



TERTIARY EDUCATION SERVICE COUNCIL

GWERU POLYTECHNIC

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MINUTES OF THE EVALUATION COMMITTEE MEETING HELD ONLINE IN THE eGP FOR THE VEHICLE REPAIRS AND SERVICES-FRAMEWORK AGREEMENT-VHSRGP054

MEMBERS PRESENT ON eGP

	NAME	ROLE	POSITION	email address
1.	Mr. J. Museva	Evaluation Chairperson	Head of Infrastructure Development	Jonathanmuseva3@mail.com
2.	Mrs. K. Machina	Finance Officer	Accounting Assistant	kudzaisachingoma@gmail.com
3.	Mr. S. Mutinha	PMU	Procurement Management Unit (PMU) Officer	smutinha@yahoo.com
4.	Mr BP Mpindiwa	Technical	Lecturer Automitive	bmpindiwa069@gmail.com
5.	Mr C. Mhere	Legal	Commerce Department	caiomhere2@gmail.com

1.0 OPENING REMARKS.

The meeting started with the opening of the Bids for the framework agreement vehicle repairs and services by the Finance Officer and PMU staff.

Three (3) Bidders submitted their bids through eGP for evaluation namely:

1. Tsappo Southern Region
2. Edgeway Motors t/a Gweru Toyota
3. Croco Motors

The Evaluation Committee agreed to evaluate online and make the recommendations in view of the Public Procurement and Disposal of Public Assets (PPDPA) as read with the (General) Regulations (S.1.5 of 2018). The Evaluation process shall be guided by Public Procurement and Disposal of Public Assets (PPDPA) Act Chapter [22:23] as read with SI 5 of 2018 Regulations.

2.0 EVALUATION CRITERIA

Bids will be evaluated using the evaluation criteria set out in the Bid Document attached on eGP i.e. Eligibility, Technical and Price Evaluation. Bids failing any stage will be eliminated and not considered in subsequent stages of the evaluation process;

2.1 ELIGIBILITY CRITERIA

ITEM	Tsappo Solutions	Edgeway Motors	Croco Motors
CR14	Wrong Document Attached-Mass breed t/a Faw	Compliant	Compliant
CR6	Wrong Document Attached-Mass breed t/a Faw	Compliant	Compliant
Certificate Of Incorporation	Wrong Document Attached-Mass breed t/a Faw	Compliant	Compliant
Bid Submission s	Wrong Document Attached-Mass breed t/a Faw	Compliant	Compliant
Valid Tax Clearance	Wrong Document Attached-Mass breed t/a Faw	Compliant	Compliant
Valid Nasa Certificate	Wrong Document Attached-Mass breed t/a Faw	Compliant	Compliant
Company profile	Wrong Document Attached-Mass breed t/a Faw	Compliant	Compliant
Bid Securing Declaration	Wrong Document Attached-Mass breed t/a Faw	Compliant	Compliant
(3) Trade References	Supplied One Only	Compliant	Compliant
Proof of PRAZ reg	Compliant	Compliant	Compliant
Motor Industry Association	Compliant	Compliant	Compliant

The evaluation committee members evaluated the eligibility documents for the three (3) bidders submitted through eGP basing on Bid document requirements as shown in the table above. Therefore, the committee members agreed to proceed to the next evaluation stage with 2 (Two) bidders for the next stage which is technical evaluation.

Tsappo solutions was disqualified after failing to provide the required documents which do not fall under historic documents as guided by **Circular. No OPS/1 of 2023** on guidelines for evaluation of documents. The documents that were attached were from a different company Mass breed Investments t/a FAW Zimbabwe not Tsapo Solutions namely CR14, CR6, Certificate of Incorporation, Bid Submission sheets, Nassa, Company Profile and Bid securing declaration.

TECHNICAL EVALUATION

	Edgeway Motors	Croco Motors
Technical Specification	Complied	Complied
Items complied by bidders out of 9 requested	7 vehicles to service and repaired	All 9 vehicles to be serviced and repaired

The Evaluation Committee evaluated the submissions for the technical criteria for the two (2) responsive bidders and agreed to proceed with two (2) bidders Edgeway Motors and Croco Motors to the next stage which is financial evaluation stage.

FINANCIAL EVALUATION

	Edgeway Motors	Croco Motors
Estimated Price Quoted	246 926-00	91 212-00
Items Quoted	Some items	All items

Edgeway Motors did not quote some items on prices. hence the committee agreed to proceed with the vehicles quoted for the framework Agreement Croco motors quoted all vehicles.

Recommendation

The Evaluation Committee recommended the award to Croco Motors on all items service and repairs and Edgeway motors on 7(seven) items on framework agreement for the supply of vehicle services and repairs for the college fleet on an as and when basis after taking into consideration the stated evaluation criteria which is the Eligibility, Technical and Financial evaluation. This procurement is subject to prior review by the Special Procurement Oversight Committee in terms of section 54 of the PPDPA Act [Chapter 22:23] and as set in Part IV of the Fifth Schedule of the Regulations SI 5 of 2018.

This recommendation to Edgeway Motors and Croco Motors is in line with Section 55 of the PPDPA Act [Chapter 22:23].

Signed:

Chairperson J. Museva Signature.....[Signature].....Date 16/12/25
 Legal M. Murewa Signature.....[Signature].....Date 16/12/25
 Finance Officer Machina K. Signature.....[Signature].....Date 16/12/25
 Technical Expert Signature.....Date.....
 PMU Murata S. Signature.....[Signature].....Date 16/12/25
 Accounting Officer W. CHANDWANA Signature.....[Signature].....Date 15/1/26

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 15 JAN 2026
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