

MUNICIPALITY OF GWANDA

TENDER EVALUATION MINUTES FOR TENDER; MOG RFP 01/2025: EXPRESSION OF INTEREST FOR CONSULTANCY SERVICES FOR JOB EVALUATION

VENUE: COUNCIL CHAMBER

DATE: 22 JULY 2025

TIME: 09:00am

PRESENT: MRS G SIDULI – ACTING DIRECTOR OF HOUSING AND COMMUNITY
SERVICES (CHAIRING)

MR M. SEBATA – TOWN PLANNER (USER DEPT REP)

MISS B. MOYO – HUMAN RESOURCES MANAGER (USER DEPT)

MR H. MHLANGA – CHAMBER SECRETARY (LEGAL REP)

MR X. DUBE – DIRECTOR OF FINANCE (FINANCE REP)

MS S. NCUBE – PROCUREMENT MANAGER (PMU REP)

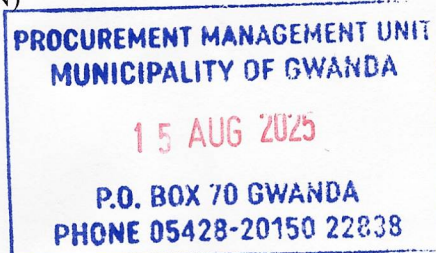
MR M. BANDA - PROCUREMENT ATTACHEE (MINUTING)

MISS R. NCUBE – PROCUREMENT ATTACHEE (MINUTING)

CONFIRMATION Gsiduli

DATE 15.08.25

(CHAIRPERSON)



1.0 OPENING PRAYER

1.1 The meeting commenced with the Procurement Manager leading an opening prayer.

2.0 WELCOMING REMARKS

2.1 The Chairperson welcomed all members of the evaluation committee and handed over to the Procurement Manager for briefing.

2.2 The Procurement Manager provide the following briefing:

- i. Tender Reference: MOG RFP 01/2025
- ii. EGP ID: 26436
- iii. Tender Description: Expression of Interest for Consultancy Services for Job Evaluation.
- iv. Publication Platform: The tender was published on the Government Gazette and on EGP System.
- v. Submission Method: Tender submissions were done electronically through EGP System.

2.3 The tender was for Job evaluation services where the Ministry of Local Government and Public Works requires all councils to have conclude the job evaluation by 31 December 2025, hence making the project a high priority.

2.4 The budget is above US\$50,000.00, hence for consultancy services, there is need for a two-stage process where an Expression of Interest is called as Stage 1 and Request for proposal for shortlisted bidders be done as stage 2.

2.5 Tender opening report

- ❖ Number of bid downloads is 31
- ❖ Number of bids received is 16
- ❖ List of Bidders
 1. Sixth Sense Consulting (Pvt) Ltd
 2. International Coaching & Mentoring Foundation
 3. Industrial Psychology Consultants
 4. Stratways Management Consulting
 5. Franore Group
 6. Genesis Global Finance P/L
 7. Fityoung Marketing (Pvt) Ltd
 8. Highpost Consultants (Pvt) Ltd
 9. Adnij T/A Proserve
 10. Precise Management & Research
 11. Industrial Psychological Services (Pvt) Ltd
 12. Lorimak Organisational Development
 13. Distinctive Consultancy Services
 14. Sop Consulting
 15. Kufadza Resources
 16. Head Hunters Incorporated (Pvt) Ltd

2.6 It was noted the eGP system did not allow bidders to submit bids without inputting financial information, hence the Procuring entity opened the financial template for Price

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Bid from PR and issued an addendum instructing bidders to input a zero (0) cost so as to submit the bids as there will be no financial evaluation at this stage. The Procuring entity also advised bidders through the same addendum that if a bidder had already submitted with cost, the bidder will not be penalized as the financial bids will not be evaluated. Hence all compliant bids reaching financial evaluation Stage will be shortlisted for Stage 2, the Request for Proposal.

