

MINISTRY OF LOCAL GOVERNMENT AND PUBLIC WORKS		
Telephone 0242-704563, 707426		The Office of the Secretary Private Bag CY 7755 Causeway, ZIMBABWE

14th October 2025.

The Chief Executive Officer
Procurement Regulatory Authority of Zimbabwe

Attention: Mr Ruswa

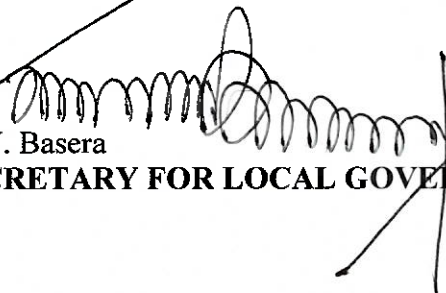
APPLICATION FOR SPOC REVIEW- GRANITE WORKS FOR NATIONAL HEROES ACRE

The Ministry floated a competitive tender for the granite works to be done on the extension of burial slots at National Heroes Acre through the EGP system. Drawings, bills of quantities, and tender documents were issued and downloaded electronically through the tender ID 32935. At the close of the tender 2 companies submitted bids. Evaluation was done up to technical level. During financial analysis, the evaluation committee observed that there were arithmetic errors in the total price submitted by Swazy Granite. The committee applied section 51 (2), which states that *“A procuring entity may correct purely arithmetical errors in bids in accordance with the procedure stated in the bidding document:*

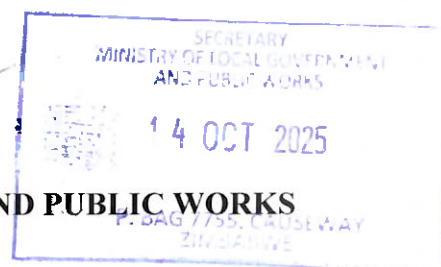
Provided that the procuring entity shall forthwith notify the bidder concerned of any such correction and request the bidder to agree to it in writing.

Section 31 (1)(b) of S.I. 5 of 2018 also states that *“For section 51 of the Act, a procuring entity shall correct arithmetical errors in bids on the following basis: if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected”* and (b). (2) *Where a bid price has been corrected, the corrected price shall be the basis for evaluating the bid, awarding the procurement contract, and performing the contract.”*

The Ministry proceeded to recommend Swazy Granite for award at a bid price of **US\$3 059 691.56** for both Eastern and Western Wings since the company was the only compliant bidder. The system is not yet able to process arithmetic errors. Attached are the PMU review minutes and evaluation minutes for your consideration.


Dr. J. Basera

SECRETARY FOR LOCAL GOVERNMENT AND PUBLIC WORKS



PMU REVIEW MINUTES FOR TENDER MLGPW CU 3/2025 FOR GRANITE WORKS FOR NATIONAL HEROES ACRE BURIAL SLOTS EXTENSION ON THE 13th OF OCTOBER 2025 IN CONSTRUCTION UNIT BOARDROOM AT 10 AM, HEAD OFFICE, TENDER ID 32935

MEMBERS PRESENT

Mr E. Mashingaidze	A/Deputy Director Procurement	Chairing
Mr T. Rukundi	Procurement Officer	Member
Mr N. Wayeni	Procurement Officer	Member
Mrs Panganaï	Procurement Officer	Member
Mr Ganya	Procurement Officer	Member
Mr S.Makura	Procurement Officer	Minuting

Opening Remarks

The chairperson welcomed all the members present and called the meeting to order.

Background

The Ministry floated the tender through the EGP system and applied the Competitive Bidding Procurement Method for hiring of a contractor for granite works at National Heroes Acre of extend burial slots. Drawings, bills of quantities, and tender documents were issued and downloaded electronically through the EGP system, Tender ID 32935

The PMU committee received two (2) submitted bids for review, and the committee used three-stage evaluation criteria, starting by checking mandatory requirements, technical specifications, and financial analysis.

MANDATORY REQUIREMENTS

Bidders	PRAZ Registration	BOQ	Bid Declaration	Valid Tax Clearance	Bid Submissions	Reference	Site visit	SPOC fees
Swaszy	✓	✓	✓	✓	✓	✓	✓	✓

Granite works 1

Tensor	✓	✓	✓	✓	✓	Not related to the required scope of works	✓	✓
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The Evaluation Committee had stated that the Trade References submitted by Tensor System were not in line with the scope of work that needed to be done.

