



PURCHASE ORDER

006875

SUPPLIER'S DETAILS	TENDER	Number
Precise Management & Research Consultancy Pk	DETAILS	Tender
		Quotation/Bid Reference PRAZ/BOM/35/2025
		Expiry date

No.	QTY.	DESCRIPTION	UoM	Unit Price	TOTAL
1	1	Stakeholder satisfaction survey for PRAZ	Lumpsum	8,400-00	8,400-00 USD
2	1	Reimbursable costs Total order sum shall be payable @ ZWD at the prevailing official exchange rate on the day of payment.	Lumpsum	200-00	200-00 USD
Subtotal					8,700-00
VAT					1,300-00
GRAND TOTAL					10,000-00 USD

PROCUREMENT REGULATORY AUTHORITY OF ZIMBABWE
C.E.O.'S OFFICE
10 SEP 2025
P.O. BOX CY 408, CAUSEWAY ZIMBABWE

Initiated by: S. Mawanya
Name and Signature

Approved by: T. Kangasa
Name and Signature

Authorised by: [Signature]
Name and Signature

Date: 10/9/25

Date: 10/9/25

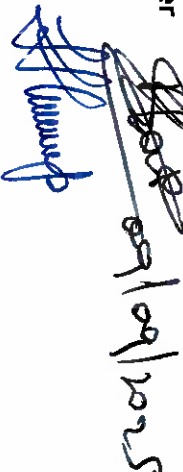
Date: 10/09/2025

Memorandum - Procurement Management Unit

To : Chief Executive Officer
Dr. C. Ruswa

From : Procurement Manager
Mr. T. Kangara

Date : 9 September 2025



09/09/2025

PROCUREMENT OF CONSULTANCY SERVICES FOR PRAZ CLIENT SATISFACTION SURVEY: PRAZ/DOM/35/2025

Background

The requirements are being procured in terms of Sections 30 & 31 (1) of the PPPDA Act. The Procurement Management Unit (PMU) published a competitive tender in the National Gazette on 27 June 2025 and on the PRAZ Portal. The Tender closed on 25 July 2025 at 10:00 am with ten (10) bidders successfully submitting their bids as follows:

1. PROBE Market Research P/L
2. Kasek Consultants P/L
3. Precise Management & Research Consultancy (PMRC) P/L
4. Head-Hunters Incorporated (HHI) P/L
5. Topline Research Solutions (TRS) P/L
6. University of Zimbabwe (UZ)
7. Chartered Institute of Customer Management (CICM) P/L
8. Unifico Investments T/A Fusion Insights Group P/L
9. Consumer Feedback Consultancy P/L
10. Genesis Global Finance (GGF) P/L

Mandatory Evaluation

Table 1

No.	Requirement	PROBE Market Research P/L	Kasek Consultants P/L	Precise Management & Research Consultancy (PMRC) P/L	Head- Hunters Incorporated (HHI) P/L	Topline Research Solutions (TRS) P/L
a.	Valid tax clearance certificate	C	C	C	C	C
b.	Valid NSSA Compliance Certificate	C	C	C	NC- Submitted Expired Certificate	C
c.	Bid-Securing Declaration Form	C	C	C	C	C
d.	Technical Proposal Submission Sheet	C	C	C	C	C
e.	Financial Submission Sheet	C	C	C	C	C
f.	Summary of Costs	C	C	C	C	C
g.	Detailed Quotation showing fees breakdown	C	C	C	C	C
Overall Remarks		Compliant	Compliant	Compliant	Not Compliant	Compliant

Table 2

No.	Requirement	University of Zimbabwe (UZ)	Chartered Institute of Customer Management (CICM) P/L	Unifco Investments T/A Fusion Insights Group P/L	Consumer Feedback Consultancy P/L	Genesis Global Finance (GGF) P/L
a.	Valid tax clearance certificate	C	C	C	C	C
b.	Valid NSSA Compliance Certificate	C	C	C	C	C
c.	Bid-Securing Declaration Form	C	C	NC-Submitted an unsigned form	C	C
d.	Technical Proposal Submission Sheet	C	C	C	C	C
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f.	Summary of Costs	C	C	C	C	C
g.	Detailed Quotation showing fees breakdown	C	C	C	C	C
Overall Remarks		Compliant	Compliant	Not Compliant	Compliant	Compliant