2.7 The Procurement Manager further stated that the tender evaluation will consist of 3 stages of evaluation in which failing at a stage disqualifies the bid from going to next stage;

(i) Preliminary examination – for administrative and eligibility compliance

(ii) Technical evaluation – for technical compliance

3.0 **PRELIMINARY EVALUATION FOR ADMINISTRATIVE AND ELIGIBILITY COMPLIANCE**

EVALUATION CTITERIA	SIXTH SENSE CONSULTING (PVT) LTD	INTERNATIO NAL COACHING & MENTORING FOUNDATION	INDUSTRIAL PSCHOLOGY CONSULTANTS	STRATWAYS MANAGEMENT CONSULTING	FRANORE GROUP	GENESIS GLOBAL FINANCE P/L	FITYOUNG MARKETING (PVT) LTD	HIGHPOST CONSULTANTS (PVT) LTD
CERTIFICATE OF INCOPORATION	COMPLIANT	NON-COMPLIANT	COMPLIANT	COMPLIANT	COMPLIANT	COMPLIANT	COMPLIANT	COMPLIANT
VALID TAX CLEARANCE CERTIFICATE	COMPLIANT	COMPLIANT	COMPLIANT	COMPLIANT	NON-COMPLIANT	COMPLIANT	COMPLIANT	COMPLIANT
VALID NSSA CERTIFICATE	COMPLIANT	COMPLIANT	NON-COMPLIANT	COMPLIANT	NON COMPLIANT	COMPLIANT	COMPLIANT	COMPLIANT
COMPANY PROFILE	COMPLIANT	COMPLIANT	COMPLIANT	COMPLIANT	COMPLIANT	COMPLIANT	COMPLIANT	COMPLIANT
TRADE REFERENCE LETTERS	NON-COMPLIANT	COMPLIANT	COMPLIANT	COMPLIANT	NON COMPLIANT	COMPLIANT	COMPLIANT	COMPLIANT
VALID PRAZ REGISTRATIO N CERTIFICATE	COMPLIANT	COMPLIANT	COMPLIANT	COMPLIANT	NON COMPLIANT	COMPLIANT	COMPLIANT	COMPLIANT
CR14/CR6 FULLY SHOWING DIRECTORS INFORMATIO N	COMPLIANT	NON COMPLIANT	NON-COMPLIANT	COMPLIANT	COMPLIANT	COMPLIANT	COMPLIANT	COMPLIANT

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LETTER OF SUBMISSION OF EXPRESION OF INTEREST	COMPLIANT	COMPLIANT	COMPLIANT	COMPLIANT	NON-COMPLIANT	COMPLIANT	COMPLIANT	COMPLIANT
DECISION	DISQUALIFIED	DISQUALIFIED	DISQUALIFIED	COMPLIANT	DISQUALIFIED	COMPLIANT	COMPLIANT	COMPLIANT

EVALUATION CTITERIA	ADNIJ T/A PROSERVE	PRECISE MANAGEM ENT & RESEARCH	INDUSTRIAL PSYCHOLOG ICAL SERVICES (PVT) LTD	LORIMAK ORGANISAT IONAL DEVELOPME NT	DISTINCTIVE CONSULTAN CY SERVICES	SOP CONSULTIN G	KUFADZA RESOURCES	HEAD HUNTERS INCOPORAT ED (PVT) LTD
CERTIFICATE OF INCOPORATION	COMPLIANT	COMPLIANT	COMPLIANT	COMPLIANT	COMPLIANT	COMPLIANT	COMPLIANT	COMPLIANT
VALID TAX CLEARANCE CERTIFICATE	COMPLIANT	COMPLIANT	COMPLIANT	COMPLIANT	COMPLIANT	COMPLIANT	COMPLIANT	COMPLIANT
VALID NSSA CERTIFICATE	COMPLIANT	COMPLIANT	COMPLIANT	COMPLIANT	NON-COMPLIANT	COMPLIANT	COMPLIANT	COMPLIANT
COMPANY PROFILE	COMPLIANT	COMPLIANT	COMPLIANT	COMPLIANT	COMPLIANT	COMPLIANT	COMPLIANT	COMPLIANT
TRADE REFERENCE LETTERS	COMPLIANT	COMPLIANT	COMPLIANT	COMPLIANT	NON-COMPLIANT	COMPLIANT	COMPLIANT	COMPLIANT
VALID PRAZ REGISTRATION CERTIFICATE	COMPLIANT	COMPLIANT	COMPLIANT	COMPLIANT	COMPLIANT	COMPLIANT	COMPLIANT	COMPLIANT
CR14/CR6 FULLY SHOWING DIRECTORS INFORMATION	COMPLIANT	COMPLIANT	COMPLIANT	COMPLIANT	NON-COMPLIANT	NON-COMPLIANT	COMPLIANT	COMPLIANT
LETTER OF SUBMISSION OF EXPRESION OF INTEREST	COMPLIANT	COMPLIANT	COMPLIANT	COMPLIANT	COMPLIANT	COMPLIANT	COMPLIANT	COMPLIANT
DECISION	COMPLIANT	DISQUALIFIED	COMPLIANT	COMPLIANT	DISQUALIFIED	DISQUALIFIED	COMPLIANT	COMPLIANT

