

**PRELIMINARY EVALUATION REPORT FOR TENDER NUMBER NSSA 102/2024- REQUEST FOR PROPOSALS FOR THE PROVISION OF COBIT TRAINING SERVICES TO NSSA ICT STAFF (TECHNICAL EVALUATION STAGE)**

**1. BACKGROUND**

The National Social Security Authority (NSSA) invited bids for the Provision of COBIT Training Services to NSSA ICT Staff (Technical Evaluation Stage). The Expression of Interest tender processes were conducted and concluded. **SPOC Resolution 0299 of 3 April 2025** endorsed the recommendation by NSSA to shortlist two (2) prospective service providers that had scored above the qualifying mark of 70%. A Request for Proposal Standard Bidding Document (SBD) highlighting the guidelines for the shortlisted service providers was drafted resulting in Competitive Bid **NSSA 102/2024** being issued out. The standard bidding document was distributed to the shortlisted bidders namely Zimbabwe Open University (ZOU) in partnership with Restarta Consulting Group and Egif Enterprise Governance of IT P/L.

**2. BUSINESS OF THE DAY**

After close of RFP tender, out of the two (2) shortlisted firms, only one (1) managed to respond to the tender document and successfully filled their responses by the 18<sup>th</sup> of June 2025, at 1000hrs, which was the submission deadline.

The standard bidding document was distributed on **16 May 2025** and the closing date for tender submission was **18 June 2025**.

The following single prospective service provider responded to the invitation to participate in the Request for Proposal:

**1. Egif Enterprise Governance of IT P/L**

However, the **Zimbabwe Open University (ZOU) in partnership with Restarta Consulting Group** did not respond to the invitation to participate in the Request for Proposal.

**3. TENDER EVALUATION COMMITTEE MEMBERS**

The following Tender Evaluation Committee members were appointed to evaluate the bid proposals that were submitted in response to the tender advert:

<b>NO</b>	<b>NAME</b>	<b>COMMITTEE MEMBER</b>
1	Wilson Kasukusa	Chairman
2	Newton Chindika	Finance Representative
3	Chrispen Chinhoyi	Legal Representative
4	Mike Dube	User Department Representative (ICT)
5	Alexander C. Kamusoko	PMU Representative
6	Perpetual Chimeura	Committee Member (ICT)
7	Liyasa Swedi	Committee Member (ICT)

#### **4. DECLARATION OF CONFLICT OF INTEREST**

Members of the Tender Evaluation Committee individually declared their interest on the company to be deliberated upon as indicated below: -

	<b>NAME</b>	<b>COMMITTEE MEMBER DECLARATION</b>
1.	Wilson Kasukusa	No conflict of Interest
2.	Newton Chindika	No conflict of Interest
3.	Chrispen Chinhoyi	No conflict of Interest
4.	Mike Dube	No conflict of Interest
5.	Alexander C. Kamusoko	No conflict of Interest
6.	Perpetual Chimeura	No conflict of Interest
7.	Liyasa Swedi	No conflict of Interest

#### **5. EVALUATION CRITERIA**

Bidders were evaluated based on the requirements that were stipulated in the e-GP Request for Proposal document, starting with the mandatory requirements of the tender.

##### **5.1. EVALUATION OF THE MANDATORY REQUIREMENTS**

Below is an evaluation table indicating the results of the mandatory evaluation processes.

<b>No</b>	<b>MANDATORY REQUIREMENTS</b>	<b>BID RESPONSE- EGIT ENTERPRISE GOVERNANCE OF IT PRIVATE LIMITED</b>
1	SPOC fees (US\$350.00)	Yes
2	Valid PRAZ certificate	Yes
3	The Technical Proposal Submission Sheet in this Part.	Yes
4	Certificate of Incorporation	Yes
5	Valid ZIMRA tax clearance certificate.	Yes
6	Valid NSSA Contribution Clearance Certificate	Yes (1)
7	CR 6/CR14 document.	Yes 1. Tichaona Zororo

		2. Ruth Zororo
8	Completed and signed copy of the NSSA confidentiality clause	Yes
9	90 day Bid Validity period	Yes
10	A brief methodology for performing the services	Yes
11	A summary of your experience in similar assignments, together with the names and contact details of persons connected with these assignments who will provide references.	Yes (8) 1. Government Institutions Pension Fund (GIPF). 2. Bank of Tanzania Academy. 3. South African Reserve Bank. 4. ZIMRA 5. NMS Medical Logistics 6. CBZ 7. Revenue Services, Lesotho. 8. Banco De Macambique
12	CVs of key staff	Yes
13	A workplan, showing the inputs of all key staff	Yes
	<b>REMARKS</b>	<b>COMPLIANT</b>

## 5.2. MANDATORY EVALUATION RESULTS

Based on the results shown in the above table, the single bidder, namely Egit Enterprise Governance of IT P/L managed to submit all the mandatory requirements that were stipulated in the standard bidding document. Thereby qualifying for technical requirements evaluation.

