

PROCUREMENT REFERENCE NUMBER: – COB/HCD/ES/01/2025

CITY OF BULAWAYO



**BID EVALUATION REPORT AND RECOMMENDATION FOR AWARD OF
CONTRACT**

Contract Name: **Provision of Employee Satisfaction Survey**

Contract No: **COB/HCD/ES/01/2025**

Tender ID: **32794**

Date of Submission: 19 NOVEMBER 2025

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EXECUTIVE SUMMARY

1.1 Introduction

Invitations to tender for the **Provision of Employee Satisfaction Survey**, with Procurement Reference Number; **COB/HCD/ES/01/2025** was advertised in the Government Gazette of the 25th of July 2025 (General Notice 1443 of 2025), The Sunday News of 27th July 2025 and in the e-GP System on the 11-Aug-2025.

A non-compulsory tender briefing was held on the 14th of August 2025 and two (2) prospective bidders attended.

A total of twenty-eight (28) prospective bidders accessed the bidding document through the e-GP system.

The tender closed on the 02-Sep-2025 with eight (8) bids having been received

1.2 Bid opening committee

Netsai Mawoyo	Procurement Management Unit
Gugulethu Mabhena	Financial Service
Jabulani Mathe	Human Capital

Bid evaluation committee

An Evaluation Committee was selected in terms of Section 18 of the Public Procurement and Disposal of Public Assets Act [Chapter 22:23] to undertake the evaluation of bids. The names of the team members are listed below.

Jabulani Mathe	Human Capital
Norbet Moyo	Human Capital
Audrey Manyemwe	Human Capital
Gugulethu Mabhena	Financial Service
Memory Tshuma	Human Capital
Maxwell Sibanda	Human Capital
Dennis Ndlovu	Financial Service

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The Procurement Officer presented the evaluation guidelines to the panel members who were advised to observe maximum confidentiality, impartiality and professionalism in undertaking the task. The evaluation criterion as provided in the Standard Bidding Document (SBD) was presented/clarified to the members for use. Each evaluation team member signed an impartiality declaration form at the start of the evaluation process.

List of bidders that responded

NO.	BIDDER
1.	INDUSTRIAL PSYCHOLOGICAL SERVICES (PRIVATE) LIMITED T/A TM INDUSTRIAL PSYCHOLOGICAL SERVICES
2.	PRECISE MANAGEMENT & RESEARCH CONSULTANCY
3.	INTERNATIONAL COACHING & MENTORING FOUNDATION
4.	GENESIS GLOBAL FINANCE P/L
5.	BUSYHUB CONSULTANCY PRIVATE LIMITED
6.	SOP CONSULTING
7.	WINFIELD STRATEGY AND INNOVATION
8.	INDUSTRIAL PSYCHOLOGY CONSULTANTS

1.5 Evaluation of bids

The evaluation of bids generally followed the standard guidelines set out in the Invitation to Bid where Preliminary and Technical evaluations were considered.

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1.6 Preliminary Analysis Summary

RESPONSE CRITERIA	INDUSTRIAL PSYCHOLOGICAL SERVICES (PRIVATE) LIMITED T/A INDUSTRIAL PSYCHOLOGICAL SERVICES	PRECISE MANAGEMENT RESEARCH CONSULTANCY	INTERNATIONAL COACHING & MENTORING FOUNDATION	GENESIS GLOBAL FINANCE P/L	BUSYHUB CONSULTANCY PRIVATE LIMITED	SOP CONSULTING	WINFIELD STRATEGY AND INNOVATION	INDUSTRIAL PSYCHOLOGICAL CONSULTANTS
CR6	Compliant	Compliant	Non-Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
CERTIFICATE OF INCORPORATION	Compliant	Compliant	Non-Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
VALID TAX CLEARANCE	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
VALID NSSA CERTIFICATE	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Non-Compliant
CR14/5	Compliant	Compliant	Non-Compliant	Compliant	Compliant	Compliant	Compliant	Compliant

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VAT CERTIFICATE	Non - compliant	Compliant	Non compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
COMPANY PROFILE	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
TECHNICAL PROPOSAL SUBMISSION SHEET	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
Overall Responsiveness	Non - compliant	Compliant	Non compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Non compliant

Comments

BIDDER		Comments
INDUSTRIAL SERVICES (PRIVATE) LIMITED T/A TM INDUSTRIAL SERVICES	PSYCHOLOGICAL	Failed to submit VAT Certificate instead attached Tax Clearance certificate
PRECISE MANAGEMENT & RESEARCH CONSULTANCY		Compliant in all the evaluation criteria
INTERNATIONAL COACHING &		Failed to submit the following

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<p>MENTORING FOUNDATION</p>	<p>documents: CR6 Certificate of incorporation CR14 VAT Certificate</p>
<p>GENESIS GLOBAL FINANCE P/L</p>	<p>Compliant in all the evaluation criteria</p>
<p>BUSYHUB CONSULTANCY PRIVATE LIMITED</p>	<p>Compliant in all the evaluation criteria</p>
<p>SOP CONSULTING</p>	<p>Compliant in all the evaluation criteria</p>
<p>WINFIELD STRATEGY AND INNOVATION</p>	<p>Compliant in all the evaluation criteria</p>
<p>INDUSTRIAL CONSULTANTS PSYCHOLOGY</p>	<p>Submitted an expired NSSA Certificate (December 2024)</p>

