



**EVALUATION REPORT FOR THE REQUEST FOR PROPOSALS FOR THE PROVISION OF AIRPORT MASTER PLANNING SERVICES;  
PROCUREMENT REFERENCE: ACZ/INTERNATIONAL/0022/2025**

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**MEETING HELD ON: 01 JULY 2025 AT 0900 HOURS**

**MEMBERS**

- |                      |                                    |
|----------------------|------------------------------------|
| 1. Mr. D. Muchuchuti | Chairperson                        |
| 2. Mr V. Ruswa       | Member Represented by S. Mandimika |
| 3. Ms. R. Ndavambi   | Member                             |
| 4. Mr. C. Nyoni      | Member Represented by Eng. Devera  |
| 5. Mr C. Kamwemba    | Member                             |
| 6. Mr. T. Mangombe   | Member                             |
| 7. Mrs T. Mataruka   | Member                             |

**APOLOGIES**

1. Mr. C. Nyoni who was away on other business
2. Mr. V. Ruswa who was away on other business

**PROCUREMENT MANAGEMENT UNIT REPRESENTATIVE**

1. Ms. S. N Chigodora
2. Mr. B. Chichoni

## 1. BACKGROUND

The Airports Company of Zimbabwe (Private) Limited (ACZ) adopted and published a request for proposal through the electronic Government Procurement System (e-GP), the Request for Proposal (RFP) for the Provision of Airport Master Planning Services; Procurement Reference: **ACZ/INTERNATIONAL/0022/2025**. The tender closed on 25 June 2025 on the e-GP system and two Bids were received from:

- i. Haskoning DHV Nederland B,V operating as Netherlands Airport Consultants (NACO).
- ii. International Air Transport Association Consulting (IATA)

In compliance with the Public Procurement and Disposal of Public Assets Act [Chapter 22:23] ("the Act"), the Public Procurement and Disposal of Public Assets (General) Regulations (Statutory Instrument No. 5 of 2018) ("the Regulations") and the General Conditions of Contract for the Procurement of Consultancy Services, ACZ hereby invited Internationally interested firms to develop Airport Master Planning Services.

## 2. LOTS AND PACKAGES

The procurement requirement was divided into two (2) lots as indicated in Statement of Requirements. Bidders were allowed to bid for all two (2) Lots, but award was limited to one Bidder per lot. A 0,5% price variation was allowed if one (1) Bidder was successful on more than one (1) Lot. ACZ would reserve the right to award any successful bidder if it was deemed to add value to the procuring entity. The Lots were as follows:

NO.	LOTS
	<b>Lot 1</b>
i.	Robert Gabriel Mugabe International Airport and Precincts
ii.	Charles Prince Airport and Precincts
	<b>Lot 2</b>
i.	Joshua Mqabuko Nkomo International Airport and Precincts

ii.	Victoria Falls International Airport and Precincts
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### 3. PREPARATION OF TECHNICAL PROPOSALS

Technical proposals were to contain the following documents and information:

- a) the Technical Proposal Submission Sheet;
- b) a methodology for performing the services;
- c) a methodology showing the work plan;
- d) Curriculum Vitae (CVs) of key staff (personnel and consultants);
- e) a summary of experience in similar assignments, together with the names and contact details of persons connected with these assignments who will provide references.

### 4. Preparation of Financial Proposal

The Financial Proposal was to:

- a) include the comprehensive cost of providing the services and all related costs.
- b) split the costs indicated above per each airport being tendered for.

## 5. EVALUATION AGAINST THE ELIGIBILITY AND QUALIFICATION REQUIREMENTS

The Evaluation and Contract Management Committee made the following findings:

No.	Description	Netherlands Airport Consultants (NACO)	International Transport Association Consulting (IATA)
1.	Copy of CR6 or equivalent showing list of Directors	Compliant	Compliant
2.	Copy of CR5 or equivalent showing the business physical address	Compliant	Compliant
3.	National Social Security Authority (NSSA) or equivalent	Compliant	Compliant
4.	Valid Tax Clearance Cert or equivalent	Compliant	Compliant
5.	Valid PRAZ registration Certificate under relevant category (SM002)	Compliant	Compliant
6.	Not have conflict of interest in relation to this procurement (Annexure A)	Compliant attached a notarised form	Compliant
7.	Detailed Company profile	Compliant	Compliant
8.	Bid Security-Attach Signed Bid Securing Declaration;	Compliant	Compliant
9.	Payment of SPOC Administration fee of <b>US\$ 400.00</b>	Compliant	Compliant
10.	Bid Validity of 90 Days	Compliant	Compliant
11.	Not have, neither they nor their officers convicted in any country of an offense related to their professional conduct	Compliant	Compliant
12.	Workplan	Compliant	Compliant
<b>COMMENT</b>		Compliant	Compliant

