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**POSTAL AND TELECOMMUNICATIONS REGULATORY AUTHORITY OF  
ZIMBABWE**

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TENDER EVALUATION REPORT: PROVISION OF GEOTECHNOLOGICAL  
INVESTIGATIONS FOR PROPOSED 8 STOREY BUILDING:  
POTRAZ/REP/08/09/2025

PROCUREMENT OF SERVICES FOR THE PROVISION OF PROVISION OF  
GEOTECHNOLOGICAL INVESTIGATIONS FOR PROPOSED 8 STOREY BUILDING:  
POTRAZ/REP/08/09/2025

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## 1. Executive Summary

POTRAZ has commenced procurement processes for the construction project of its new building at stand 1110 Mount Pleasant Business Park. The building is an eight (8) storey building with a single basement level. Various key consultants of the project have been secured and these include Civil and Structural Engineer, Mechanical Engineer, Electrical Engineer, Architect and Quantity Surveyor. Before the project could commence, soil tests are required to determine the type of foundations to the building structure, hence need for a tender process for selection of a Geotechnical Engineer to conduct the required soil tests on Stand 1110.

Corporate Services, the custodians of POTRAZ assets raised a Purchase Request for the procurement of the consultant under Purchase Requisition number 3802. PMU conducted the respective procurement processes.

A procurement process to acquire the services was done as per the dates below:

The tender was published through the e-Government Procurement (e-GP) system on September 17, 2025 and closed on October 21, 2025. It was also published in the government gazette of September 17, and the subsequent newspapers.

The tender had a bidding period of 25 working days. There The tender closed with two bids.

## 2. Evaluation Committee

The following members of staff were nominated to take part in evaluation of the tender. The staff members were nominated by the POTRAZ Director General, in terms of Section 18 (1) of the Public Procurement and Disposal of Public Assets Act [Cap 22:23].

Below is the table indicating the members of the Evaluation Committee

**Table 1: Composition of the Evaluation Committee**

| No | Name               | Title                              | Role         |
|----|--------------------|------------------------------------|--------------|
| 1. | Mr. C<br>Guvakuva  | Deputy Director Corporate Services | Chairing     |
| 2. | Mr. A<br>Tarwireyi | Estates Officer                    | Secretariat  |
| 3. | Mr. P Pikire       | Manager - Financial Reporting      | Finance      |
| 4. | Mr. E<br>Musiiwa   | Engineer USF                       | USF          |
| 5. | Ms. S<br>Chikuku   | Supply Chain Officer               | PMU Advisory |

| No | Name         | Title                               | Role                              |
|----|--------------|-------------------------------------|-----------------------------------|
| 6. | Eng. Kumbula | Project Engineers (The Design Team) | Advisory & Consultancy (External) |
| 7. | Mr. K Moyo   | Estates and Admin Manager           | Absent                            |

**The Terms of Reference of the Evaluation Committee were as follows.**

- a. Examine bids to determine whether bidders meet the qualification criteria contained in the bidding document and to determine whether the bids are complete and responsive in terms of section 47 of the PPDPA Act and section 28 of the Regulations.
- b. Seek clarifications in writing from bidders of their bids in terms of section 48 of the PPDPA Act read with section 29 of the regulations.
- c. Evaluate complete and responsive bids in line with section 50 of the PPDPA Act read with section 30 of the Regulations and the evaluation criteria outlined in the bidding document.
- d. Submit an evaluation report to the PMU Department within three (3) days from the date of evaluation.

**3. Scope Of Services**

The main objective of the services is site investigations, sub surface soil explorations, material sampling, soil testing, laboratory tests on the proposed site. The exercise will require excavation of trial pits using a 25 tonne excavator with minimum reach of 8.0m.

**4. Bids Opening List**

The following was the bid opening list;

Names of directors for the bidder as recorded on the CR14 form were called out and recorded as below:

**Table 2: Details of bidders**

| No. | Name of Bidder                                 | Name of directors              | Company physical address and contact details | Total Sum US\$ |
|-----|--|--------------------------------|--|----------------|
| 1.  | PB Geospatial Technologies Consultancy Pvt Ltd | Faustina Paul<br>Blessing Paul | 62 Robert Mugabe Rd, Harare                  | \$39,525.00    |




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| No. | Name of Bidder         | Name of directors                | Company physical address and contact details | Total Sum US\$ |
|-----|------------------------|----------------------------------|--|----------------|
| 2.  | Mars Geotechnical Labs | Marceline Ziwome Zivanai Parirai | 1 7 <sup>th</sup> Avenue Mabelreign, Harare  | \$25,444.90    |

### 5. Declaration of Interest

For the purposes of conflict of interest, members were asked to declare if they had any interest in relation to the bids submitted. Names of directors were called out to which all members of the committee declared they were not conflicted as confirmed by individual signatures in the table below.

