

TIME: 1430 HRS

VENUE: NEW MUNHUMUTAPA OPC BOARDROOM, HARARE

DATES: 30 JULY 2025

TENDER No: OPC/RFP/02/2025

**TENDER APPRAISAL REPORT FOR THE
REQUEST FOR PROPOSAL FOR THE PROVISION
OF CONSULTANCY SERVICES FOR THE
TERMINAL EVALUATION OF THE NATIONAL
DEVELOPMENT STRATEGY 1 (2021-2025)**

(Private & Confidential)

Office of the President and Cabinet



EVALUATION COMMITTEE

Dr. N. Bobo	Member Director OPC (Chair)
Mr. T. Garaizive	Member Legal Officer OPC
Mr. F. Jigu	Member Accountant OPC
Ms C. Gapare	Member Deputy Director Ministry of Finance, Economic Development & Investment Promotion
Mr. F. Makombe	Member Chief Economist RBZ
Mrs. L. Mapurisa	Ex-officio OPC (PMU)
Mr. N. Gwatura	Ex-officio OPC (PMU)
Mr. M. Kadeze	Ex-officio OPC (PMU)

Agenda

Evaluation of Bids for the Provision of Consultancy Services for the Terminal Evaluation of the National Development Strategy 1 (2021–2025)

Acronyms

EOI – Expressions of Interest
OPC – Office of the President and Cabinet
PMU – Procurement Management Unit
PRAZ – Procurement Regulatory Authority of Zimbabwe
RBZ – Reserve Bank of Zimbabwe
RFP – Request for Proposal
SPOC – Special Procurement Oversight Committee
ZEPARI – Zimbabwe Economic Policy Analysis and Research Institute

ABSTRACT

This tender report presents the adjudication process for the selection of a consultancy firm to undertake the Terminal Evaluation of the National Development Strategy 1 (2021–2025). The evaluation followed the Technical Proposal Evaluation Criteria as outlined in the Request for Proposals (RFP).

According to the RFP, a bidder must attain a minimum of eighty (80) out of one hundred (100) points in the technical evaluation to qualify for the financial proposal opening stage, in line with the two-envelope system.

1. INTRODUCTION

- 1.1 Three (3) bidders shortlisted at the Expression of Interest (EOI) stage by the Office of the President and Cabinet (OPC) were issued with the Request for Proposal (RFP) document. Of these, only one bidder submitted a proposal by the deadline of 10:00 AM on 30 July 2025, as stipulated on the e-Government Procurement (e-GP) system.

- 1.2 The submitted bid was decrypted by the Procurement Management Unit (PMU) in the presence of the Evaluation Committee at 14:30 hours on 30 July 2025 in Harare. Following decryption, the PMU advised the Evaluation Committee to proceed with the evaluation in accordance with the RFP provisions and applicable procurement regulations. The Committee confirmed its quorum in collaboration with the PMU and commenced the evaluation process.

1.3 Bid Received

- 1.3.1 The only bid received was from the Zimbabwe Economic Policy Analysis and Research Institute (ZEPARI). The other two shortlisted firms did not submit their bids by the specified deadline.

- 1.4 The Committee expressed concern over the low response rate from the shortlisted bidders. Questions were raised as to whether the submission timeframe may have contributed to the poor response. However, PMU advised the Committee that the timeframe provided was adequate. This position was based on the fact that OPC had been granted a waiver for a shorter bidding period by the Procurement Regulatory Authority of Zimbabwe (PRAZ). Guided by this advice, the Committee proceeded with the evaluation of the Technical Proposal.

2. TECHNICAL EVALUATION OF BIDS

- 2.1 The Evaluation Committee reviewed ZEPARI's bid, submitted electronically through the e-GP platform. It was noted that ZEPARI had already satisfied all mandatory administrative requirements during the EOI stage. Accordingly, the PMU directed the Committee to proceed directly to the technical evaluation of the submitted bid.
- 2.2 Given that ZEPARI had already satisfied all mandatory administrative requirements during the EOI stage, the Committee proceeded with the technical assessment of the bid as outlined in the RFP.

3.1 Based on the technical evaluation results, the Evaluation Committee recommends OPC to proceed with the opening of the Financial Proposal submitted by ZEPARI, as ZEPARI has attained a qualifying Technical Score of 91% which exceed the prescribed threshold of eighty (80) out of one hundred (100) points.

3. RECOMMENDATION

2.3.3 ZEPARI attained a total technical score of 91%, exceeding the required minimum of 80% as stipulated in the RFP.

Evaluation Criteria		Score	Awarded
Specific Experience of the Firm	10	8	
Methodology	18	18	
Key Personnel	70	63	
Participation by Local Nationals	2	2	
Total	100	91	

2.3.2 The final average scores were as follows:

2.3 Scoring Using Technical Proposal Evaluation Criteria

2.3.1 The Committee evaluated the submission from ZEPARI using the score sheet provided in the RFP. Each member of the Committee individually reviewed and scored the submission based on the specified evaluation criteria.

3.2 Recommendations were made by:

Dr. N. Bobo	
Mr. T. Garauzive	
Mr. F. Jigu	
Mr. F. Makombe	
Ms. C. Gapare	

PMU representatives that provided advisory services

Ms. Mapurisa	
Mr. N. Gwatura	
Mr. M. Kadeze	 30/7/25