



HL/RFP/05/2025

EVALUATION REPORT

FOR

PROVISION OF EXTERNAL DEBT COLLECTION SERVICES

DATE: 30/09/2025

TABLE OF CONTENTS

	PAGE
1. Background.....	3
2. Methodology	3
3. Queries and clarifications.....	3
4. Results of bid opening.....	3
Table 1: List of bids received.....	4
5. Method of evaluation	4
5.1 Examination of bids.....	4
Table 2: Summary of format of response evaluation.....	5
5.2 Technical Evaluation	6
Table 3. Technical evaluation summary	6
Table 4. Financial Scoring Summary.....	6
Table 5 Total Scoring Summary	7
6. Recommendations.....	7
7. Recommended by the Evaluations Committee.....	7

1. Background

This report covers the procurement process for the provision of external debt collection. The tender was published on the Electronic Government Procurement System (E-GPs) on the 21st of July 2025. The tender closed on the 19th of August 2025. Competitive bidding method was used to solicit bids from reputable debt collectors registered with Procurement Regulatory Authority of Zimbabwe (PRAZ) under the Debt Collection Services category.

Bidders were to state a minimum bid validity of 60 days and any bid with a shorter bid validity period was disqualified.

Electronic tender documents were downloadable from the E-GP system. The documents were issued for free.

Bidders were not permitted to alter their bids once they had been submitted with the exception of arithmetical errors which were to be adjusted based on the offered unit price.

Following receipt of bids within the stipulated bid closing date, information relating to the award of contract was not to be disclosed until the successful bidder had been notified of the award of contract.

Homelink (Private) Limited reserved the right to:

- Accept the bid wholly or in part;
- Vary the services to be provided in any resulting award of contract within reasonable limits;
- Reject any bid, or
- Annul the bidding process and reject all bids any time prior to Contract award, without thereby incurring any liability to the affected bidder or bidders

2. Methodology

The tender followed the competitive bidding method process. The tender was issued to bidders registered under the debt collection category through the following media;

- PRAZ Electronic Government Procurement System (E-GPs)
- Herald Newspaper

3. Queries and clarifications

No queries were received.

4. Results of bid opening

The opening of bids was carried out in accordance with the competitive bid opening procedures after the close of the tender on the 19th of August 2025.

A total of 5 bidders submitted their bids and below is a list of the bidders:-

Table 1: List of bids received

Name if organization	Connect IT and Electronics (Pvt) Ltd	Wellcash Debt Collectors	Mavhiringidze and Mashanyare Legal Practitioners	Zvimba Law Chambers	MatsikidzeAttorneys at Law
Commission charged (%)	10	10	10	8	10
Validity Period	60 Days	60 Days	60 Days	60 Days	60 Days

5. Method of evaluation

The bid was subject to three stages of evaluation comprising:

- Stage One: Eligibility
- Stage Two: Technical Evaluation.
- Stage Three: Financial Evaluation

5.1 Examination of bids

The bids which were received by the bid closing date and time were examined for compliance with the tender requirements indicated in the bid document.

Table 2: Summary of format of response evaluation

Bidder Number	Bidder Name	Valid Tax Clearance (Yes/No)	NNSA Certificate	VAT Certificate (Yes/No)	Copy of Certificate of Incorporation (Yes/No)	Bid Submission Sheet	Company Profile (Yes/No)	PRAZ certificate (Yes/No)	60 Days bid validity period (Yes/No)	Recommendations
1	Connect IT and Electronics (Pvt) Ltd	Yes	No	Yes	Yes	Yes	Yes	Yes	Yes	Not Recommended
2	Wellcash Debt Collectors Mavhiringidze and Mashanyare Legal Practitioners	No	Yes	Not yet reach threshold	Yes	Yes	Yes	Yes	Yes	Not Recommended
3	Zvimba Law Chambers Matsikidze Attorneys at Law	Yes	Yes	Not yet reach threshold	Yes	Yes	Yes	Yes	Yes	Recommended
4	Zvimba Law Chambers Matsikidze Attorneys at Law	Yes	Yes	Not yet reach threshold	Yes	Yes	Yes	Yes	Yes	Recommended
5	Law	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Recommended

The evaluations committee noted the following;

- i. Connect IT and Electrical (Pvt) Ltd provided a 2013 NNSA registration form instead of the current 2025 NNSA registration certificate therefore the bidder was disqualified.
- ii. Wellcash Debt Collectors provided an expired tax clearance certificate therefore the bidder was disqualified.
- iii. Mavhiringidze and Mashanyare Legal Practitioners, Zvimba Law Chambers and Matsikidze Attorneys at Law were compliant to the eligibility criteria requirements and were therefore recommended to proceed for technical evaluation.

5.2 Technical Evaluation

Bids which were compliant to the eligibility evaluation stage were therefore subjected to technical evaluation. Table 3 below is a summary of the results of the technical evaluation;

Table 3. Technical evaluation summary

Specification number	Detailed Specification	Mavhiringidze and Mashanyare Legal	Zvimba Law Chambers	Matsikidze Attorneys at Law
1	having provided such service in Zimbabwe	45	45	0
2	indicating number of years in similar business	20	20	20
3	Key personel academic qualifications	18	16	18
Total Score out of 100		83	81	38
Total percentage out of 80		66.4	64.8	30.4

As summarised above, Mavhiringize and Mashanyare Legal Practitioners and Zvimba Law Chambers were compliant to the technical requirements as their pass mark was above 80 out of 100 marks. The Evaluations Committee recommended these two bidders to proceed to the financial evaluation.

5.4 Financial evaluation

Technically compliant bidders were therefore considered under financial evaluation. Table 4 below is a summary of the financial evaluation summary.

Table 4. Financial Scoring Summary

Bidder number	Bidder	Commission charged	Financial Score (Out of 20)	Financial Percentage Score (Bidder Score/Highest Bidder Score*100)	Remarks
3	Mavhiringidze and Mashanyare Legal Practitioners	10	16	16%	
4	Zvimba Law Chambers	8	20	20%	USD 100,000.00 and below its 8% USD100,001.00 to 1,000,000.00 its 5% USD 1,000,001.00 and above its 2%

The financial scores were determined by awarding 20 points to the lowest priced proposal and giving all other proposals a score which is proportionate to this.

Table 5 Total Scoring Summary

Bidder number	Bidder	Commission charged as a percentage of collection	Technical Score percentage	Financial Score % (Out of 20)	Total Score Percentage (Minimum Pass Mark 80%)	Remarks
3	Mavhiringidze and Mashanyare Legal Practitioners	10	66.4	16	82.4	Recommended
4	Zvimba Law Chambers	8	64.8	20	84.8	Recommended

The total scores were determined using the weighting of 80% for technical proposals and weighting of 20 % for financial proposals as indicated by the table above. The total of both weightings add up to 100%. Minimum acceptable score was 80%. Both Mavhiringidze and Mashanyare Legal Practitioners were compliant.

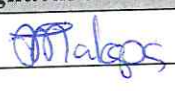
6. Recommendations

The Evaluations Committee recommended that the tender be awarded to Mavhiringidze and Mashanyare Legal Practitioners and Zvimba Law Chambers for a at a commission charge of 10 % and 8% respectively as the lowest compliant bidders to specifications.

7. Recommended by the Evaluations Committee

Name	Signature	Date
Joylyn Magosvongwe		06/10/25
Gift Gowelo		06/10/25
Cuthbert Makoni		
William Zembe		06/10/25

Procurement Management Unit

Name	Signature	Date
Josephine Makopa		6/10/2025 