

**TENDER APPRAISAL REPORT FOR THE REQUEST FOR PROPOSAL OF
THE PROVISION OF CONSULTANCY SERVICES ON THE PROCESS
EVALUATION ON SOCIO-ECONOMIC INITIATIVES ON TUGWI-
MUKOSI PROGRAMME (TPM)**

Tender Number OPC/RFP/T&M/03/2025

Date 6 October 2025
Time 10 00 hours
Venue Harare, Munhumutapa Building, High Level Ground Floor
 Boardroom

SUMMARY

Evaluation of Bids for the provision of Consultancy Services on The Process
 Evaluation on Socio-Economic initiatives on Tugwi-Mukosi Programme (TPM)

Tender Number	OPC/RFP/T&M/03/2025
Number of Bids Received	3
Procurement Method	REQUEST FOR PROPOSAL
Tender Opening Date	25 SEPTEMBER 2025
Tender Opening Time	1010hrs
Place	ONLINE ELECTRONIC GOVERNMENT PROCUREMENT (e-gp) SYSTEM

Acronyms

OPC Office of the President and Cabinet
 UN United Nations
 FAO Food and Agricultural Organisation

Number	Suppliers
1	Creative Development Forge
2	Centre for Impact Evaluation
3	Divalytics Research Consultancy

The underlisted companies successfully submitted their Bids,

1.3 Bids Received

- 1.2 The submitted Tender was decrypted by the Procurement Management Unit of OPC in the presence of the Evaluation Committee in Harare at Munchumutapa Building in the Ground Floor Boardroom on 6 October 2025 at 10 00 hours. The PMU directed the Evaluation Committee to proceed with the evaluation in accordance with RFP provisions and applicable regulations. The Committee confirmed its quorum in collaboration with PMU guidelines and began the evaluation process.
- 1.1 OPC applied for a bidding period of 30 days from PRAZ. The Tender was published on E-Government procurement system. It opened on 26 August 2025 and closed on 25 September 2025.

1 Introduction

The Tender report focuses on shortlisting of prospective and potential bidders for the provision for consultancy services for The Process Evaluation on Socio-Economic initiatives on Tugwi-Mukosi Evaluation Programme (TMP). The Evaluation followed the Technical Proposal Evaluation criteria as outlined in the Request for Proposal (RFP).

According to the RFP, a bidder must score a minimum of eighty (80) out of one hundred (100) points in the technical evaluation to qualify for the financial proposal opening stage, in line with the two-envelope system.

Abstract

PMU	Procurement Management Unit
EOI	Expression of Interest
PRAZ	Procurement Regulatory Authority Zimbabwe
RFP	Request for Proposal
TMP	Tugwi-Mukosi Programme

Evaluation criteria		Maximum Score	Actual Score	Actual Score	Actual Score
1	Academic Qualifications	[25] points	20	17	21
2	Experience in Evaluations	[31] points	31	13	0
3	Evaluation Methodologies	[20] points	20	12	16
4	Leadership Evaluation	[5] points	3	3	0
5	Work Plan	[14] points	12	14	14
6	Global Knowledge of Regional Engagements and	[5] points	5	0	0
	Total	100	91	59	51

Score Sheet

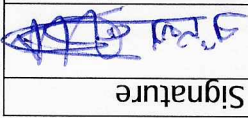
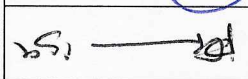
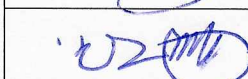
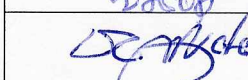
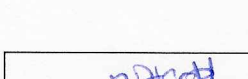
- 2.0 **Technical Evaluation of Bids**
- 2.1 The Evaluation Committee reviewed submissions from three bidders, which were submitted electronically through the E-Government Procurement (E-GP platform). It was observed that the three (3) bidders had already satisfied all mandatory administrative requirements during the EOI stage. Being satisfied by the process the Committee proceeded with the evaluation of the Technical Proposal.
- 2.2 Given that the three companies satisfied mandatory administrative requirements during the EOI stage, the Committee proceeded with the technical assessment of the bids as outlined in the RFP
- 2.3 **Scoring Using Technical Proposal Evaluation Criteria**
- 2.3.1 The committee evaluated the submission from the three companies using the score sheet provided in the RFP. Each member of the committee individually reviewed and scored the submission based on specified evaluation criteria
- 2.3.2 The final average scores were as follows,

2.3.3 Divalitics Research Consultancy attained a total score of 91%, exceeding the required minimum of 80% as stipulated in the RFP.

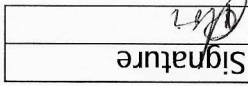
3 Recommendation

3.1 Based on the Technical Evaluation results, the Evaluation Committee recommends OPC to proceed with the opening of the Financial Proposal submitted by Divalitics Research Consultancy, as Divalitics Research Consultancy has attained a qualifying score of 91% which exceeded the prescribed threshold of eighty (80) out of one hundred (100) points

Evaluation Committee

Name	Designation	Signature
Ms C.Makuvire	Director Evaluation, Research and Learning (OPC)	
Mrs P Garanganga	Director Monitoring (OPC)	
Mr J. Kawazva	Deputy Director Evaluation Research and Learning (OPC)	
Mr T. Magara	Head of Monitoring and Evaluation (FAO:UN)	
Ms R. Potera	Legal Officer (OPC)	

Procurement Management Unit

Name	Designation	Signature
Mr A.T Mupfiri	Procurement Officer	

Approved / Not Approved



Mr Z.R Churu

Deputy Chief Secretary Administration, Finance and Human Resources

Date