TECHNICAL ANALYSIS

The PMU committee reviewed the technical specifications from the bills, verifying the scope, work breakdown structure, and materials pricing. All the contractors were compliant with technical specifications, but Tensor System was disqualified for submitting references that are not related to the required scope; hence, the company was not considered for financial analysis.

FINANCIAL ANALYSIS

The tender was divided into two separate lots, Lot A, East Wing, and Lot B, West Wing.

During financial analysis, the evaluation committee observed that there were arithmetic errors in the total price submitted by Swazy Granite. The committee applied section 51 (2), which states that *"A procuring entity may correct purely arithmetical errors in bids in accordance with the procedure stated in the bidding document:*

Provided that the procuring entity shall forthwith notify the bidder concerned of any such correction and request the bidder to agree to it in writing.
Section 31 (1)(b) of S.I. 5 of 2018 also states that *"For section 51 of the Act, a procuring entity shall correct arithmetical errors in bids on the following basis: if there is an error in a total corresponding to the addition or subtraction of subtotals, the subtotals shall prevail and the total shall be corrected"*
and (b). (2) *Where a bid price has been corrected, the corrected price shall be the basis for evaluating the bid, awarding the procurement contract, and performing the contract."*

The Ministry engaged Swazy Granite and notified the bidder about the arithmetic errors on their document, the company responded and submitted a letter confirming that indeed they made arithmetic mistakes on their submission (attached conformation letter)

After correction of the arithmetic errors, the evaluation committee used the corrected bid prices as the basis for evaluation

LOT A East Wing

COMPANY NAME	SUBMITTED BID PRICE	CORRECTED BID PRICE
TENSOR	US\$1,788,584.58	US\$ 1,789,511.83
Swaszy Granite	US\$ 1,619,214.10	US\$ 1,616,088.10

LOT B West Wing

COMPANY NAME	SUBMITTED BID PRICE	CORRECTED BID PRICE
TENSOR	US\$1,788,584.58	US\$ 1,789,511.83
Swaszy Granite	US\$ 1,619,214.10	US\$ 1,616,088.10

PRICE COMPARATIVE SCHEDULE**LOT A East Wing**

COMPANY NAME	CORRECTED BID PRICE
TENSOR	US\$ 1,789,511.83 (disqualified)
Swaszy Granite	US\$ 1,616,088.10

LOT B West Wing

COMPANY NAME	CORRECTED BID PRICE
TENSOR	US\$ 1,789,511.83 (disqualified)
Swaszy Granite	US\$ 1,616,088.10

Due Diligence

The Ministry's estimate for Granite works was **US\$3 059 691.56** for both Eastern and Western Wings. Evaluation committee observed that the total bid price submitted by the compliant bidder is within the Ministry's cost estimate, hence recommends tender award.

Recommendations

1. Swaszy Granite had the lowest bid prices for both Lot A and Lot B; however, the tender had a lot limitation clause, which stipulated that only one lot could be awarded to a contractor. Consequently, Tensor System, the other bidder, was disqualified for submitting reference letters for construction works instead of granite works, hence failing on the mandatory requirements.
2. The bidding document stated on page 3 that **the Ministry can ONLY award both lots to one contractor if there's only one compliant bidder to the tender requirements.**
3. PMU Review Committee recommends Swaszy Granite to be awarded Lot A East wing tender for supply, delivery, and commissioning of Granite works at the National Heroes Acre at a corrected total bid price of **US\$1 616 088.10** payable in ZWG using the prevailing interbank rate of the day of payment.
4. PMU Review Committee recommends Swaszy Granite to be awarded Lot B Western wing tender for supply, delivery, and commissioning of Granite works at the National Heroes Acre at a corrected total bid price of **US\$1 616 088.10** payable in ZWG using the prevailing interbank rate on the day of payment.

