

EVALUATION REPORT

For the Procurement of **SUPPLY AND DELIVERY OF TEAM BUILDING COACH FOR PUBLIC SERVICE COMMISSION**

Part 1: Basic Information: Project Background and Relevance of the Requirement

1	Brief description of Requirement SUPPLY AND DELIVERY OF TEAM BUILDING COACH FOR PUBLIC SERVICE COMMISSION	
2	Category of Procurement	Goods
3	Type of Contract	Purchase Order
	Is this a Framework Agreement (FA)?	No
4	Funding Source	Regular Agency Fund
5	Amount of Funds available for this Contract	
6	Purpose of Contract or brief scope: SUPPLY AND DELIVERY OF TEAM BUILDING FOR PUBLIC SERVICE COMMISSION	
7	Name of Direct Beneficiary/End-user	Procurement Management Unit
8	Is this Requirement generated from an Approved Procurement Plan?	Yes
9	Project Background (If Applicable) SUPPLY AND DELIVERY OF COACH FOR TEAM BUILDING FOR PUBLIC SERVICE COMMISSION	
10	Other Relevant Information: N/A	

Part 2: Planning and Preparatory Work

11	Source of Technical Specifications/BOQ/TOR: <div style="text-align: right;">Rewards and benefits</div>	
12	Technical Specifications/SOW/TORs validated by the end-user?	Yes
13	Was there an internal cost estimate prepared prior to initiating the procurement process?	Yes
	What was the source of the internal cost estimate?	MARKET SURVEY/MARKET CONSULTATION
	For construction works only. Was there an independent verification of the BOQ and cost estimates?	N/A
14	Indicate the name and describe the qualification of the independent expert that conducted the verification of the BOQ and cost estimate. N/A	

Part 3 : Procurement Process Information

15	Procurement Method Applied	ITB
16	Type of competition (<i>Open International, Limited International, National</i>)	National

Describe the process of selection of bidders for sending RFQ Selected:		From Praz portal					
17	Issue date of RFQs	27-May-25					
18	Deadline for submission of Quote (final date if there were extensions)	3-Jun-25					
19	Date of expiry of Quotes or expiry of original Contract (in case of amendment)	30-Jun-25					
20	Mode of Quote Submission	Deisgnated & Secure Email/Fax					
21	Date/s of Issuance of Supplemental Information to the RFP/ITB (i.e., Response to queries, amendments to standard documents) if any	N/A					
Part 4: Quotations Receiving							
22	No. of Quotes received (including late Quotes)	5					
23	No. of Late Quotes received and returned unopened (if any)	0					
Part 5: Evaluation of Quotes							
24	Evaluation procedure applied	<input type="checkbox"/> RFQ-Lowest priced technically responsive					
25	Composition of Evaluation Team	PSC Staff Members (Name, designation and Role) 1. Mr L Ngorima Industrial Relations Manager 2. Ms Y Maungwe Industrial Relations Officer 3. Mr. M Kachasu Legal Officer 4. Ms F Murefu Accountant 5. Ms. C. Musoki procurement Officer, minuting			Non-PSC Staff members (Name, Designation and Role) NONE		
26	No. of Quotes rejected during preliminary examination 2 Main reasons for rejection of each quote during preliminary examination Precise Management and Winfield strategy and Innovation had no Vendor Number.						
27	No. of technically responsive quotes after evaluation					3	
	No. of technically non-responsive quotes after evaluation					0	
28	Overall Results of Evaluation (include all quotes including those deemed as technically non-compliant)	Name of Offerors	Country of Origin	Technical compliance (Indicate Yes/No)	Original Quote Price USD	Final/ Corrected Price(USD)	Ranking
		Precise Management	Zimbabwe	Yes	4025.00	4025.00	2
		Head Hunters	Zimbabwe	Yes	4753.60.00	4753.60	4
		Incorporated	Zimbabwe	Yes	4255.00	4255.00	3
		Winfield strategy & Innovation	Zimbabwe	Yes	1500.00	1500.00	1
		Floodtide Investment					5
		Masimba				4900.00	
		Communications	Zimbabwe	Yes	4900.00		
28	PLEASE FIND THE ATTACHED PRICE COMPARISON LINE BY LINE ANALYSIS N/A						

29	Main reasons for non-compliance (for every bid lower in price than the proposed Offeror)	N/A	
30	Summary of Strengths and Weaknesses of Proposals		
		Strengths	Weaknesses
	Floodtide investments	Supplier of general consultancy services	N/A
		Compliance to PSC Terms and conditions	
		Strengths	Weaknesses
	Precise Management	Supplier of general consultancy services	Failed to possess a vendor number
	Winfield strategy & Innovation	Supplier of general consultancy services	Failed to possess a vendor number
	Masimba Communications	Supplier of general consultancy services	N/A
		Compliance to PSC Terms and conditions	
	Head Hunters Incorporated	Supplier of general consultancy services	N/A
Compliance to PSC Terms and conditions			
31	Qualification Assessment of the Proposed Offeror <ul style="list-style-type: none"> Qualifications and past experience Reference checks/past performance evaluation 		
32	FINAL RECOMMENDATION TO AWARD THE CONTRACT	The evaluation committee recommends Floodtide investments to Supply and Deliver Team building coaching services in Mutare. Supplier Name: Floodtide investments Contract Value : USD 1 500.00	
Please provide the following (as applicable):			

