

**ZUPCO**

A Commitment to Safe and Reliable Travel.

ZIMBABWE UNITED PASSENGER COMPANY**ZUPCO PROCUREMENT MANAGEMENT UNIT REQUEST FOR QUOTATION
ZUPCO79 EVALUATION MEETING MINUTES.**

Venue : PMU OFFICE
Date : 23 October 2025
Time : 1530 hours - 1800 hours

Members Present

Mr K. J. Mandava Assistant Procurement Manager (**Chairing**).
Mr T. Nyamayaro Finance
Mr T. Sango Procurement Officer. (**Minuting**)
Mr C. Jojo Procurement Officer.
Mrs L. Butete Assistant Procurement Officer

AGENDA

- a. Welcome and opening remarks
- b. Evaluation for RFQ ZUPCO79
- c. Recommendations for award of contract for RFQ ZUPCO79
- d. Closing remarks

1. WELCOME REMARKS.

The chairperson welcomed all members present. He then requested any volunteer to give an opening prayer. Mr. C. Jojo led the house in prayer.

2. OPENING REMARKS

The Chairperson informed the committee that they had convened to evaluate RFQ number ZUPCO79, which pertains to the recruitment of an Independent Consultant for ZUPCO's Strategic Planning.

3. TENDER EVALUATION

The Evaluation committee noted that four (04) tenderers listed below responded to the tender:

- a. Dimensions Management Consultants
- b. Eccentric Views
- c. Delview Investments
- d. Africa Leadership and Management Academy

The Chairperson requested that committee members log in to the Electronic Government Procurement (e-GP) platform so that they could all participate in the assessment. The committee agreed to mark whether or not every bidder was compliant with the following mandatory requirements:

- ❖ Valid Tax Clearance

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- ❖ At least I have a trade reference letter
- ❖ Certified copies of the consultant's educational and professional qualifications
- ❖ Proposals outlining methodology approach, and costing.
- ❖ Technical proposal submission sheet
- ❖ Breakdown of contract price.
- ❖ Financial proposal submission sheet
- ❖ Price bid

The results of the evaluation were recorded and are shown in the table below:

Mandatory requirements

Name of bidder	Dimensions Management Consultants	Eccentric Views	Delview Investments	Africa Leadership and Management Academy
1. Valid Tax Clearance	C	C	C	C
2. At least I have a trade reference letter	C	C	C	NC
3. Certified copies of the consultant's educational and professional qualifications	C	C	C	NC
4. Proposals outlining methodology approach, and costing	C	C	C	C
5. Technical proposal	C	C	C	C

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submission sheet				
6. Breakdown of contract price	C	C	C	C
7. Financial proposal submission sheet	C	C	C	C
8. Price bid	\$4500.00	\$2800.00	\$9890.00	\$3350.00

KEY

C - compliant

NC – non-compliant

Out of the four (04) tenderers who responded to the RFQ, the following one (01) bidder was disqualified for the reasons detailed in the table below:

Name of tenderer	Reasons for disqualification
2. Africa Leadership and Management Academy	a. Fail to submit trade reference letter b. Fail to submit certified educational and professional qualifications

The committee recommended that the three bidders who submitted mandatory RFQ requirements and were technically compliant be considered for financial evaluation after approval by the Accounting Officer.

CLOSING REMARKS

The chairperson thanked all members who participated in the evaluation.

The meeting ended at 1500 hours.



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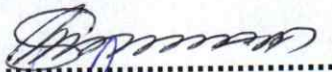
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Confirmation of minutes

K. Mandava



T. Nyamayaro



T. Sango



C. Jojo



L. Butete