## 6. FINDINGS ON ELIGIBILITY AND QUALIFICATION

The Evaluation and Contract Management Committee made the following findings:

- Netherlands Airport Consultants (NACO)  
The Bidder was compliant on the eligibility and qualification criteria of the tender and qualified to the technical evaluation criteria.
- International Air Transport Association Consulting (IATA)  
The Bidder was compliant on the eligibility and qualification criteria of the tender and qualified to the technical evaluation criteria.

## 7. TECHNICAL EVALUATION CRITERIA

The bids were evaluated against the following Technical Evaluation Criteria (Experience of the Firm/Agency):

Item	Description of Technical Requirements	Weighted Score	Netherlands Airport Consultants (NACO)	International Air Transport Association Consulting (IATA)
a.	<b>Methodology and Work-plan</b>  Develop and submit, as part this submission, the methodology for the execution of the services tendered for, taking account of key elements such as: <ol style="list-style-type: none"> <li>1. Aviation Demand Forecasts</li> <li>2. Facilities Requirements</li> <li>3. Alignment to ACZ Strategic Objectives</li> <li>4. Environmental Sustainability issues</li> <li>5. Technology and Innovation</li> <li>6. Recommended Development Concept</li> <li>7. Capital Improvement Program</li> </ol>	25	25	25
	<b>Work Plan</b>	10	10	10

Item	Description of Technical Requirements	Weighted Score	Netherlands Airport Consultants (NACO)	International Air Transport Association Consulting (IATA)
	Bidders are required to specify the steps or milestones in the preparation of the Airport Master Plan, including graphical representations of the activities against time to help in the monitoring of progress. This can be in the form of a Gannt Chart or any applicable task scheduling tool.			
	<b>Post Plan Production Support</b>  Additional marks will be awarded for after planning support. The Bidder may submit a brief summary on the <b>Program</b> for support in the implementation of the plan. Focus should be in resource mobilisation, investment identification and attraction, plan review and any areas of potential cooperation linked to the plan.	15	13	13
b.	<b>Key Personnel Qualifications and Competence for the Assignment: Evaluation will be on the highest qualified (maximum score for the section being 15) based on the following criteria:</b>  The Consultant must list members of their technical team and specify qualifications and years of experience in the field of three-dimensional planning and or airport planning.			

Item	Description of Technical Requirements	Weighted Score	Netherlands Airport Consultants (NACO)	International Air Transport Association Consulting (IATA)
	<p>i. Relevant Post Graduate Degree in Spatial Planning, Airport Master Planning, or equivalent plus any relevant professional qualification and experience:</p> <ul style="list-style-type: none"> <li>➤ Post Graduate Degree + relevant professional qualification, 10 years and above = <b>15/15</b></li> <li>➤ Post 2Graduate Degree + 7 and Below 10 years = <b>10/15</b></li> <li>➤ Post Graduate Degree + relevant professional qualification+ Below 7 years' experience = <b>5/15</b></li> </ul>	<b>15</b>	15	15
	<p>ii. Relevant Degree in Spatial Planning, Airport Master Planning, or equivalent plus any relevant professional qualifications and experience:</p> <ul style="list-style-type: none"> <li>➤ Degree + relevant professional qualification + 10 years and above = <b>10/10</b></li> <li>➤ Degree + 10 years and above = <b>8/10</b></li> <li>➤ Post Graduate Degree + relevant professional qualification + 10 years and Below experience = <b>6/10</b></li> </ul>	<b>10</b>	10	10
	<p>iii. Relevant Diploma in Spatial Planning, Airport Master Planning, or equivalent plus any relevant professional qualifications and experience:</p> <ul style="list-style-type: none"> <li>➤ Diploma + relevant professional qualification + 10 years and Above experience = <b>5/5</b></li> <li>➤ Diploma + 10 years and Above experience = <b>3/5</b></li> <li>➤ Diploma + relevant professional qualification + 10 years and Below experience = <b>2/5</b></li> </ul>	<b>5</b>	5	5