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Technical Evaluation

ITEM	ITEM DESCRIPTION	PRECISE MANAGEMENT & RESEARCH CONSULTANCY	GENESIS GLOBAL FINANCE P/L	BUSYHUB CONSULTANCY PRIVATE LIMITED	SOP CONSULTING	WINFIELD STRATEGY AND INNOVATION
1.METHOD STATEMENT (40)	Relevance to the scope of works {10 points}	Score 10 The bidder submitted a method statement which clearly stated the relevance to the scope of work	Score 10 The bidder submitted a method statement which clearly stated the relevance to the scope of work	Score 10 The bidder submitted a method statement which clearly stated the relevance to the scope of work	Score 10 The bidder submitted a method statement which clearly stated the relevance to the scope of work	Score 10 The bidder submitted a method statement which clearly stated the relevance to the scope of work
	Approach to the study {20 points}	Score 20 The bidder submitted a method	Score 20 The bidder submitted a	Score 20 The bidder submitted a	Score 20 The bidder submitted a	Score 20 The bidder submitted a

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		statement which clearly stated the Approach to the study	method statement which clearly stated the Approach to the study	method statement which clearly stated the Approach to the study	method statement which clearly stated the Approach to the study	method statement which clearly stated the Approach to the study
	Work Plan {10 points}	Score 10 points - The bidder submitted a method statement which clearly stated the Work Plan	Score 10 points - The bidder submitted a method statement which clearly stated the Work Plan	Score 10 points - The bidder submitted a method statement which clearly stated the Work Plan	Score 10 points - The bidder submitted a method statement which clearly stated the Work Plan	Score 10 points - The bidder submitted a method statement which clearly stated the Work Plan
	TOTAL	40	40	40	40	40
2. EXPERIENCE AND REFERENCES (25 marks)	Specific Experience (in work environment surveys) in the last 5	Score 10 points- The bidder has got 4 years' experience	Score 1 point - The bidder has got 1 year' experience Using the	Score 8 points -The bidder has got 3 years' experience	Score 10 points -The bidder has got 4 years' experience	Score 10 points -The bidder has got 4 years' experience

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	years {15 points}		information from the trade references			
	Three [3] Trade reference letters from clients whom you have conducted assignment of a similar nature {10}	Score 10 points – The bidder submitted 3 trade references of a similar nature	Score 10 points – The bidder submitted 3 trade references of a similar nature	Score 6 points – The bidder submitted 2 trade references of the similar nature	Score 0 points – The bidder submitted trade references that are not of the similar nature (employee satisfaction survey)	Score 10 points – The bidder submitted 3 trade references of a similar nature
	TOTAL	20	11	14	10	20
3. AVAILABILITY OF AND ADEQUACY OF PROPOSED STAFF ATTCH CVS OF KEY PERSONNEL	Principal/Lead consultant {20 points}	Score 10 points – The bidder Did not submit the CVs for the other team members and attached the	Score 20 points – The bidder submitted all the CVs	Score 16 points – The bidder did not submit all the certificates (Therefore had the mark allocation for	Score 6 points – The bidder submitted CVs that have got only 1 Degree certificate	Score 10 points – The bidder submitted the qualifications only and did not state any experience

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		CVs of individuals that are not included in their method statement	experience and MBA)	And the Lead Consultant does not have any relevant experience of the stated requirements.	
Team Leader must possess at least: {15 points}	Score 10 points The bidder Did not submit the CVs for the other team members and attached the CVs of individuals that are not included in their method statement	Score 15 points – The bidder submitted all the CVs of the Team leader	Score 7 points The bidder submitted one team leader with an Bachelor's degree instead of attaching all the certificates	Score 5 points – The bidder submitted the Degree certificate of MBA degree and did not submit the undergraduate degree that is relevant to the requested in the SBD	Score 7 points – The bidder submitted the qualifications of the team members and did not state their experience
TOTAL	20	35	23	11	17
Overall	80	86	77	61	77

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responsiveness				
WEIGHTED TECHNICAL SCORE OUT OF MAXIMUM 70%	56	60.2	53.9	42.7
			53.9	


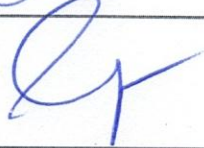
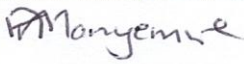

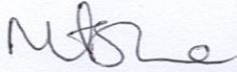

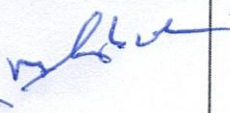
Recommendation

It is therefore, recommended that the tender for Provision of Employee Satisfaction Survey **PROCUREMENT REFERENCE NUMBER: – COB/HCD/ES/01/2025** the following bidders **PRECISE MANAGEMENT & RESEARCH CONSULTANCY, GENESIS GLOBAL FINANCE P/L, BUSYHUB CONSULTANCY PRIVATE LIMITED and WINFIELD STRATEGY AND INNOVATION** to proceed to the financial evaluation.

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This report was compiled by the Evaluation committee duly signed and submitted to the Procurement Management oversight committee for review ref Table below:

Name	Designation	Signature	Date
Jabulani Mathe	PAO Chairperson		19 November 2025
Norbet Moyo	Senior Organizational Methods Officer		19 November 2025
Audrey Manyemwe	PRINCIPAL GENERAL SAFETY AND HEALTH OFFICER		19 November 2025
Gugulethu Mabhena	ACCOUNTING MANAGER		19 November 2025
Memory Tshuma	INDUSTRIAL RELATIONS OFFICER		19 November 2025
Dennis Ndlovu	Accounting Manager		19 November 2025
Maxwell Sibanda	PRINCIPAL HUMAN CAPITAL OFFICER		19 November 2025