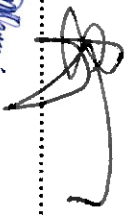
Minutes compiled by Makura. S



Date: 13/10/25

Procurement Officer

Mr Ganya (PMU Officer)



Date: 13/10/25

Mr Wayeni (PMU Officer)



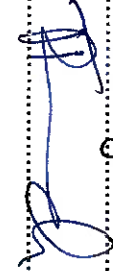
Date: 13/10/25

Mrs T. Panganai (PMU Officer)



Date: 13/10/25

Mr. T. Rukundi (PMU Officer)



Date: 13/10/25

Mr Mashingaizwe (PMU Officer)



Date: 13/10/25

A/Deputy Director Procurement

Recommended/~~Not Recommended~~

Ms A Masvutu..... *A Masvutu* Date..... 14/10/25

Director Procurement

Recommended/~~Not Recommended~~

Eng T.I Magwaza..... *T.I Magwaza* Date..... 14/10/25
Chief Director Public Works

Approved/~~Not Approved~~

Dr J. Basera..... *J. Basera* Date..... 14/10/25
Permanent Secretary for Local Government and Public Works



EVALUATION COMMITTEE MINUTES FOR TENDER MLGPW CU 3/2025 FOR GRANITE WORKS FOR NATIONAL HEROES ACRE BURIAL SLOTS EXTENSION ON THE 22nd September 2025 IN CONSTRUCTION UNIT BOARDROOM AT 10 AM, HEAD OFFICE. TENDER ID 32953

MEMBERS PRESENT

Mr Mukutiri	Project Architect	Chairing
Mr Madanga	Civil Engineer	Member
Mr Manonose	Electrical Engineer	Member
Mr Chigombe	Structural Engineer	Member
Ms Gomwe	Quantity Surveyor	Member
Ms Hlatshwayo	Legal Officer	Member
Mr Makura	PMU	In attendance (minuting)

Opening Remarks

The chairperson welcomed all the members present and called the meeting to order.

Background

The Ministry flighted the tender through the EGP system and applied the Competitive Bidding Procurement Method for the hiring of a contractor for granite works at National Heroes Acre for burial slots extension. Drawings, bills of quantities, and tender documents were issued and downloaded electronically through the EGP system, Tender ID 32953

The evaluation committee received two (2) submitted bids for evaluation, and the committee used three-stage evaluation criteria, starting by checking mandatory requirements, technical specifications, and financial analysis.

MANDATORY REQUIREMENTS

GRANITE WORKS FOR BURIAL SLOTS EXTENSION AT NATIONAL HEROES ACRE

Bidders	PRAZ Registration	BOQ	Bid Declaration	Valid Tax Clearance	Bid Submission	References	Site visit	SPOC fees
Swaszy	✓	✓	✓	✓	✓	✓	✓	✓
Tensor	✓	✓	✓	✓	✓	Not related to the required scope of works	✓	✓

The Evaluation Committee stated that the Trade References submitted by Tensor System were not in line with the scope of work that needed to be done.

TECHNICAL ANALYSIS

The evaluation committee reviewed the technical specifications from the bills, verifying the scope, work breakdown structure, and materials pricing. All the contractors were compliant with technical specifications, but Tensor System was disqualified for submitting references which are not related to the required scope; hence, the company was not considered for financial analysis.

FINANCIAL ANALYSIS

The tender was divided into two separate lots, Lot A, East Wing, and Lot B, West Wing.

During financial analysis, the evaluation committee observed that there were arithmetic errors in the total price submitted by Swaszy Granite. The committee applied section 51 (2), which states that *"A procuring entity may correct purely arithmetical errors in bids in accordance with the procedure stated in the bidding document:"*
Provided that the procuring entity shall forthwith notify the bidder concerned of any such correction and request the bidder to agree to it in writing.

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The Ministry engaged Swaszy Granite and notified the bidder about the arithmetic errors on their document, the company responded and submitted a letter confirming that indeed they made arithmetic mistakes on their submission (attached conformation letter)

After correction of the arithmetic errors, the evaluation committee used the corrected bid prices as the basis for evaluation

LOT A East Wing

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TENSOR	US\$ 1,788,584.58	US\$ 1,789,511.83
Swaszy Granite	US\$ 1,619,214.10	US\$ 1,616,088.10

LOT B West Wing

COMPANY NAME	SUBMITTED BID PRICE	CORRECTED BID PRICE
TENSOR	US\$ 1,788,584.58	US\$ 1,789,511.83
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PRICE COMPARATIVE SCHEDULE