**Table 3: Declaration of Interest**

| No. | Name            | Declaration | Signature  |
|-----|-----------------|-------------|--|
| 1   | Mr. C Guvakuva  | No Interest |  |
| 2   | Mr. A Tarwireyi | No Interest |   |
| 3   | Mr. E Musiiwa   | No Interest |  |
| 4   | Ms. S Chikuku   | No Interest |  |
| 5   | Mr. P. Pikire   | No Interest |  |

### 6. Historical Documents Requested

- There were no historical documents requested from the bidders.

### 7. Evaluation Of Bids

The bid was evaluated in line with the evaluation criteria stated in the bidding document. The findings of the preliminary evaluation are tabulated below;

**Table 4: Preliminary Evaluation**

| No. | Evaluation Criteria                 | PB Geospatial Technologies Consultancy                          | Mars Geotechnical Laboratories |
|-----|-------------------------------------|---|--------------------------------|
| 1.  | Validity Period of at least 60 days | 90 days   | 120 days                       |
| 2.  | Bid Bond US\$350 or ZWG equivalent  | Paid Bank   | Paid PRAZ                      |
| 3.  | CR6                                 | Submitted   | Submitted                      |
| 4.  | CR14                                | Submitted   | Submitted                      |
| 5.  | Company                             | Submitted but relates more to Land Surveys, EIAs, Master Plans, | Submitted and relevant         |
| 6.  | PRAZ Registration                   | Submitted   | Submitted                      |
| 7.  | Company Profile                     | Submitted   | Submitted                      |
| 8.  | Site Visit Certificate              | Submitted   | Submitted                      |
| 9.  | Valid NSSA Certificate              | Submitted and Valid   | Submitted and Valid            |
| 10. | Valid Tax Clearance Certificate     | Submitted and Valid   | Submitted and Valid            |
| 11. | Signed Technical Submission Sheet   | Complaint   | Complaint                      |
| 12. | Must have attended site visits      | Compliant   | Compliant                      |
|     | Remarks                             | Substantially Responsive  | Substantially Responsive       |

## 7.1 Findings

- The committee established that the bidding document did not request for reference letters, although these were requested on the e-GP system. The committee agreed that the bidding document is the official document which evaluation must be based on hence did not evaluate the section on reference letters.
- On the same vein, the committee noted that the matter of previous experience was to be evaluated on the technical evaluation stage on the section of relevant experience of the firm and team, and would be scored to a maximum of 30%
- Both bidders met the preliminary evaluation criteria and hence recommended for further evaluation

## 8.0 Technical Evaluation

### A. SCOPE OF WORK

The stated site is subject to soil exploration work including a Geo-technical Report.

#### General

1. The consultant shall be responsible for carrying out the necessary subsurface soil exploration works in respect to the site stated.
2. After the receipt of notice to proceed, the consultant shall coordinate with the Postal and Telecommunications Regulatory Authority of Zimbabwe, particularly on the mentioned proposed site.
3. Upon completion of the subsurface exploration work activities, the Consultant shall submit their final report containing geotechnical/geological reports to the Postal and Telecommunications Regulatory Authority of Zimbabwe
4. The Consultant shall be responsible for the reliability of the report presented.

### B. THE SERVICES

#### 1. Subsurface Soil Exploration Works

##### A. LOCATION

Before conducting subsurface soil exploration works, the Consultant shall coordinate with the Postal and Telecommunications Regulatory Authority of Zimbabwe, for proper coordination on the locations of the project.

## B. SCOPE OF PROJECT

The consultant shall provide all the labour, instrument/equipment materials and supplies, vehicles, etc. necessary to perform satisfactorily the subsurface exploration herein required:

- a. Drilling and sampling
- b. Standard Penetration Test (SPT/DCPT) up to refusal point
- c. Soil Profiling
- d. Soil type and texture analysis (Hydrometer test)
- e. Laboratory Testing and Analysis (Atterberg limits, Moisture content, Standard Proctor test, Shear test and Sieve analysis)
- f. Chemical tests (Sulphates, Chlorides, and PH)
- g. Preparation and Submission of Reports

The Consultant shall be held solely responsible for the result of this exploration and other activities under terms of reference.