## 6. ALLOCATION OF MARKS FOR THE TECHNICAL REQUIREMENTS OF THE TENDER

The tender evaluation committee proceeded to evaluate and allocate marks to the prospective bidder based on the evaluation criteria that was stipulated in the e-GP tender document. Below is a table indicating the allocated marks for the bidder:

### Technical Evaluation Table:

**NB-**The Technical Bid shall be evaluated out of a total of 100% scoring and 80 marks (80% scoring), being the minimum qualifying mark for the Request for Proposal's Technical Requirements and consideration of financial bid evaluation.

NO	TECHNICAL REQUIREMENTS:	SCORES/MARKS	BID RESPONSE-EGIT ENTERPRISE GOVERNANCE OF IT PRIVATE LIMITED
1	The Consultancy firm's company profile.	5 marks	Yes - 5 marks
2	<p><b>VALID COBIT CERTIFICATIONS:</b></p> <p>1. The firm should be a <b>COBIT 2019 Accredited Training Organisation (ATO)</b> (valid certificate is required). <b>(5 marks)</b></p> <p>2. The trainer should be a <b>COBIT 2019 Foundation Approved Trainer</b> (valid certificate is required). <b>(5 marks)</b></p> <p>3. The trainer should be a <b>COBIT 2019 Design and Implementation Approved Trainer</b> (valid certificate is required). <b>(5 marks)</b></p>	15 marks	Yes 15 marks
3	<p><b>Training Methodology:</b></p> <p>The firm shall be required to submit a comprehensive training methodology which clearly demonstrates how the training will be conducted <b>(20 marks).</b></p>	15 marks	Yes 15 marks
4	<p><b>Key Personnel Qualifications and Experience (Trainer Requirements):</b></p> <p>1. The trainer should have at least 2-years' experience in <b>both</b> COBIT Foundation <b>and</b> COBIT Design &amp; Implementation trainings. Contactable references (<b>list</b>) where s/he conducted COBIT 2019 trainings to be provided. <b>(15 marks)</b></p> <p>2. Trainer should submit a detailed CV indicating his/her experience in conducting COBIT 2019 trainings. <b>(15 marks)</b></p>	30 marks	Yes 30 arks

5	<p>To avoid potential ambiguity, Section 5 of the technical evaluation table is now updated as follows:</p> <p><b>Technical requirement (number 5):</b></p> <p><b>Organization Requirements:</b></p> <p>Bidder should provide valid certificate of accreditation as a COBIT 2019 Accredited Training Organization.</p> <p><b>15 marks</b></p> <p><b><i>NB-This Section was re-worded as shown above and was shared to both bidders as an addendum.</i></b></p>	<b>15 marks</b>	<b>Yes</b> <b>15 marks</b>
	<b>TOTAL MARKS</b>	<b>80 MARKS</b>	<b>80 MARKS</b>

### 6.1 TECHNICAL EVALUATION SUMMARY

As part of the evaluation process, Tender Evaluation Committee members emphasized the importance of bidders to demonstrate how their proposed methodology and workplan would assist in the achievement of the statement of requirements which were indicated in the standard bidding document. Committee members also analysed the qualifications and experience of the key COBIT trainer, Tichaona Zororo, who will be expected to assist the Authority in conducting the COBIT Training with a view to evaluate whether they had the requisite qualifications and experience. It was noted that the Trainer submitted comprehensive proposals which clearly demonstrated that he had adequate experience and key technical skills to provide the COBIT consultancy services to NSSA.

The Tender Evaluation Committee members also took time to assess whether the various trade references that were submitted by prospective bidder were relevant and whether they indicated that their previous experience was in line with the scope of work that the Authority had indicated in the tender document. Committee members wanted to establish whether service providers had conducted similar assignments of same scope and size. Committee members were more interested in those trade references that were relevant to what the Authority intends to do. It was noted that most of the trade references that were submitted by the participating bidders were relevant.

## 6.2 TECHNICAL EVALUATION TABLE SUMMARY

Below is a table indicating the evaluation summary of the participating bidders:

BIDDER	EGIT ENTERPRISE GOVERNANCE OF IT PRIVATE LIMITED
Mandatory Requirements	Compliant
Technical Requirements	80/80 marks (100% score)

## 7. TENDER EVALUATION COMMITTEE RECOMMENDATION

After taking into consideration all facts regarding the evaluation of both the mandatory and technical evaluation requirements of the tender, the **TENDER EVALUATION COMMITTEE** shortlisted the sole bidder to participate in the Financial Evaluation stage of the tender process after it scored above the minimum acceptable mark of 80%.

BIDDER	MARK
Egit Enterprise Governance of IT Private Limited	<b>80 marks (100%)</b>

## ENDORSEMENTS BY THE TENDER EVALUATION COMMITTEE MEMBERS:

No	Name	Signature	Date
1.	Wilson Kasukusa		28/08/25
2.	Newton Chindika		04/09/25
3.	Chrispen Chinhoyi		27/08/25
4.	Mike Dube		26/08/25
5.	Alexander C. Kamusoko		26/08/25
6.	Perpetual Chimeura		26/8/25
7.	Liyasa Swedi		26/8/25