LOT A East Wing

COMPANY NAME	CORRECTED BID PRICE
TENSOR	US\$ 1,789,511.83 (disqualified)
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LOT B West Wing



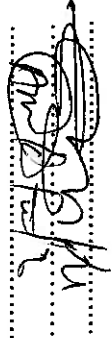
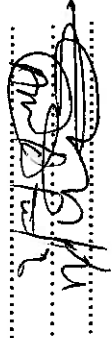
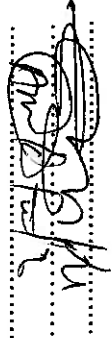
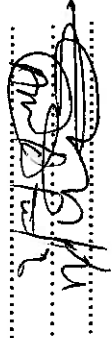
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Due Diligence

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2. The bidding document stated on page 3 that **the Ministry can ONLY award both lots to one contractor if there's only one compliant bidder to the tender requirements.**
3. Evaluation Committee recommends Swasy Granite to be awarded Lot A East wing tender for supply, delivery, and commissioning of Granite works at the National Heroes Acre at a corrected total bid price of **US\$1 616 088.10** payable in ZwG using the prevailing interbank rate of the day of payment.
4. Evaluation Committee recommends Swasy Granite to be awarded Lot B Western wing tender for supply, delivery, and commissioning of Granite works at the National Heroes Acre at a corrected total bid price of **US\$1 616 088.10** payable in ZwG using the prevailing interbank rate on the day of payment.

<u>Name</u>	<u>Signature</u>	<u>Date</u>
Mr Manonose		22/09/2025
Ms Hlatswayo		22/09/2025
Ms Gomwe <i>Handwritten name</i>		22/09/25
Mr Madanga		22/09/25
Mr Makura		22/09/25
Mr Mukutiri		

MINISTRY OF LOCAL GOVERNMENT, PUBLIC WORKS AND NATIONAL HOUSING

Telephone 0242 255283,
791470,794166,791865
Fax 263 4 700859

22 September 2025



Office of the Secretary
Private Bag 7706
Causeway,
HARARE

The Manager
Swaszy Granite

REQUEST FOR CLARIFICATION

The Ministry of Local Government and Public Works received your bid documents for the supply, delivery, installation, and commissioning of granite works at National Heroes Acre project. During evaluation of the bids submitted, the Ministry's evaluation committee realized that there's a discrepancy in the bid price due to arithmetic errors on all your bill of quantities.

Section 31 (a) and (2) of S.I 5 of 2018 and section 51 of the PPDPA Act Cap 22:23 requires the procuring entity to correct errors on bid prices and notify the bidder concerned of any such correction and request the bidder to agree to it in writing.

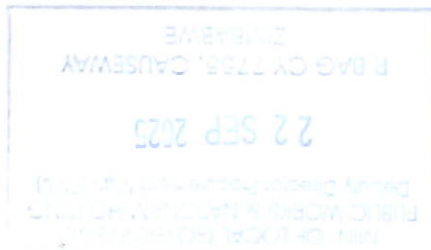
Due to these errors, your Company (Swaszy Granite) submitted the total bid price of US\$1 619 214.10 but after correction of the arithmetic errors your bid price is now USD\$ 1 616 088.10

You are therefore requested to check the above cited errors and confirm in writing either agreeing or disagreeing with the corrected bid price of **USD\$ 1 616 088.10**

A handwritten signature in blue ink, appearing to be 'Makura S'.

Makura S
Procurement Officer Projects

FOR: PERMANENT SECRETARY FOR LOCAL GOVERNMENT AND PUBLIC WORKS





10218 HIGHGLEN ROAD
WILLOWVALE
HARARE

Website: www.swaszygranites.com

Tel/ Mobile: 0772521980

E-mail: ochagah@yahoo.co.uk

Suppliers of high quality granite product

22 September 2025

The Permanent Secretary
Ministry of Local Government and Public works
Head Office
Harare

Attention: Director Procurement

RE: CONFIRMATION OF ARITHMETIC ERROR ON TENDER PRICE: TENDER MLGPWCU 2/2025

We hereby confirm that there was arithmetic error in our calculation and addition of our document for the above resulting in our final figure being overstated by \$3126.00. We submitted \$1 619 214.10 but after the correction it should read \$1 616 088.10.

Our sincere apologies for the miscalculation on our part.

Best Regards

Onias Chagaresango
Managing Director