## C. DETAILED EXPLORATION REQUIREMENTS/ SPECIFICATIONS

### Sampling

#### 1. Location and number

The proposed site area under terms of Reference

#### 2. Standard Penetration Test (SPT) / Depth of soil disturbance

Shall depend on the soil texture up to refusal point in accordance with what can be considered environmentally and naturally acceptable but deep enough to give the desired results.

#### 3. Procedure

The Consultant shall use the specifications that will yield the desired results, but still taking into consideration that they are conforming to what is environmentally and naturally acceptable.

#### 4. Equipment

The Consultant shall use machines that are in good working condition and shall be of such capacity as to maintain satisfactory progress of work.

The Consultant should attach calibration certificate for all the Laboratory equipment to be used.

5. Handling and Core of Samples

The Consultant shall provide all the materials equipment and labour necessary for preserving samples.

6. Laboratory testing Analysis.

The preparation of samples for testing shall be made in accordance with the Zimbabwean Environmental laws based on the Environmental Management Agency (EMA) guidelines.

## D. REPORT OUTPUTS /DELIVERABLES

### 1. Final Report

The Consultant shall prepare the **FINAL REPORT** containing geological/geotechnical reports and analysis in three (3) bound copies in the form and substance to be submitted to the Postal and Telecommunications Regulatory Authority of Zimbabwe offices together with the detailed engineering plans, Thirty (30) calendar days from the commencement of work and/or at the termination of the contract. The final report shall include but not be limited to the following:

- a. Field Investigation and Methodology
- b. Laboratory testing
- c. Final Laboratory Testing Results
- d. Soil profile along structures
- e. Soil Bearing Capacity
- f. Detailed discussion of the result of geological/geotechnical investigation and laboratory testing
- g. Recommendation (Foundation type and required geotechnical parameters for design.)

Photographs

Photographs showing sampling at each proposed site shall be taken by the Consultant and incorporated in the report depicting the following:

1. Equipment used
2. Core drilling operation
3. Performance of tube sampling
4. Date photographs were taken

Both participating bidders were evaluated and below is the result of the technical assessment.

Proposals were evaluated based on the criteria that was set in the bidding documents and points were allocated as follows’;

**Table 5: Evaluation Criterion**

| No.   | Criterion                                      | Weight |
|-------|--|--------|
| 1.    | Qualifications of key personnel                | 20%    |
| 2.    | Relevant Experience (Firms and Team)           | 30%    |
| 3.    | Capacity and Resources (equipment, lab access) | 15%    |
| 4.    | Technical Approach, methodology and work plan  | 35%    |
| Total |  | 100%   |

**Table 6: Technical Evaluation**

| No. | Criteria                      | Weighting  |    | PB<br>Geospatial                | Mars                       |
|-----|-------------------------------|--|----|---------------------------------|----------------------------|
| 1.  | Number of years in operation  | Less than 5 years  | 2  |                                 |                            |
|     |                               | 5 years to 10 years  | 3  | 3                               | 3                          |
|     |                               | Above 10 years   | 5  |                                 |                            |
| 2.  | Qualifications and experience | 1. Minimum of BSc in Civil Engineering plus a professional qualification/certificate | 15 | 0<br>Lead has HND in Civil Eng. | 15<br>Lead – PHD Civil Eng |

| No. | Criteria                      | Weighting  |  | PB<br>Geospatial   | Mars   |
|-----|-------------------------------|--|--|--|--|
| 3.  | Names of project team members | <p>Education in Geotechnical Engineering or Engineering Geology OR Bsc in Geotechnical Engineering for the Project Lead plus minimum of 10 years' experience in soil subsurface and geotechnical survey and study of buildings, bridges, roads and related structures (15)</p> <ul style="list-style-type: none"> <li>- Bsc Civil Engineering Only plus 5-10 years relevant experience (10)</li> <li>- Bsc + Msc Civil Engineering plus 5 – 10 years experience (12)</li> <li>- No/less experience will be scored Zero</li> <li>- The engineer must be registered with the relevant Engineering professional/regulating body.</li> </ul> |  | No relevant experience relating to Geotechnical Investigations | Msc Soil Mechanics<br>Extensive experience on roads, bridges, multi storey structures and interchanges |