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3.1 **COMMITTEE OBSERVATIONS AND EVALUATION**

3.1.1 **SIXTH SENSE CONSULTING (PVT) LTD**

- ❖ Bidder submitted trade reference letter for client and employee surveys not trade reference letters related to our required consultancy service of **JOB EVALUATION** purposes and at the same time bidder submitted 6 of his trade reference letters that are referenced to an individual work at another company that was **KUBASA HUMAN CAPITAL SOLUTIONS CONSULTANTS, THIRD EYE AFRICA CONSULTING GROUP** and **DISTINCTIVE CONSULTANCY SERVICES** at that period of time, instead of the actual bidding company being **SIXTH SENSE CONSULTING**.
- ❖ Bidder's company was incorporated on 12th of September 2024. Procuring Entity administrative requirement of is a 5-year operating experience of the bidding company, hence the bidder is not compliant to the requirement.
- ❖ **Outcome:** Not compliant
- ❖ **Decision:** FAIL: Disqualified from further evaluation.

3.1.2 **INTERNATIONAL COACHING & MENTORING FOUNDATION**

- ❖ Bidder submitted a NOTARIAL TRUST DEED that doesn't indicate that he/she offers our required consultancy service of **JOB EVALUATION SERVICES** and most of his trade references are of strategic planning purposes, facilitated training in customer service excellence, leadership development training and results-based performances instead of **JOB EVALUATION SERVICES** references.
- ❖ **Outcome:** Not compliant
- ❖ **Decision:** FAIL: Disqualified from further evaluation.

3.1.3 **INDUSTRIAL PSYCHOLOGY CONSULTANTS**

- ❖ Bidder did not submit NSSA certificate and submitted incomplete CR6 and CR14 documents that do not have fully information of directors.
- ❖ **Outcome:** Not compliant
- ❖ **Decision:** FAIL: Disqualified from further evaluation.

3.1.4 **STRATWAYS MANAGEMENT CONSULTING**

- ❖ Bidder compliant to all administrative requirements.
- ❖ **Outcome:** Compliant
- ❖ **Decision:** PASS: Proceed to technical evaluation

3.1.5 **FRANORE GROUP**

- ❖ Bidder submitted an expired **TAX CLEARANCE CERTIFICATE**, bidder submitted **TAX CLEARANCE CERTIFICATE** instead of **NSSA CERTIFICATE** as per

administrative requirements, bidder submitted Resume/CV instead of trade references as per administrative requirements, bidder submitted an expired **PRAZ CERTIFICATE** and bidder addressed letter of submission of expression of interest to the wrong address.

- ❖ **Outcome:** Not compliant
- ❖ **Decision:** FAIL: Disqualified from further evaluation.

3.1.6 GENESIS GLOBAL FINANCE P/L

- ❖ Bidder compliant to all administrative requirements.
- ❖ **Outcome:** Compliant
- ❖ **Decision:** PASS: Proceed to technical evaluation

3.1.7 FITYOUNG MARKETING (PVT) LTD

- ❖ Bidder compliant to all administrative requirements.
- ❖ **Outcome:** Compliant
- ❖ **Decision:** PASS: Proceed to technical evaluation

3.1.8 HIGHPOST CONSULTANTS (PVT) LTD

- ❖ Bidder compliant to all administrative requirements.
- ❖ **Outcome:** Compliant
- ❖ **Decision:** PASS: Proceed to technical evaluation

