

UMP ZVATAIDA RURAL DISTRICT COUNCIL

TENDER EVALUATION MINUTES: 16 OCTOBER 2025

UMPROC ADM/SP 25.024 FRAMEWORK AGREEMENT FOR PROVISION FOR LEGAL SERVICES

VENUE: E.O. HR, ADMIN & SOCIAL SERVICE OFFICE

TIME: 1400-1630 Hours

PRESENT:	Mr S Mafaiti	EO Finance	(M)
	Mr C Machovo	Engineer	(M)
	Ms S. Tsimba	Ass.EO HR Admin and SS	(F)

**GENDER DISAGGREGATED DATA: KEY F (Female) M (Male)**

For the evaluation meeting for a framework agreement for the provision of legal services held on 16 October 2025, 2 males and 1 Female were present.

**DECLARATION OF INTEREST**

All the members declared that they had no personal interests in the tender at hand. The chairperson welcomed all members present and read out the tender for evaluation.

**PROCEDURE**

Bids were evaluated using the following methodology:

1. *Preliminary examination* to confirm that all documents required have been provided, to confirm the eligibility of Bidders in terms of section 28(1) of the Regulation and to confirm that the Bid is administratively compliant in terms of section 28(2) of the Regulation.
2. *Technical evaluation* to determine their substantial responsiveness to the specifications in the Statement of Requirements;
3. *Financial evaluation* and comparison to determine the evaluated price of Bids and to determine the lowest evaluated Bid

CONFIRMATION

11/12/2025  
Date

.....  
Chairman's Signature

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**Preliminary examination**

Item	Requirement	Bidder Name			
		Dube Banda Nzarayapenda & Partners	Mavhiringidze and Mashanyare legal practitioners	Maposa Mahlangu Attorneys	Mhishi Nkomo legal practice
1.	CR 6	Compliant	Compliant	Compliant	Compliant
2.	Bid Securing declaration	Compliant	Compliant	Compliant	Compliant
3.	Declaration of conflict of interest	Compliant	Compliant	Compliant	Compliant
4.	Proof of payment – SPOC	Non-Compliant	Compliant	Non-Compliant	Non-Compliant
5.	References	Compliant	Compliant	Compliant	Compliant
6.	PRAZ registration	Compliant	Compliant	Compliant	Compliant
7.	Availability of and adequacy of proposed staff attach CVs f key personnel	Compliant	Compliant	Compliant	Compliant
8.	Current bank statements (3months)	Compliant	Compliant	Compliant	Non-Compliant
9.	Company profile	Compliant	Compliant	Compliant	Compliant
10.	Valid N SSA certificate	Compliant	Compliant	Compliant	Compliant
11.	Valid tax clearance certificate	Compliant	Compliant	Compliant	Compliant
12.	Bid submission sheet	Compliant	Compliant	Compliant	Compliant
13.	Certificate of incorporation	Compliant	Compliant	Compliant	Compliant
14.	CR5	Compliant	Compliant	Compliant	Compliant
15.	CR14	Compliant	Compliant	Compliant	Compliant
REMARKS		Non-compliant	Compliant	Non-compliant	Non-compliant

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REMARKS	Non-compliant	Compliant	Non-compliant	Non-compliant
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Comments

List of Rejected Bids

	BIDDER	COMMENTS
1	Dube Banda Nzarayapenda & Partners	Did not submit POP for SPOC fees
2	Maposa Mahlangu Attorneys	Did not submit POP for SPOC fees
3	Mhishi Nkomo legal practice	Did not submit POP for SPOC fees and current bank statements for 3 months

Preliminary examination findings

- The CR14 indicated that there was no common directorship, hence no conflict of interest.
- The bidder was compliant on the preliminary examination.

Preliminary examination recommendations

- The committee agreed to proceed to the next level.

Technical evaluation

Evaluation Criteria	Minimum Requirements	Best Possible Score (points)	Partnership
			Mavhiringidze and Mashanyare legal practitioners
Senior Partner-Specific Qualifications and Experience	a. Minimum of Law Degree plus 10years experience (30points) b. Less than 10years experience (29 points)	30	30

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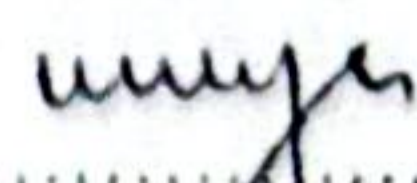
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Litigation and Conveyancing experience.	a. Litigation Conveyancing Experience (15 points)	15	15
Methodology of Case Handling if engaged by client.	<ul style="list-style-type: none"> <li>• Methodology judged to be best (20 points).</li> <li>• Methodology judged to be better (19 points).</li> <li>• Methodology Judged to be poor (0 Points).</li> </ul>	20	20
Billing/Tariff:	Billing outside Law Society of Zimbabwe Tariff (20marks). Billing using Law Society Tariff (10 points).	20	10
2022-2023 or better Audited Financial Statement.	(2022/2023 or better Audited Financial Statement (20 points). Audited Financial Statements for previous years (9 points)	15	15
<b>Total Raw Score</b>		100	90
<b>Minimum qualifying score</b>		70	70
<b>Total Quality Score</b>			93
<b>Recommendation</b>			Pass

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**Technical evaluation findings**

The partnership of Mavhiringidze and Mashanyare legal practitioners compliant with technical requirements.

