



EVALUATION REPORT AND RECOMMENDATION FOR AWARD

ACCOMMODATION AND BREAKFAST FOR STUDENTS COUNSELLING WORKSHOP

1.0 BACKGROUND

- 1.1 The Harare Institute of Technology intends to procure accommodation and breakfast for the counselling workshop. The workshop is going to be facilitated by the department of Student Affairs.

2.0 METHOD OF PROCUREMENT USED

- 2.1 The Institute intends to use Direct procurement method to procure the service from Raregold Resort at a bid price of \$2 690.00.

3.0 DUE DILIGENCE

- 3.1 Due diligence was done, quotations were sought from other suppliers to find out if the prices from Raregold Resort were reasonable. The prices from other suppliers were as shown in table A below:


TABLE A: PRICES FROM OTHER SUPPLIERS

Name of Supplier	Total Bid Price
Mana Resors	\$5 000.00
Mazvikadei Resort	\$5 090.00


- 3.2 From the due diligence that was conducted amongst other players in the market, Raregold Resort were found to be reasonable and in line with market prices.

4.0. Recommendation: 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 recommends awarding the procurement of accommodation and breakfast to Raregold Resort at a bid price of \$2 490.00 payable in **Zig at interbank rate.**

EVALUATION PANEL

1. Name..... SARAHWA NDOANANI Signature..... 

2. Name..... TAMBAORA KACHAMBWA Signature..... 

3. Name..... LORINE NAIRO Signature..... 

4. Name..... H Njonga Signature..... 

5. Name..... Signature.....

6. Name..... Signature.....