Comments

- The Accounting Officer on page 8 of 30 stated that bidders who participated and awarded similar assignments by the Authority in the past three years are not encouraged to participate and shall not be considered for award. On that basis Topline Research Solutions P/L & Head Hunters Incorporated P/L were awarded on similar assignment in 2023 and 2024 respectively hence shall not be considered for award on this procurement.

List of Rejected Bidders

No.	Bidder Name	Total Bid Value (USD)	Comments
1	Head-Hunters Incorporated P/L	11,500.00	Failure to submit a valid NSSA certificate. Bidder was awarded similar assignments by the Authority in the past three years (SBD Page 8 of 30).
2	Fusion Insights Group P/L	210,012.00	Failure to submit a filled in bid declaration form.
3	Topline Research Solutions (TRS) P/L	8,596.83	Bidder was awarded similar assignments by the Authority in the past three years (SBD Page 8 of 30).

Technical Evaluation

No	Evaluation Criteria	PROBE Market Research P/L	Kasek Consultants P/L	UZ Chartered Institute of Customer Management P/L	Consumer Feedback Consultancy P/L	Precise Management & Research Consultancy P/L	Genesis Global Finance P/L
1.	Methodology Proposed	25	25	25	25	25	25
2.	Traceable Signed and Stamped Reference Letters	15	15	15	15	15	15
3.	Team Leader Experience	15	15	15	15	15	15
4.	Procurement Specialist Experience	15	15	15	15	15	15
5.	Communications Specialist Experience	15	15	15	15	15	15
6.	Economist Experience	15	15	15	15	15	15

Technical Score	100	92	100	100	92	100	92
Calculated Score	70	64.4	70	70	64.4	70	64.4
Overall Remarks	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant

Comments

- The minimum technical qualifying score required to pass the technical evaluation was 88 points.
- All bidders considered for technical evaluation were compliant.

Comparative Schedule

No.	Name of Bidder	Technical Score	Bid sum	Financial Score	Weighted Score	Comments
1.	Precise Management & Research Consultancy P/L	70	10,000.00	30	100	Compliant. Recommended. Highest score.
2.	Consumer Feedback Consultancy P/L	64.4	11,295.30	26.56	91	Compliant. Not Recommended. Low composite score.
3.	PROBE Market Research P/L	70	13,800.00	21.74	91.74	Compliant. Not Recommended. Low composite score.
4.	Chartered Institute of Customer Management P/L	70	19,698.00	15.2	85.2	Compliant. Not Recommended. Low composite score.
5.	Consumer Feedback Consultancy P/L	64.4	33,252.00	9	73.4	Compliant. Not Recommended. Low composite score.
6.	University of Zimbabwe (UZ)	70	33,529.63	8.9	78.9	Compliant. Not Recommended. Low composite score.
7.	Kasek Consultants P/L	64.4	43,826.00	6.8	71.2	Compliant. Not Recommended. Low composite score.

Comments

- The minimum technical qualifying score required to pass the technical evaluation was 88 points.
- The Accounting Officer stated in the bidding document that the bidder with the highest combined score shall be awarded the tender (*SBD Page 7 of 30*).

Recommendations

The Evaluation Committee recommends awarding Precise Management & Research Consultancy P/L the compliant bidder on Tender No. **PRAZ/DOM/35/2025** for the stakeholder satisfaction survey in the sum of **USD 10,000.00** payable in ZWG at the prevailing official rate on the day of payment.

Fees Payable by winning bidders

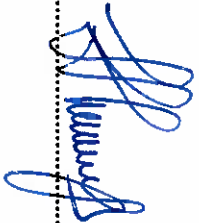
No	Description of fees and legal source	Winning Bidder	Value (US\$)	Due Date
1	Contract administration fees in line with Part VI of the Fifth Schedule to the PDDPA (General) Regulations	Precise Management & Research Consultancy P/L	200.00	Before Contract Signing

Compiled by:

T. Kangara (Manager)

Signature.....

