

EVALUATION COMMITTEE REPORT
PROCUREMENT REFERENCE NO: TIMB/RFP/08/2025

EVALUATION REPORT

**PROVISION FOR CONSUTANCY SERVICES FOR BUSINESS RATIONALISATION
EXERCISE**

PROCUREMENT REFERENCE NO: TIMB/RFP/08/2025

PREPARED BY

EVALUATION COMMITTEE

05 NOVEMBER 2025

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Constitution of Evaluation Committee

- In line with Public Procurement and Disposal of Public Assets (PPDPA) Act section 18 (2) the Accounting Officer appointed the following as Evaluation Committee members;

No	Committee Member	Role
1	Z Murauzi	Inspector (Chairperson)
2	C Kamhunga	Finance Officer
3	O Chikandwa	Human Resources Officer
4	Y Mupandasekwa	Sustainability Officer
5	T Shumba	Legal Officer
6	M Takawira	PMU (Advisory)

- Noting the presence of a quorum, the Chairman welcomed everyone and declared meeting duly constituted.

The Chairperson welcomed all members to the evaluation of TIMB tender for the **PROVISION FOR BUSINESS RATIONALISATION EXERCISE (TIMB/RFP/08/2025)**

The following Two (2) bidders responded by the time of closing the tender.

- Industrial Psychological Services (Pvt) Ltd t/a Tm Industrial Psychological Services
- Lorimak Strategic Staffing Services (Pvt) Ltd

Evaluation Criteria

The bidding document prescribes the evaluation criteria in three stages as follows.

- **Eligibility Evaluation**
- **Technical Evaluation**
- **Financial Evaluation**

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Eligibility Evaluation

The bidders were requested to submit the following documents to check whether they are eligible for the **PROVISION FOR BUSINESS RATIONALISATION EXERCISE (TIMB/RFP/08/2025)**

TABLE 1: NAME OF BIDDERS WHO RESPONDED, DIRECTORS AND ADDRESS

NAME OF BIDDER	DIRECTORS	ADDRESS
Industrial Psychological Services (Pvt) Ltd t/a Tm Industrial Psychological Services	<ul style="list-style-type: none">• Zorodzai Kamwanda• Trymore Mudzi	11th Floor, South Wing, Causeway Building Cnr Central Avenue & 3rd Street, Harare Zimbabwe
Lorimak Strategic Staffing Services (Pvt) Ltd	<ul style="list-style-type: none">• Louisa Penina Zambe Makoni• Tinodiwa Fennie Zambe Makoni• Matifadza Zambe Makoni	129 Borrowdale Road, Gunhill, Harare, Zimbabwe.

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TABLE 2: EVALUATION OF ADMINISTRATIVE REQUIREMENTS

BIDDER	Valid Clearance Certificate	Tax	Company Profile	Valid PRAZ Registration	Signed Technical Proposal Submission Sheet	Financial Proposal Submission Sheet	Certificate Of Incorporation	Cr14 / Cr6 Showing List of Directors
Industrial Psychological Services (Pvt) Ltd t/a Tm Industrial Psychological Services	✓		✓	✓	✓	✓	✓	✓
Lorimak Strategic Staffing Services (Pvt) Ltd	✓		✓	✓	✓	Did not submit financial proposal disclosing total price as requested	✓	✓

Evaluation Committee recommendation- Commercial/Eligibility Evaluation

- Lorimak Strategic Staffing Services (Pvt) Ltd was disqualified because they did not submit financial proposal disclosing total price as requested in the Standard bidding document.
- Industrial Psychological Services (Pvt) Ltd t/a Tm Industrial Psychological Services was compliant with all eligibility requirements of the Standard Bidding Document.

Only one(1) bidder namely Industrial Psychological Services (Pvt) Ltd t/a Tm Industrial Psychological Services was recommended for the next stage of the evaluation which is the Technical Evaluation.

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Technical Evaluation

Competence Criteria	Key Aspects of Criterion	Industrial Psychological Services (Pvt) Ltd t/a Tm Industrial Psychological Services
Experience of lead consultant conducting business audits/ benchmarking and or strategic restructuring. (attach cv clearly showing experience)	20%	20% (T. Mudzi, Z. Kamwanda, Y. Gatsi)
Clarity, workplan with timelines, and appropriateness of the proposed approach.	35% 10 marks for clarity 10 marks for work plan 15 marks methodology appropriateness	35% Attached workplan with timelines, and appropriateness of the proposed approach.
Lead consultant Master's degree in Business Administration, Economics, or related field 5% with 10+ years experience.- 5%. Two (2) Team members – 5% each for relevant degree in relevant fields and 5+ years	25% Lead consultant Masters – 5% 10+ years' experience - 5% (No marks for no Masters and less than 10 years' experience for lead consultant) Team members Relevant degree – 5% 5+ years' experience - 5% (No marks for no Degree and less than 5 years' experience for team members)	25% Attached Lead consultant Master's degree in Business Administration, Economics, or related field 5% with 10+ years experience.- 5%. Two (2) Team members – 5% each for relevant degree in relevant fields and 5+ years
4 signed reference letters of similar assignments (5% per letter).	20%	20% Attached 4 signed reference letters of similar assignments (5% per letter).
Total		100%

Committee Recommendations – Commercial

- Industrial Psychological Services (Pvt) Ltd t/a Tm Industrial Psychological Services was compliant with all technical requirements of the Standard Bidding Document.
- Industrial Psychological Services (Pvt) Ltd t/a Tm Industrial Psychological Services was recommended for the next stage of the evaluation which is Financial Evaluation.

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Financial Evaluation.

DESCRIPTION	TOTAL PRICE (USD)
Provision of consultancy services for business rationalization exercise	8,850.00

Award Recommendations

The evaluation committee recommended that the tender for the **PROVISION FOR BUSINESS RATIONALISATION EXERCISE (TIMB/RFP/08/2025)** be awarded to Industrial Psychological Services (Pvt) Ltd t/a Tm Industrial Psychological Services at a total of **USD8,850.00**.

Evaluation Committee Member Signatures

Committee Member	Role	Signature	Date
Z Murauzi	Inspector (Chairperson)		07/11/2025
C Kamhunga	Finance Officer		07/11/2025
O Chikandwa	Human Resources Officer		07/11/2025
Y Mupandasekwa	Sustainability Officer		07/11/25
T Shumba	Legal Officer		7/11/25