**Working**

Bidders Total Raw Score\*70%

$$\frac{\quad}{100}$$

**1. Mavhiringidze and Mashanyare**

$$90*70\% = 63\%$$

$$\frac{\quad}{100}$$

**Technical evaluation recommendations**

The committee agreed to proceed to the next level with the partnership of **Mavhiringidze and Mashanyare** legal practitioners who complied with the technical requirements.

**Financial evaluation**

	Partnership
Requirements	Mavhiringidze and Mashanyare
Senior partner rate/hr	USD10.00
Price score	30

Workings

Lowest bid price\*30

Submitted bid price

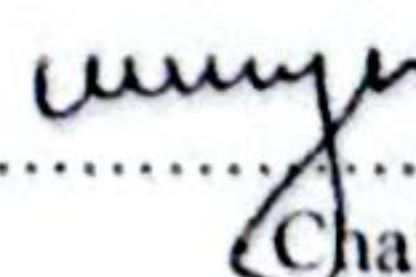
**1. Mavhiringidze and Mashanyare**

$$\frac{10*30}{10} = 30\%$$

$$\frac{\quad}{10}$$

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Financial evaluation recommendations

- Based on the financial evaluation the committee came up with the ranking indicated in the table above.

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**FINANCIAL EVALUATION RANKINGS**

**Financial evaluation findings**

- The bid was denominated in United States Dollars and it is the same currency (USD) used for evaluation purposes.

**Financial evaluation recommendations**

- Based on the financial evaluation the committee came up with the ranking indicated in the table above.
- It was recommended that the bidder be awarded the contract since it is a framework agreement.

- **Computing the total score**

SN	DESCRIPTION	Mayhiringidze and Mashanyare
1	Quality	Quality raw score
		90
2		Quality score (QS)
		63
3	Price	Corrected price
		10.00
4		Price score (Ps)
		30
5	Total score (Qs+Ps)	93
6	Ranking	1 <sup>st</sup>

**FINANCIAL EVALUATION RANKINGS**

**Financial evaluation findings**

- The bid was denominated in United States Dollars and it is the same currency (USD) used for evaluation purposes.

**Financial evaluation recommendations**

- It was recommended that the bidder be awarded the contract since it is a framework agreement.

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*[Signature]*  
 Chairman's Signature

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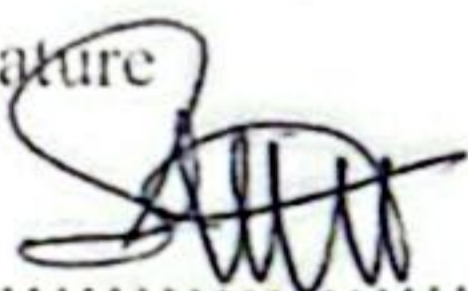


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**Proposed Tender Outcome**

- Following the evaluation of the tender, the Procurement Management Unit identified anomalies in the uploading of SPOC invoices. Upon contacting the ICT Department of the Authority, it was indicated that there may have been a system glitch during the publishing process. As a result, we were advised to consult with the Operations Department. Both departments have granted approval to continue the uploading process for SPOC invoices, which was open for five working days, from November 6, 2025, to November 13, 2025.
- It is important to note that only one bidder submitted an invoice; however, the payment was processed after the closing date of the bidding period by **Mhishi Nkomo Legal Practitioner**.
- The committee recommends that the tender be awarded of **Mavhiringidze and Mashanyare legal practitioners** after considering the technical and financial evaluation.
- The price on the financial schedule will not be used as a final contract price since there is going to be a secondary bidding process which will cater for further qualification including price evaluation.

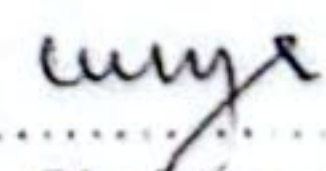
EVALUATION COMMITTEE MEMBERS

Name	Signature	Date
S. Mafaiti		11/12/25
C. Machovo		11/12/25
S.M. Tsimba		11/12/25

With there being no further business to discuss the meeting ended at 1630 hours.

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