



NORTON TOWN COUNCIL

PROCUREMENT SUPPLIER EVALUATION MINUTES

DATE: 02 SEPTEMBER 2025.

THE EVALUATION OF THE MADZIMA ROAD SURFACING REFERENECE NO: ENG/MDZIMAROAD/SURFACING/06.25

THERE PRESENT:

- 1) B. MUTYAMBIZI (DIRECTOR OF HOUSING)
- 2) S. PENIAS (ACTING CREDIT CONTROLLER)
- 3) S. CHIKATI (PROCUREMENT OFFICER)
- 4) B. KANYEMBA (SENIOR ELECTRICIAN)
- 5) K. BAURENI (ASSISTANT TOWN ENGINEER)
- 6) LESLEY CHITOVORO (GRADUATE TRAINEE)
- 7) MARCIA T. RUZVIDZO (STUDENT ATTACHEE)

INTRODUCTION

The Procurement Officer introduced the purpose of meeting to the evaluation members and he handed over the 3 bids to the committee members.

The meeting began at 09:00 am on 02 September 2025. The above mentioned were the attendees of the meeting in question. The standard bidding document submitted by the Procuring Entity (Norton Town Council) for MADZIMA ROAD SURFACING REFERENCE NO: ENG/MDZIMAROAD/SURFACING/06.25. There was a maximum of 3 companies that submitted bids namely VALIANT CONSTRUCTION COMPANY, SIBS ELECTROTECH IRRIGATION AND CONSTRUCTION and JEPNIK INVESTMENTS PVT LTD.

The evaluation criteria

DUE DILIGENCE VISIT TO VALIANT CONSTRUCTION COMPANY, SIBS
ELECTROTECH IRRIGATION AND CONSTRUCTION and JEPNIK INVESTMENTS
FOR THE MADZIMA ROAD SURFACING REFERENECE NO:
ENG/MDZIMAROAD/SURFACING/06.25

SUPPLIER DUE DILIGENCE VISIT

DATE : 03 SEPTEMBER 2025

On 03 September, the evaluation committee conducted due diligence visits to the following companies that submitted bids for the Madzima Road Surfacing tender:

- **Valiant Construction Company**
- **SIBS Electrotech Irrigation and Construction**
- **Jepnik Investments**

A total of **three companies** submitted bids for this tender. The visits were aimed at assessing the bidders' capacity, compliance, and readiness to undertake the proposed works.

1) Jepnik Investments

82 Western Close Greendale

Harare, Zimbabwe

Mobilization Timeline:

The evaluation committee inquired about the mobilization period. Mr. Mukunwa responded that the company would be ready to mobilize within **two days** of contract award.

- **Payment Terms Flexibility:**
The committee raised concerns regarding the standard **30-day payment term** stated in the tender, noting that some payments may be delayed due to external funding sources. Mr. Mukunwa indicated that Jepnik is **open to negotiation** on payment terms to accommodate such scenarios.
- **Personnel Commitment:**
The committee asked whether the personnel listed in the bid were full-time employees. Mr. Mukunwa confirmed that **all personnel are engaged on a full-time basis**.
- **Handling Outstanding Payments:**
The Director of Housing asked how Jepnik manages clients with outstanding balances. The company responded that they are **willing to negotiate** and, if necessary, may involve **legal counsel** to resolve such matters.

2) Valiant Construction Company

218 Endeavour Road
Norton

The evaluation committee arrived at **Valiant Construction Company** at **3:00 PM** for a due diligence visit. We were received by **Mr. Chinoda**, the Contract Manager, and informed him that the purpose of the visit was to assess their bid submission for the **Madzima Road Surfacing** tender.

Mr. Chinoda confirmed that the company is **fully capable of delivering** the scope outlined in the tender. He explained that for the **surfacing phase**, Valiant Construction mobilizes materials **once the base is ready**, ensuring timely execution.

For **Lot 2**, the company committed to a **three-day delivery period** following receipt of the order.

Regarding **payment terms**, Mr. Chinoda stated that Valiant adheres to the conditions **gazetted in the tender**.

3) SIBS Electrotech Irrigation and Construction

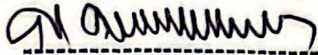
01 Bridgeview Avenue Cotswold

Malbereign, Harare


The evaluation committee proceeded to the allocated address for the scheduled due diligence visit. However, upon arrival, it was discovered that **no company existed at the specified location**. As a result, the assessment could not be conducted.

MEMBERS SIGNATURE

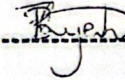
1) B. MUTYAMBIZI (DIRECTOR OF HOUSING)



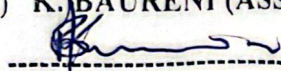
2) S. PENIASI (ACTING CREDIT CONTROLLER)



3) B. KANYEMBA (ELECTRICIAN)



4) K. BAURENI (ASSISSTANT TOWN ENGINEER)



**PROPOSED AWARD TO THE PROCUREMENT MANAGEMENT UNIT FOR TENDER NO:
ENG/MDZIMAROAD/SURFACING/06.25**

DATE; 15 SEPTEMBER 2025

Company : Jepnik Investments Pvt Ltd

Address : 82 Western Close Greendale

Harare, Zimbabwe

Total Cost : USDS 218,822.35

JUSTIFICATION.

Following the evaluation of bids submitted for the **Madzima Road Surfacing** tender, the Evaluation Committee proposed award to **Jepnik Investments**. The recommendation is based on the following key factors:

- 1) **Compliance:** Jepnik Investments met all mandatory requirements outlined in the tender document, including technical specifications.
- 2) **Complete Submission:** All required documentation was submitted in full and verified during due diligence.
- 3) **Cost Competitiveness:** The bidder offered the lowest responsive price.