Date.....



9/9/25

CHIEF EXECUTIVE OFFICER

Approved / Not Approved

Signature:.....



Date:.....

09/09/2025

PROCUREMENT REGULATORY AUTHORITY OF ZIMBABWE (PRAZ)



 **VAT REGISTRATION CERTIFICATE** 

TIN

2001261898

VAT Registration Number

220373022

Name of Registered Operator

PRECISE MANAGEMENT & RESEARCH CONSULTANCY

Trading as

Precise Management & Research Consultancy

Issued on

2025



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TIN

2001261898

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PRECISE MANAGEMENT & RESEARCH CONSULTANCY

VAT Registration Number

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Trading as

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Issued on _____ **2025**

**REQUEST FOR PROPOSALS FOR PRAZ STAKEHOLDER SATISFACTION SURVEY.
 PROCUREMENT REFERENCE NO: PRAZ/DOM/35/2025**

Summary of Costs

Item	Costs
Fees	USD 8,400
Reimbursable Costs	USD 300
VAT	USD 1,300
Total Cost of Financial Proposal	USD 10,000

REQUEST FOR PROPOSALS FOR PRAZ STAKEHOLDER SATISFACTION SURVEY.

PROCUREMENT REFERENCE NO: PRAZ/DOM/35/2025

Financial Proposal Submission Sheet

Procurement Reference Number: PRAZ/DOM/35/2025

Subject of Procurement: Request for proposal for PRAZ Stakeholder Satisfaction Survey

Name of Consultant: Precise Management and Research Consultancy


Consultant's Reference Number: 04/2021

Date of Financial Proposal: 25 July 2025

The total price of our proposal is **US\$ 8,700 exclusive of VAT**

We confirm that the rates quoted in our Financial Proposal are fixed and firm for the duration of the validity period and will not be subject to revision or variation or adjustment.

Financial Proposal Authorised by:

Signed: 	Name: Jackie Ngunda
In capacity of: Managing Consultant	Date: 25/07/2025
Authorised for and on behalf of:	
Firm: Precise Management and Research Consultancy	Address: Number 1 Lawson Avenue Milton Park

**PRECISE MANAGEMENT
AND RESEARCH CONSULTANCY**
No. 1 Lawson Avenue, Milton Park, Harare

25 JUL 2025

Jackie Ngunda

Signature: _____
Tel: -263 717 301 471 / +263 776 171 794
Email: jackie@precisemrc.co.zw

**STAKEHOLDER SATISFACTION SURVEY 2025
PREPARED FOR
PROCUREMENT REGULATORY AUTHORITY OF
ZIMBABWE (PRAZ)
CLOSING DATE & TIME: 25 JULY 2025 @1000HRS**

FINANCIAL PROPOSAL

Contact: +263 717 301 471

Zimbabwe

Harare

No. 1 Lawson Avenue, Milton Park

"For Data Driven Business Decisions"

**PRECISE MANAGEMENT &
RESEARCH CONSULTANCY**

PMRC

REQUEST FOR PROPOSALS FOR PRAZ STAKEHOLDER SATISFACTION SURVEY.

PROCUREMENT REFERENCE NO: PRAZ/DOM/35/2025

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The **Procurement Regulatory Authority of Zimbabwe (PRAZ)** is mandated to supervise and regulate public procurement and disposal of public assets in Zimbabwe in line with the Public Procurement and Disposal of Public Assets Act [Chapter 22:23]. Established as a successor to the State Procurement Board in 2017, PRAZ was created to modernize procurement systems and promote efficiency, fairness, and transparency in public sector procurement.

