

Memorandum - Procurement Management Unit

To : Chief Executive Officer
Dr. C. Ruswa

From : Procurement Manager
Mr. T. Kangara



Date : 24 September 2025

PROCUREMENT OF EVENT MODERATOR SERVICES: PRAZ/DP/65/2025

Procurement Background

- The Corporate Communications Department would like to procure the services of an event moderator for the EGP Summit conference in Masvingo.
- The PMU published a Direct Procurement for the requirements on the e-GP system on 23 September 2025.
- The Tender closed on 24 September 2025.
- The requirements are being procured in terms of section 33(2)(c) of the PPDPA Act.
- Requirements are being sourced directly from Ruvimbo Chakoreka.

Mandatory Evaluation

Item No	Requirement Description	Comments
1	Valid tax clearance certificate	C
2	Detailed Quotations	C
Overall Remarks		Compliant

List of Rejected Bids

Not Applicable

Technical Evaluation Summary

Item No	Requirement Description	Comments
1	Provision of Event Moderation Services for the EGP Summit Conference to be held from 29-30 September 2025.	C
Overall Remarks		Compliant

Comparative Schedule

No	Description of services	Total Price (USD)
1.	Provision of Event Moderation Services for the EGP Summit Conference to be held from 29-30 September 2025.	1,000.00

Due Diligence

- In line with section 16(1)(d) the Committee engaged the bidder for price negotiations.
- The Bidder revised the price from **US\$1,000.00 to US\$800.00** resulting in a saving of **US\$200.00** to the Authority.

Declaration

The Procurement Management Unit (PMU) has supervised and managed the Evaluation Committee, has reviewed and submitted the evaluation to the Accounting Officer, and confirms that the procedure followed has complied with the PPDPA Act.

Recommendations

The Procurement Management Unit is recommending direct engagement of Ruvimbo Chakoreka for the Provision of Event Moderator Services during the EGP Summit Conference to held at Clevers Lakeview Ressort, in Masvingo from 29-30 September 2025, in the sum of **US\$ 800.00** payable in ZWG at the prevailing official exchange rate.

Compiled by:

S. Manyanga (Admin Officer)

Signature.....

Date.....

Reviewed by:

T. Kangara (Manager)

Signature.....

Date.....

CHIEF EXECUTIVE OFFICER

Approved / Not Approved

Signature:.....

Date:.....

PROCUREMENT REGULATORY AUTHORITY OF ZIMBABWE (PRAZ)



MINUTES OF THE ADJUDICATION MEETING: PRAZ/DP/65/2025

Present

1. M. Tshuma - (Chairing)
2. C. Chirenje
3. Tapuwa Samuriwo
4. Silent Manyanga
5. T. Kangara - PMU Advisor

Introduction

The Evaluation Committee, duly established under section 18 of PPDA Act, convened to evaluate RFQ No. PRAZ/DP/65/2025 for the Provision of Event Moderator Services.

Procurement Background

- The Corporate Communications Department would like to procure the services of an event moderator for the EGP Summit conference in Masvingo from 29-30 September 2025.
- The PMU published a Direct Procurement for the requirements on the e-GP system on 23 September 2025.
- The Tender closed on 24 September 2025.
- The requirements are being procured in terms of section 33(2)(c) of the PPDA Act.
- Requirements are being sourced directly from Ms Ruvimbo Chakoreka.

Mandatory Evaluation

Item No	Requirement Description	Comments
	Valid tax clearance certificate	C
	Detailed Quotations	C
Overall Remarks		Compliant

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Technical Evaluation Summary

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Overall Remarks		Compliant

Evaluation Committee Minutes	Rev 0 Date: 01.06.2022	Page 1 of 2
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Comparative Schedule

No	Description of services	Total Price (USD)
1.	Provision of Event Moderation Services for the EGP Summit Conference to be held from 29-30 September 2025.	1,000.00

Due Diligence

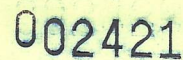
- In line with section 16(1)(d) the Committee engaged the bidder for price negotiations.
- The Bidder revised the price from **US\$1,000.00** to **US\$800.00** resulting in a saving of **US\$200.00** to the Authority.

Recommendations

The Evaluation Committee is recommending direct engagement of Ms Ruvimbo Chakoreka for the Provision of Event Moderator Services during the eGP Summit Conference to be held at Clevers Lakeview Resort, in Masvingo from 29-30 September 2025, in the sum of **US\$ ⁸⁰⁰1,000.00** payable in ZWG at the prevailing official exchange rate.

Signed as a correct record of the proceedings

	Signed	Date
1. M. Tshuma		25/09/25
2. T. Samuriwo		25/09/2025
3. C. Chirenje		24/09/2025
4. S. Manyanga		24/09/25



Purchase Requisition

No.

DELIVERY: on or before.....

PROCUREMENT REGULATORY
AUTHORITY OF ZIMBABWE
C.E.O.'S OFFICE
19 SEP 2025
P.O. BOX CY 408, CAUSEWAY
ZIMBABWE

Purpose: Event Director for BSP

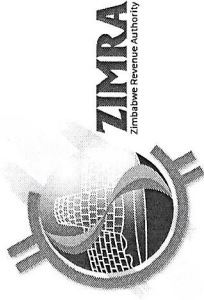
Requested by: S. MANJANSA Signature: [Signature] Date: 17/09/25

Recommended by: pp S. Kedaravale Signature: [Signature] Date: 17/09/25

Budget Confirmed by: C. Chireye Signature: [Signature] Date: 17/09/25

CEO Approved/Not approved: pp MACHANJANA Signature: [Signature] Date: 19/09/25

Date Received by Procurement Management Unit:



Zimbabwe Revenue Authority



TAX CLEARANCE CERTIFICATE (ITF263)



Your Tax position is Satisfactory. No tax should be withheld
Validity Period (from-to): 23 September 2025 - 23 October 2025

TIN	1008504398	Authentication Code:	48822063
Taxpayer Name:	RUWIMBO CHAKOREKA	The authentication and validity of this certificate must be validated on ZIMRA page: mytaxselfservice.zimra.co.zw using the Authentication Code or QR Code	
Person Full Name	RUWIMBO CHAKOREKA		
Trade Name:	Ruvimbo Media Productions		
Issued on:	23/09/2025		

ZIMRA reserves the right to withdraw this certificate at any time, should it become necessary during the period for which this certificate is valid



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