Item	Description of Technical Requirements	Weighted Score	Netherlands Airport Consultants (NACO)	International Air Transport Association Consulting (IATA)
c.	<p><b>Specific Experience of the Consultant (as a Firm) Relevant to the Assignment</b></p> <p>At minimum, Consultant must have 10 years of continuous experience in the field of Spatial Planning and or Airport Master Planning.</p> <p>10 points will be awarded for the 10 years and less one (1) point for each year less from 10 years. For example (nine) 9 points for nine (9) years and eight (8) points for (8) years.</p>	10	10	10
d.	<p>The Consultant must provide reference letters as proof of experience in the scope of work, that is, similar projects in scope and cost/revenue showing specialized experience and technical competence.</p> <p>Five (5) points will be awarded for each relevant letter up to two (2) letters.</p> <p><b><i>The ACZ will conduct a due diligence including visiting the sites at its own discretion and if need be.</i></b></p>	10	10	10
<b>TOTAL SCORE</b>		<b>100</b>	<b>98</b>	<b>98</b>

The minimum score was 70 to proceed to the Financial Evaluation Criteria

## 7.1 FINDINGS MADE ON TECHNICAL EVALUATIONS

The Evaluation and Contract Management Committee made the following findings:

- **Netherlands Airport Consultants (NACO)**



The Bidder was compliant with the technical requirements of the tender scoring a total of **98 exceeding the required pass score of 70 proceeding** to the Financial Evaluation.

➤ **International Air Transport Association Consulting (IATA)**

The Bidder was compliant with the technical requirements of the tender scoring a total of **98 exceeding the required pass score of 70 proceeding** to the Financial Evaluation.

## 8. FINANCIAL EVALUATION

Lots Description		Netherlands Consultants (NACO) (US\$)	Airport International Air Transport Association Consulting (IATA) (US\$)
<b>Lot 1</b>			
i.	Robert Gabriel Mugabe International Airport and Precincts	510,600.00	187,200.00
ii.	Charles Prince Airport and Precincts	127,700.00	100,800.00
<b>Lot 2</b>			
i.	Joshua Mqabuko Nkomo International Airport and Precincts	313,700.00	139,000.00
ii.	Victoria Falls International Airport and Precincts	313,700.00	139,000.00
<b>TOTAL US\$</b>		<b>1,265,700.00</b>	<b>566,000.00</b>

## 8. SUMMARY OF FINDINGS

The Evaluation and Contract Management Committee noted that:

- Netherlands Airport Consultants (NACO) submitted a bid for **LOT 1** and **LOT 2** costing **US\$638,300.00** and **US\$627,400.00** respectively.
- International Air Transport Association Consulting (IATA) submitted a bid for **LOT 1** and **LOT 2** costing **US\$288,000.00** and **US\$278,00.00** respectively.

## 9. RECOMMENDATIONS

The Evaluation and Contract Management Committee recommended that the tender for the Request for Proposal (RFP) for the Provision of Airport Master Planning Services; Procurement Reference: **ACZ/INTERNATIONAL/0022/2025** be awarded to **International Air Transport Association Consulting (IATA)** at a total cost as follows:


LOT	LOT DESCRIPTION	COSTS(US\$)
<b>1</b>	i. Robert Gabriel Mugabe International Airport and Precincts	187,200.00
	ii. Charles Prince Airport and Precinct	100,800.00
	<b>TOTAL</b>	<b>288,000.00</b>
<b>2</b>	i. Joshua Mqabuko Nkomo International Airport and Precincts	139,000.00
	ii. Victoria Falls International Airport and Precincts	139,000.00
	<b>TOTAL</b>	<b>278,000.00</b>

## 10. JUSTIFICATION

The recommendations for award were premised on the fact that the Bidder was compliant on:

- eligibility and qualification criteria of the tender.
- technical criteria of the tender.
- submission of a lowest compliant bid.

### SIGNED BY:

1. Mr. D. Muchuchuti		Chairperson	Date: <u>08/07/2025</u>
2. Mrs S. Mandimika	_____	Member	Date: _____
3. Ms. R. Ndavambi	_____	Member	Date: _____
4. Eng. Devera	_____	Member	Date: _____
5. Mr C. Kamwemba	_____	Member	Date: _____
6. Mr. T. Mangombe	_____	Member	Date: _____
7. Mrs T. Mataruka	_____	Member	Date: _____