| No. | Criteria        | Weighting   |    | PB Geospatial   | Mars  |
|-----|-----------------|---|----|---|---|
|     |                 | <p>2. Supporting Team Members (at least two) – Civil Engineering Technicians/Geotechnical Technicians plus professional experience with similar projects – 2.5points per member to a maximum of 5 points</p> <p>- Unqualified/irrelevant projects – 0 marks</p> <p>Must be supported by CV's and Certificates</p> |    | <p>2.5</p> <p>One qualified materials sampling technician.</p> <p>No related experience</p>                               | <p>5</p> <p>Supporting members are qualified geotechnicians with experience on dams, roads, structures</p>  |
| 4.  | Firm Experience | <p>1. 5 or more completed Geotechnical Investigations for multi storey buildings (25)</p> <p>(6 marks per project)</p> <p>2. Comparable projects will be awarded 2-3 marks each depending of degree of relativity</p>   | 25 | <p>7</p> <p>Relative marks awarded for geotechnical investigations at Chirundu Staff House, Ventersburg and Esigodini</p> | <p>25</p> <p>Trabablas Interchange</p> <p>PRAZ multistorey building</p> <p>Stanbic Multi Storey Head Office</p> <p>Beitbridge road over rail bridge</p> |



| No. | Criteria  | Weighting   |            | PB Geospatial   | Mars   |
|-----|---|---|------------|---|--|
| 6.  | Adequacy of technical approach, methodology and work plan | 1. Proposed methodology and Investigation Techniques (20) marks will be awarded from 0 to 20<br>2. Work Plan (10)<br>3. Risk Management and Quality Assurance (5) | 35         | 20<br>Methodology general and not exactly specific to the project<br><br>Work plan okay | 32<br>Methodology specific and makes reference the standards.<br>Work Plan and Quality control measures adequate |
|     | <b>Total Points</b>                                       |   | <b>100</b> | <b>40.5</b>   | <b>92</b>  |
|     | <b>Remarks</b>  |   |            | <b>Non compliant</b>  | <b>Compliant</b>   |

### 8.1. Remarks

- PB Geospatial Technology Consultancy scored 40.5%, hence failed to meet the minimum qualification criteria of 75%. The firms` experience is not directly related to geotechnical investigations but geomatics
- PB Geotechnical Laboratories score 92%, and The committee was satisfied by their experience and methodology submissions.

### 9.0 Financial Submissions

- Only one of the participating bidders was eligible for financial evaluation as the other bidder failed to comply at technical evaluation stage.

Table 7 : Financial Evaluation

| No. | Desc. Of Services  | PB Geospatial Technology Consultancy | Mars Geotechnical Laboratories               |
|-----|--|--------------------------------------|--|
| 1.  | Provision of Geotechnical Investigations for Proposed 8 storey building at Stand | 39 525.00 VAT exc.                   | \$22 126.00 VAT exc.<br>\$24 294.90 VAT inc. |

| No. | Desc. Of Services      | PB Geospatial Technology Consultancy | Mars Geotechnical Laboratories |
|-----|------------------------|--------------------------------------|--------------------------------|
|     | 1110 Performance Close |                                      |                                |
| 2.  | Remarks                | Non-Compliant                        | Compliant                      |


- The recommended compliant bidder is the least priced bidder and the committee is satisfied that we will acquire Value for Money
- The obtaining bid sum is within budget
- The consulting engineer was satisfied with the submissions

**9.1 Recommendations**

Based on the above, The Evaluation Committee recommends awarding the tender for Geotechnical Investigations for the proposed 8 storey building at 1110 Performance Close, to **Mars Geotechnical Laboratories**, being the least priced bidder to specifications, at a total sum of **US\$25 444.90 VAT inclusive**.


**Agreed and Confirmed by members of the evaluation committee**

Mr. C. Guvakuva

  
.....

Date 14/11/2025  
.....

Mr. P. Pikire

  
.....

Date 14/11/25  
.....

Mr. A Tarwireyi

  
.....

Date 14/11/25  
.....

Ms. S Chikuku

  
.....

Date 14/11/25  
.....

**EXTERNAL CONSULTANT:**

Eng. Kumbula

(The Design Team)

  
.....

Date 13/11/25  
.....

\*\*\*\*\*End of document\*\*\*\*\*