Analysis of the selected proposal in terms of unit rates and pricing of all elements

The prices quoted by Floodtide investments were same as the average market price therefore was recommended supplier

Part 7 : Quality Assurance and Contract Management Mechanism:

33	<p>How would the contract and performance be managed for quality of goods/services? Capacity to manage the contract? Any performance security requirements?</p> <ul style="list-style-type: none">• Specifications, and standards shared in the request for quotations will be used to manage quality.• Payment will only be made to the supplier after delivery and acceptance by the PSC user departments
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Part 8: Risk Management

34	<p>Identify all potential risks and mitigation measures :</p> <ul style="list-style-type: none">• Delivery risk: The risk that the consultancy services may not delivered on time or in full. This may result in delays, disruptions, or damages to the PSC's operations. To mitigate this risk, the PSC may specify the delivery schedule, location, method, and responsibility in the contract, and impose penalties or incentives for timely and accurate delivery.	
35	<p>Supplier Eligibility: Confirm that the proposed Supplier is not debarred from participation in public procurement under section 72 (6) of the Act and section 74(1) I, (d) or (e) of the Regulations or declared ineligible under section 99 of the Act.</p>	Not debarred

Minimum Attachments to this Evaluation Report:

1. Internal Cost Estimates / Detailed Breakdown of Total Budget
2. RFQ including Specifications / Terms of Reference / Statement of Works
3. Copies of Signed Declaration of Impartiality of all Evaluation Team members
4. Report or Matrix Summarizing Preliminary Examination of Quotes
5. Technical evaluation / Scoring Forms or Matrix signed by all Evaluation team member
6. Financial Evaluation
7. Quotation Submitted by the Recommended Supplier
8. Other quotes received (as appropriate)
9. Other relevant documents

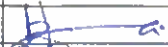


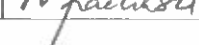
THIS REPORT WAS PREPARED BY:

Name of Minuting Staff: Ms Musoki C

Signature: 

Date: 10/06/25

Evaluation Committee Members

MEMBER	DESIGNATION	SIGNATURE
1. Mr. L. Ngorima	Manager, Industrial Relations	
2. Ms. Y. Maungwe	Officer, Industrial Relations	
3. Ms. F. Murefu	Accountant	
4. Mr M. Kachasu	Legal Officer	

Confirmed by:

Name of Chairperson of Evaluation Team: Mr. Ngorima

Signature: 

Date: 19/06/25

Cleared by:

Head of Requesting Unit....Signature:  Date : 19/06/25

(NB: Head of requesting Unit to confirm if the identified items meet the specifications shared on the request)

COMPARATIVE SCHEDULE FOR TEAM BUILDING COACH

Request for Quotations

Procurement Method	Contact details or link to site		VENDOR NUMBER
Name of Recommended Supplier			
FLOODTIDE INVESTMENTS	0773056736/JONAH@FLOODTIDEINVESTMENTS.COM		

Description of the procurement requirements and price comparisons


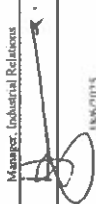
Vendors Contacted	Brid Description/Specification of goods/services/small works	Qty	PRECISE MANAGEMENT		HEAD HUNTERS INCORPORATED		WINFIELD STRATEGY & INNOVATION		FLOODTIDE INVESTMENTS		MASIMBA COMMUNICATIONS		Comments (if Any)
			Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	
1	Team building coach in Mutare	1	4,025.00	4,025.00	4,753.60	4,753.60	4,255.00	4,255.00	1,500.00	1,500.00	4,900.00	4,900.00	
Total Final and all-inclusive price:				4,025.00		4,753.60		4,255.00		1,500.00		4,900.00	

If applicable, justification or selection reason:

The tender was awarded to Floodtide Investments because its the lowest bidder and technically compliant to specifications.

Submission and Approval by Designated Personnel

I confirm that I conducted the request for quotations for the goods described above, and I hereby certify accuracy of the information I have provided. I certify that all available documentation as per the requirements of the Public Procurement and Disposal of Public Assets Act [Chapter 22:23] procedures is attached.

Prepared by:		Approved by:	
Name:	Mungwe Y	Name:	Mr Langson Nxoxima
Title:	Industrial Relations Officer	Title:	Manager, Industrial Relations
Signature:		Signature:	
Date:	18/6/2025	Date:	18/6/2025