

VUNGU RURAL DISTRICT COUNCIL

All correspondence to be addressed to the Chief Executive Officer and not individuals



19 Lincoln Road
Light Industrial Site
P.O. Box 936
GWERU

Telephone +263 54 226515
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E-mail address: info@vungurdc.org.zw
Website: www.vungurdc.org.zw

EVALUATION MINUTES FOR TOWING, SERVICING AND REPAIRING OF MOTOR VEHICLES AND EQUIPMENT-FRAMEWORK AGREEMENT – TENDER NUMBER VRDC/2025/48

COMMITTEE MEMBERS PRESENT

Engineering K B Njodzi – Chairing

Ms L T Maheru (HR & Admin Officer)

Mr S Mathole (Building Technician)

Ms E Dongo (Finance)

P.M.U

Mr E Chivandi

Venue : Vungu Rural District Council Boardroom

Date : 13 April 2026

Time : 2.00pm

OPENING PRAYER AND CLOSING PRAYER

S M Mathole

OPENING REMARKS

The procurement management unit gave a short briefing about all the bids they had received for the Framework agreements for the towing, servicing and repairing of motor vehicles and construction equipment. The framework agreement standard bidding document was published on the EGP system and was closing on the 27th of November 2025. The bid validity was however extended by 90 days as per attached bid validity confirmation.

Six bids were received for the tender and were examined for responsiveness and completeness in terms of section 47 of the PPDPA Act and section 28 of S15 of 2018 of the PPDPA (General) regulations.

The following bids were found to be responsive:

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1. Edgeway motors
2. Byword Trading

The following table shows evaluation criteria used to determine the responsiveness of bids received.

	Croco Motors	Teraquipp	Edgeway Motors	Duly Holdings	Byword Trading	Markmatt Engineering
CR14	✓	✓	✓	✓	✓	✓
CR 6	✓	✓	✓	✓	✓	✓
Certificate of Incorporation	✓	✓	✓	✓	✓	✓
Valid Tax Clearance	✓	✓	✓	✓	✓	✓
Valid NSSA Certificate	✓	✓	✓	✓	✓	✓
SPOC Admin Fee	✓	✓	✓	✓	✓	✓
Completed & signed letter of Bid	x	✓	✓	✓	✓	✓
PRAZ certificate in the right category	✓	✓	✓	✓	✓	✓
3 Current references	✓	✓	✓	✓	✓	✓
Proof of servicing insurance	x	✓	✓	x	✓	✓
Technical Proposals	✓	✓	✓	✓	✓	✓
CVs X 3	✓	✓	✓	✓	✓	Unable to open 1 CV
Certified Copies of Qualifications	x	x	✓	x	✓	x

Technical Evaluation Criteria

CRITERIA	MINIMUM REQUIREMENTS	POINTS	Edgeway Motors	Byword Trading
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Availability personnel of qualified	Less than mechanics=0,Three mechanics=10,Above mechanics=20 two four 20	20	10	10
	Less than two diesel plant fitters=10,two and above diesel plant fitters=20	20	10	20
Availability of experienced personnel	Artisans with less of 2 years=0,Artisan's with 20 20 3 years=10,Artisan with four years and above=20	20	20	20
Equipment and tools	One pit=0,Two pits=10,Vehicle lifts=20	20	20	20
Premises assessment	Open space=0,wall and 20 10 gated=10	10	10	10
Registration with industry association motor	Not registered 10 =0,Registered=10	10	10	10
Total Points		100	80	90

Financial Evaluation Criteria

COMPANY NAME	EDGEWAY MOTORS	BYWORD MOTORS
TOTAL SCORES %	100	16

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Weighting

COMPANY NAME	EDGEWAY MOTORS	BYWORD MOTORS
Technical Criteria scores	56	63
Financial Criteria scores	30	4.8
Total Weight	86	67.8

Recommendations

The evaluation committee recommended that Edgeway motors and Byword motors be awarded three (3) year contract under framework agreement for the Towing, servicing and repairing of motor vehicles and construction equipment.

SIGNED EVALUATION COMMITTEE MEMBERS

Name (Secretary).....*[Signature]*.....Signature.....*L. Maheni*.....Date *16/04/25*

Name (Chairman).....*K. B. Njoroge*.....Signature.....*[Signature]*.....Date *16/04/25*