3.1.9 ADNIIJ T/A PROSERVE

- ❖ Bidder compliant to all administrative requirements.
- ❖ **Outcome:** Compliant
- ❖ **Decision:** PASS: Proceed to technical evaluation

3.1.10 PRECISE MANAGEMENT & RESEARCH

- ❖ The bidder's company was incorporated on 4th of January 2021 (4 years old), that is below our administrative requirement of a 5-year operating experience of the company.
- ❖ **Outcome:** Not compliant
- ❖ **Decision:** FAIL: Disqualified from further evaluation

3.1.11 INDUSTRIAL PSYCHOLOGICAL (PVT) LTD

- ❖ Bidder compliant to all administrative requirements.
- ❖ **Outcome:** Compliant
- ❖ **Decision:** PASS: Proceed to technical evaluation

3.1.12 LORIMAK ORGANISATIONAL DEVELOPMENT

- ❖ Bidder compliant to all administrative requirements.
- ❖ **Outcome:** Compliant
- ❖ **Decision:** PASS: Proceed to technical evaluation

3.1.13 DISTINCTIVE CONSULTANCY SERVICES

- ❖ Bidder submitted two trade references instead of three as per our administrative requirements.
- ❖ **Outcome:** Not compliant
- ❖ **Decision:** FAIL: Disqualified from further evaluation

3.1.14 SOP CONSULTING

- ❖ Bidder compliant to all administrative requirements.
- ❖ **Outcome:** Compliant
- ❖ **Decision:** PASS: Proceed to technical evaluation

3.1.15 KUFADZA RESOURCES

- ❖ Bidder submitted two trade references instead of three as per our administrative requirements.
- ❖ **Outcome:** Not compliant
- ❖ **Decision:** FAIL: Disqualified from further evaluation

3.1.16 HEAD HUNTERS

- ❖ Bidder submitted an expired NSSA certificate, expired on the 30th of June 2025 and the bid recipient time sheet was on the 11 of July 2025.
- ❖ **Outcome:** Not compliant

❖ **Decision:** FAIL: Disqualified from further evaluation

3.2 OVERALL OUTCOME FOR EVALUATION FOR ADMINISTRATIVE AND ELIGIBILITY COMPLIANCE

3.2.1 Eight bidders were disqualified as they did not meet all administrative and eligibility requirements. The other eight bidders met all requirements and qualified for further evaluation.

4.0 TECHNICAL EVALUATION

4.1 Eight bidders qualified and proceeded for technical evaluation.

4.2 Below is a summary report for the minimum criteria for shortlisting of the firms under technical evaluation

EVALUATION CRITERIA	STRATEWAYS MANAGEMENT CONSULTING	GENESIS GLOBAL FINANCE P/L	FITYOUNG MARKETING (PVT) LTD	HIGHPOST CONSULTANTS (PVT) LTD	ADNIJ T/A PROSERVE	INDUSTRIAL PSYCHOLOGICAL SERVICES (PVT)	LORIMAK ORGANISATIONAL DEVELOPMENT	SOP CONSULTING
SUMMARIZED METHODOLOGY OF PROVIDING THE SERVICE	20	20	20	20	20	20	20	20
DETAILED CURRICULUM VITAE OF KEY PERSONNEL AND PROFESSIONAL STAFF	50	50	50	50	50	50	50	50
PROOF OF CAPACITY TO PROVIDE REQUIRED SERVICE [3 CONTACTABLE RECENT ASSIGNMENTS OF SIMILAR NATURE]	30	30	30	30	30	30	30	30
DECISION	PROCEED	PROCEED	PROCEED	PROCEED	PROCEED	PROCEED	PROCEED	PROCEED

4.3 All eight bidders scored 100% on technical evaluation, and as stated in our bidding documents that shortlisted consultants are to be invited to submit detailed technical and

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financial proposals as per described in part 1 of the request of proposals procedures in the standard request for proposals for the selection of consultancy services.

- 4.4 **DECISION:** All the 8 compliant bidders were shortlisted for Stage 2, Request for Proposals.