PRAZ's vision is "to be a center of excellence in public procurement and disposal of public assets in the region and beyond." Its mission is "to regulate and monitor public procurement and the disposal of public assets to ensure transparency, fairness, honesty, cost-effectiveness and competition in procurement and disposal activities." PRAZ's goals include enhancing value for money in public procurement, promoting fair competition, improving access to procurement opportunities, ensuring legal compliance, and fostering professionalism and integrity in the procurement system.

Conducting a Client Satisfaction Survey is a strategic initiative that supports these goals by assessing PRAZ's service delivery, regulatory effectiveness, and stakeholder engagement. The survey will enable PRAZ to evaluate how well its services such as procurement guidance, training, digital platforms, and regulatory support are understood and utilized by procuring entities, suppliers, and other stakeholders.

Feedback from clients will provide vital insights into PRAZ's responsiveness, clarity of communication, and the practical impact of its training and compliance assistance. This will help identify areas of improvement, measure client satisfaction as a performance indicator, and support the Authority's drive for continuous improvement. Furthermore, it aligns with PRAZ's commitment to stakeholder inclusion, accountability, and operational excellence.

It is against this background that Precise Management and Research Consultancy (PMRC) submits this proposal to conduct the Stakeholder Satisfaction Survey on behalf of PRAZ.

REQUEST FOR PROPOSALS FOR PRAZ STAKEHOLDER SATISFACTION SURVEY.

PROCUREMENT REFERENCE NO: PRAZ/DOM/35/2025

PROJECT BUDGET - CLIENT SATISFACTION SURVEY

The cost of the **STAKEHOLDER SATISFACTION SURVEY** will be item based as shown in the table below in USD:

Table 1: Cost of the Project

Activity	Total Price USD\$ VAT Ex	VAT (15%) USD\$	Total Price USD\$ VAT Incl.
Designing of Survey Questionnaire	USD\$ 300	USD\$ 45	USD\$ 345
Pre-Test Survey	USD\$ 1,000	USD\$ 150	USD\$ 1,150
Administration and Logistics Fees	USD\$ 1,000	USD\$ 150	USD\$ 1,150
Data Collection – Quantitative, Qualitative, and In-depth Interviews	USD\$ 1,500	USD\$ 225	USD\$ 1,725
Data Entry, Data Cleaning, Quality Control	USD\$ 1,000	USD\$ 150	USD\$ 1,150
Data Analysis	USD\$ 2,400	USD\$ 360	USD\$ 2,760
Report Writing and Submission of the final report.	USD\$ 1,500	USD\$ 225	USD\$ 1,725
TOTAL PRICE	USD\$ 8,700	USD\$ 1,300	USD\$ 10,000

The total cost of the project will be **USD\$ 8,700 (Eight Thousand Seven Hundred**

United States Dollars) before VAT.

NB: Payment will be made in ZIG currency using the official RBZ Auction exchange rate on the day of payment.

PAYMENT TERMS:

In response to the terms of reference Precise Management will opt for full payment after the submission of the final reports.

The price validity of this bid proposal shall be sixty (60) days period from the 25th of July 2025.

MINUTES OF THE ADJUDICATION MEETING OF TENDER NUMBER PRAZ/DOM/35/2025.

Present

1. M. Tshuma (Chairing)
2. T. Gororo - Finance
3. T. Samuriwo - Legal
4. S. Manyanga - Admin
5. T. Kangara - PMU Advisor

Introduction

The Evaluation Committee, duly established in terms of Section 18 of the Public Procurement and Disposal of Public Assets (PPDPA) Act [Cap 22:23], convened to evaluate Tender Number PRAZ/DOM/35/2025 for the Provision of Stakeholder Satisfaction Survey Services for PRAZ.

Background

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6.	Economist Experience	15	15	15	15	15	15
Technical Score		100	92	100	92	100	92

Calculated Score	Technical	70	64.4	70	70	64.4	70	64.4
Overall Remarks	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant

Comments

- The minimum technical qualifying score required to pass the technical evaluation was 88 points.
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Comparative Schedule

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Recommendations

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Signed

Date

1. M. Tshuma

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08/09/2025
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2. T. Gororo

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08/09/25
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