare Institute of Technology intends to procure an Architectural Consultant services for the design and supervision of Houses to be constructed at Bluff Hill stand. General Notice 2929 of 2021 declared that national projects within innovation hubs and industrial parks at State Universities be of national interest and procurements to do with this shall not be publicly disclosed. The Institute intends to use the notice to procure the required service.

2.0 METHOD OF PROCUREMENT USED

- 2.1 Direct procurement method was used to procure the Architectural services from **Dzimwasha Architects and Project Managers.**

3.0 SECTION A: EVALUATION

3.1 Stage 1: Preliminary evaluation for Dzimwasha Architects and Project Managers.

Compliance Documentation	Dzimwasha Architects and Project Managers
Valid Tax Clearance	✓
PRAZ Registration	✓
CR6/14	✓
Certificate of incorporation	✓
Company Profile	✓
3 recent traceable contact details of references	✓
CVs of key person	✓
Registered by the ACZ (Architects Council of Zimbabwe) & IAZ (Institute of Architects of Zimbabwe).	✓

3.1.1. Summary of the Preliminary Evaluation

The bidder attached all the required documents and therefore compliant, hence eligible for further evaluation.

3.2. Stage 2: Technical criteria evaluation for Dzimwasha Architects and Project Managers.

Item description	Compliance
Methodology	Submitted
Work Plan	Submitted

3.2.1. Summary of the Technical Evaluation

- 3.2.1.1.** The **methodology** was well documented and clearly showing the Preplanning Stage (design formulation / project scheduling / procurement construction), Construction Stage (Project Supervision and Management / Communication /Financial Management) and Project Close out (closure of document and statutory compliance).
- 3.2.1.2.** The **work plan** was well documented and shows Project stages such as Project initiation, pre contract phase, Tender stage, construction stage and project Close out. It also provides the critical information such as detailed project processes, project objectives, responsible staff for each task and task duration have been clearly formulated.

3.3. Stage 3: Financial criteria evaluation for Dzimwasha Architects and Project Managers

ITEM	COST
Consultant Fees	12 192.00
Reimbursement Cost	60.00
VAT	1 837.80
TOTAL FINACIAL PROPOSAL	14 089.80

4.0 DUE DILIGENCE

- 4.1. Due diligence was done, quotations were sought from other suppliers to find if the prices from **Dzimwasha Architects and Project Managers** were reasonable. The prices from other suppliers were as shown in table below:

Prices from other suppliers in comparison with Dzimwasha Architects and Project Managers

Name of Supplier	Total Bid Price
Dzimwasha Architects and Project Managers	USD 14 089.80
Arkhi Studio Architects	USD 16 028.70

- 4.2. From the due diligence that was conducted amongst other players in the market, **Dzimwasha Architects and Project Managers** were found to be reasonable.

5.0. Recommendation:

- 5.1 Based on the information contained in this form and the attached documents and in accordance with the Public Procurement and Disposal of Public Asset Act [Chapter 22:23], its Regulations (SI 5 of 2018), the Evaluation Committee recommended awarding the procurement of Architectural Consultant services for the design and supervision of Houses to be constructed at Bluff Hill stand to **Dzimwasha Architects and Project Managers** at a bid price of **\$14 089.80** payable in **ZiG at interbank rate**.

EVALUATION PANEL

1. Name..... T. KACHAMBWA Signature..... 
2. Name..... R. Toga Signature..... 
3. Name..... H. Ndzara Signature..... 
4. Name..... M. Gwasimbho Signature..... 
5. Name..... Signature.....