5.0 FINAL RECOMMENDATIONS


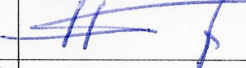
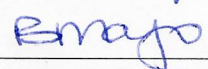

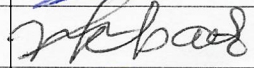

5.1 The committee recommends that;

The shortlist for the Request for Proposal for Consultancy Services for Job Evaluation will be as follows;

1. Stratways Management Consulting (Pvt) Ltd
2. Genesis Global Finance (Pvt) Ltd
3. Fityoung Marketing (Pvt) Ltd
4. Highpost Consultants (Pvt) Ltd
5. Adnij (Pvt) Ltd T/A Proserve Human Resources Consultants
6. Industrial Psychological Services (Pvt) Ltd
7. Lorimark Strategic Staffing Services (Pvt) Ltd T/A Lorimark Organisational Development
8. Arlesa Incorporated T/A SOP Consulting (Pvt) Ltd

7.0 CLOSURE

7.1 With no further business, the Acting Director of Housing and Community Services gave a closing prayer and the meeting was closed.

NAME	DESIGNATION	SIGNATURE	DATE
MRS. G. SIDULI (CHAIRING)	ACTING DIRECTOR OF HOUSING AND COMMUNITY SERVICES		15.08.25
MR. H. MHLANGA	CHAMBER SECRETARY		15/08/25
MS. B. MOYO	HUMAN RESOURCES MANAGER		15/08/25
MR. X. DUBE	DIRECTOR OF FINANCE		15/08/25
MR. M. SEBATA	TOWN PLANNER		15/08/2025
MS. S. NCUBE	PROCUREMENT MANAGER		15/8/25

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ZNR DE.02/2024, Road patching and signs at ZINARA tollgates. Awarded supplier: CMED (Private) Limited. Tender value: US\$1 638 659.32.

ZNR FMA.01/2024, Framework agreement for supply and delivery of fuel coupons for a period of two years. Awarded supplier: TBA. Tender value: TBA.

ZNR INT.01/2024, Re-tender for supply, delivery, installation and commissioning of Servers. Awarded supplier: Kenac Computers (Private) Limited. Tender value: US\$2 152 190.61.

ZNR INT.02/2024, Supply, delivery and commissioning of ICT networking and security equipment. Awarded supplier: Satwave Technologies (Private) Limited. Tender value: US\$414 243 80, paid in ZWG at bank rate.

ZNR DT.01/2025, Supply and delivery of Toyota vehicles. Awarded supplier: Croco Motors. Tender value: US\$184 878.00.

ZNR DT.04/2025, Supply, delivery and installation of crush barriers. Awarded supplier: Tender cancelled. Tender value: Tender cancelled.

ZNR DT.05/2025, Supply and delivery of stationery. Awarded supplier: Lotus Stationery Manufacturers (Private) Limited, trading as Rank Zimbabwe. Tender value: US\$32 600.20, paid in ZWG at bank rate.

ZNR DT.05/2025, Supply and delivery of stationery. Awarded supplier: First Pack Marketing. Tender value: US\$2 136.00, paid in ZWG at bank rate.

ZNR DT.05/2025, Supply and delivery of stationery. Awarded supplier: Don Foss Enterprises (Private) Limited. Tender value: US\$8 745.00, paid in ZWG at bank rate.

ZNR DT.06/2025, Supply and delivery of motor vehicle tyres. Awarded supplier: Tyre Zim (Private) Limited. Tender value: US\$86 050.00, paid in ZWG at bank rate.

General Notice 1119 of 2025.

MUNICIPALITY OF GWANDA (MOG)

Invitation to Domestic Competitive Bidding

TENDERS are being invited for:

Tender number

MOG RFP.01/2025, Expression of Interest for consultancy services for job evaluation services. Closing date: 7th July, 2025, at 0900 hours.

MOG ENG.14/2025, Construction of Phakama Primary School Administration Block. Closing date: 7th July, 2025, at 0900 hours.

MOG ENG.17/2025, Supply of non-consultancy services for robot repairs. Closing date: 7th July, 2025, at 0900 hours.

MOG HR.09/2025, Supply and delivery of protective clothing. Closing date: 7th July, 2025, at 0900 hours.

