

**BETBRIDGE RURAL DISTRICT COUNCIL
PROCUREMENT MANAGEMENT UNIT
SUPPLY AND DELIVERY OF A GAZEBO**

**DATE OF MEETING
22 JULY 2024**



Venue : PMU Office

Time : 1400hrs – 1440hrs

PMU : P Sitauze - Procurement Officer

B Singo - Procurement Intern

**Confirmation Signed:
Sitauze Polly (PE Coordinator/ Procurement Officer)**

Date: 22 July 2024



PROCUREMENT OF STATIONERY

The requirement was advertised through the eGP portal and referenced **3635** and only one bidder responded

ELIGIBILITY CRITERIA

ITEM	BBRDC STA 01	BBRDC STA 02	BBRDC STA 03	BBRDC STA 04	BBRDC STA 05	BBRDC STA 06	BBRDC STA 07	BBRDC STA 08	BBRDC STA 09	BBRDC STA 10
Praz Reg (GS 006)	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
Valid Tax Clearance	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
Certificate of Incorporation	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
Company Profile	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant
Delivery Period	3 - 7 days	3-7 Days	2 Days	7 days	Within 5 days	7 Days	3 - 5 working days	not stated	1 Day	5 days
Payment Terms	7 Days after delivery	COD	Payment after delivery	14 days after delivery	14 days after delivery	7 days after delivery	30 days after delivery	payment after delivery	On Delivery	20 days after delivery
Place of Delivery	BBRDC Office	BBRDC Office	Bikita RDC	BBRDC offices	BBRDC Offices	BBRDC Offices	BBRDC Offivces	BBRDC Offices	BBRDC Offices	BBRDC offices

Comments

Two bidders were eliminated at eligibility stage being Horus Emporium Pvt Limited who stated the delivery place as Bikita RDC and Papyrus Paper and Stationery who did not state the delivery period after order placement.

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TECHNICAL EVALUATION

	BIDDER'S NAME								
	BID REFERENCE NUMBER	BBRDC STA 01	BBRDC STA 02	BBRDC STA 04	BBRDC STA 05	BBRDC STA 06	BBRDC STA 07	BBRDC STA 09	BBRDC STA 10
ITEM No	ITEM DESCRIPTION								
1	192 page, Guava paged counter books	compliant	compliant	compliant	compliant	compliant	compliant	compliant	compliant
2	Blue Pens	compliant	compliant	compliant	compliant	compliant	compliant	compliant	compliant
3	Bond Paper, white, A4	compliant	compliant	compliant	compliant	compliant	compliant	compliant	compliant
4	Arch lever files	compliant	compliant	compliant	compliant	compliant	compliant	compliant	compliant
5	Suspension files	compliant	compliant	compliant	compliant	compliant	compliant	compliant	compliant
6	A4 Envelopes, Khaki or Brown,	compliant	compliant	compliant	compliant	compliant	compliant	compliant	compliant
7	A5 khaki envelopes	compliant	compliant	compliant	compliant	compliant	compliant	compliant	compliant
8	Mighty Markers Assorted colours	compliant	compliant	compliant	compliant	compliant	compliant	compliant	compliant
9	Good Quality Carbon Paper, Blue, A4	compliant	compliant	compliant	compliant	compliant	compliant	compliant	compliant
10	30ml Blue Ink	compliant	compliant	compliant	compliant	compliant	compliant	compliant	compliant

Comments

Bidder responded to one specification and the other three not responded to and translating to 25% response of the specifications submitted. The three not responded to specifications are very critical to the requesting department and contract recommendation

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22 JULY 2024**




Tender Reference No 3713
Organization MATOPO BOOK CENTRE
Address 52 HERBERT CHITEPO
accountant@matopobookcentre.co.zw

Item No	UNSPSC Code	Lot Name	Lot Description	Quantity	UOM	Hearttake Enterprises t/a Heritage Bookshop P/L		Convenient Centre Private Limited		EQUALLYSHARED MARKETING		AVAP Distributors (Private) Limited		PROFMED INVESTMENT		PRESHOU INVESTMENTS T/A MACEDONIA		Westles Investments P/L t/a Westles Incredible		DUCENER INVESTMENTS PVT LTD			
						Unit Price	Total Rate	Unit Price	Total Rate	Unit Price	Total Rate	Unit Price	Total Rate	Unit Price	Total Rate	Unit Price	Total Rate	Unit Price	Total Rate	Unit Price	Total Rate	Unit Price	Total Rate
1	55101523	Exercise books	192 Guava page Counter Books (Pack of 10)	9	Pack	272	2448	297	2673	475	4275	31.68	285.12	380	3420	15	135	10.75	96.75	735	6615		
2	44121704	Ball point pens	Blue Ball point pens (Box of 50s)	40	Box	96	3840	135	5400	152	6080	158.4	6336	240	9600	7.5	300	10.6	424	195	6200		
3	14111500	Printing and writing paper	White Bond Paper (Box of 2500 sheets)	50	Box	416	20800	443.5	22175	570	28500	123.2	6160	600	30000	27.5	1375	28.15	1407.5	473	23650		
4	44122036	Box file	Arch lever files (Box of 10s)	10	Box	256	2560	297	2970	475	4750	35.2	352	500	5000	25	250	27.2	272	410	4100		
5	56121805	Flat files	Suspension files, Assorted Colours (Box of 25s)	10	Box	340	3400	227	2270	475	4750	17.6	176	295	2950	25	250	27.63	276.3	315	3150		
6	44121506-EN-DO1	ENVELOPE, DOCUMENTARY, for A4 size document	Khaki A4 Envelopes - Box of 250s	7	Box	352	2464	472	3304	722	5054	528	3696	1000	7000	21	147	28.13	196.91	630	4410		
7	44121506-EN-DO2	ENVELOPE, DOCUMENTARY, for legal size document	Khaki A5 Envelopes - Box of 500s	5	Box	432	2160	472.5	2362.5	720	3600	528	2640	600	3000	25	125	45.12	225.6	735	3675		
8	44121708-MP-BO1	MARKER, PERMANENT, bullet type, black	Assorted Coloured Mighty Markers (Boxes of 10s)	5	Box	48	240	34	170	76	380	88	440	70	350	3	15	6.76	33.8	79	395		
9	14121810	Carbon papers	Blue A4 Film Writing Carbon papers (Pack of 100s)	5	Pack	256	1280	81	405	57	285	70.4	352	76	380	16	80	5.4	27	50	250		
10	44121900	Ink and lead refills	30ml Blue Ink	10	Each	21	210	27	270	30	300	184.8	1848	180	1800	15	150	1.5	15	48	480		
						Sub Total=	39402.0000	Sub Total=	41999.5000	Sub Total=	57974.0000	Sub Total=	22285.1200	Sub Total=	63500.0000	Sub Total=	2827.0000	Sub Total=	2974.8600	Sub Total=	52925.0000	Sub Total=	52925.0000
						Grand Total =	39402.0000	Grand Total =	41999.5000	Grand Total =	57974.0000	Grand Total =	22285.1200	Grand Total =	63500.0000	Grand Total =	2827.0000	Grand Total =	2974.8600	Grand Total =	52925.0000	Grand Total =	52925.0000
HARD COPY PRICES							39402.00		41999.50		57974.00		22285.12		71990.00		38878.88		37014.70		50720.00		50720.00
RANKINGS							4		5		7		1		8		3		2		6		6

RECOMMENDATION

To recommend the award to Avap Distributors (Pvt) Ltd for ZiG 22 285.12 who are cheaper to specifications.

Confirmation Signed: 

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