Interested eligible bidders may obtain bidding documents from the electronic Government Procurement system (e-GP) at <https://egp-praz.org.zw> at no cost. Any enquiries and clarifications to these Standard Bidding Documents should be addressed to the same address on e-GP. Submission of bids should be done on e-GP at <https://egp-praz.org.zw> on or before the deadline set for each tender. Opening of bids shall follow immediately after closure on the e-GP portal at the times indicated on e-GP.

Municipality of Gwanda does not bind itself to award the lowest tender or any bid and reserves the right to accept the whole or part of any tender.

P. NKALA,
Town Clerk,
Mogda.co.zw cc pmu@mogda.co.zw

General Notice 1120 of 2025.

MUNICIPALITY OF GWANDA (MOG)

Invitation to Domestic Competitive Bidding (Re-advert)

TENDERS are being invited for:

ZNR DT.22/2024, Air Conditioners. Awarded supplier: Uppertop Trading (Private) Limited. Tender value: US\$36 920.00.

ZNR DT.23/2024, Branded thermal till rolls. Awarded supplier: GT & T Scales (Private) Limited. Tender value: US\$52 000.00, paid in ZWG at bank rate.

ZNR DT.23/2024 (Re-tender), Branded thermal till rolls. Awarded supplier: Don Foss (Private) Limited. Tender value: US\$9 510.00, paid in ZWG at bank rate.

ZNR DT.24/2024, Diaries and calendars. Awarded supplier: Tim Tat Investments (Private) Limited. Tender value: US\$44 798.00, paid in ZWG at bank rate.

ZNR DT.24/2024, Diaries and calendars. Awarded supplier: Bralyn Litho Printers (Private) Limited. Tender value: US\$3 756.00, paid in ZWG at bank rate.

ZNR DT.24/2024, Diaries and calendars. Awarded supplier: Bradbury Advertising (Private) Limited. Tender value: US\$7 400.00, paid in ZWG at bank rate.

ZNR DT.24/2024, Diaries and calendars. Awarded supplier: Coloursmart Solutions (Private) Limited. Tender value: US\$2 362.50, paid in ZWG at bank rate.

ZNR DT.25/2024, Supply and delivery of promotional materials. Awarded supplier: Coloursmart Solutions (Private) Limited. Tender value: ZWG607 016.14.

ZNR DT.25/2024, Supply and delivery of promotional materials. Awarded supplier: Kingsport Investments (Private) Limited. Tender value: ZWG602 363.00.

ZNR DT.25/2024, Supply and delivery of promotional materials. Awarded supplier: Elegant Edge Holdings (Private) Limited. Tender value: ZWG50 739.00.

ZNR DT.26/2024, Supply and delivery of cellphones. Awarded supplier: Tender cancelled. Tender value: US\$50 979.50.

ZNR DT.31/2024, Painting of tollgates canopies. Awarded supplier: Dohne Construction (Private) Limited. Tender value: US\$72 726.14.

ZNR DT.32/2024, Supply of Sophos licenses. Awarded supplier: Covenant Technologies (Private) Limited. Tender value: US\$33 449.91.

ZNR DT.33/2024, Provision of customer services interaction hub. Awarded supplier: Tender cancelled.

ZNR DT.33/2024, Provision of management and supervisory development programme. Awarded supplier: Tender cancelled.

ZNR DT.36/2024, Supply and delivery of money counters machines. Awarded supplier: Epton Holdings (Private) Limited. Tender value: US\$47 740.00.

ZNR DT.37/2024, Provision of insurance services. Awarded supplier: First Sun Alliance Insurance Brokers. Tender value: US\$179 638.06.

ZNR DT.38/2024, Servicing and maintenance of fire extinguishers (Private) Limited. Tender value: US\$16 015.68.

ZNR DT.39/2024, Supply, delivery and installation of air conditioning units. Awarded supplier: Upper Top Trading (Private) Limited. Tender value: US\$41 173.75.

ZNR DT.40/2024, Skyline tollgate detour lane surfacing. Awarded supplier: Bitumen Resources. Tender value: US\$75 575.99.

ZNR RB.01/2024, Supply and delivery of tolling tickets. Awarded supplier: Paragon Printing and Packaging (Private) Limited. Tender value: US\$20 833.50.