

**Zibagwe Rural District Council
EVALUATION MINUTES FRAMEWORK AGREEMENT FOR PROVISION OF LEGAL
SERVICES**

Date of Meeting

12th December 2025

Venue:	Council Boardroom	
Date:	12 th December 2025	
Time:	1000hrs – 1430hrs	
Present:	J. Nezomba -	EO Planning (chairing)
	T. M Kohli -	EO HR and Administration
	G. Nyika -	Ass HR and Administration
	A .Chibaya -	Revenue Clerk
Minuting:	B. Chitsuro -	A/ PA to CEO

Confirmation Signature
Chairperson.....

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DECLARATION OF INTEREST

All the members declared that they had no personal interests in the tender at hand. The chairperson welcomed all members present and read out the tender for evaluation, being tender ZIBRDC/SP03/25 framework agreement for provision of legal services.

PROCEDURE

Bids were evaluated using the following methodology:

1. Preliminary examination to confirm that all documents required have been provided, to confirm the eligibility of Bidders in terms of section 28(1) of the Public Procurement and Disposal of Public Assets Act [22:23] and to confirm that the Bid is administratively compliant in terms of section 28(2) of the Regulations.
2. Technical evaluation to determine their substantial responsiveness to the specifications in the Statement of Requirements;
3. Financial evaluation and comparison to determine the evaluated price of Bids and to determine the lowest evaluated Bid.

Preliminary examination

Requirement	Bidders	
	COGHLAN WELSH AND GUEST	MAPOSA MAHLANGU ATTORNEYS
CR14	COMPLIANT	COMPLIANT
SPECIAL PROCUREMENT OVERSIGHT COMMITTEE (SPOC) FEE	COMPLIANT	COMPLIANT
VALID PRAZ CERTIFICATE	COMPLIANT	COMPLIANT
TRADE REFERENCE LETTERS	COMPLIANT	COMPLIANT
BID SECURING DECLARATION	COMPLIANT	COMPLIANT
AVAILABILITY OF AND ADEQUACY OF PROPOSED STAFF ATTCH CVS OF KEY PERSONNEL	COMPLIANT	COMPLIANT
COMPANY PROFILE	COMPLIANT	COMPLIANT
VALID NSSA CERTIFICATE	COMPLIANT	COMPLIANT

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VALID TAX CLEARANCE CERTIFICATE	COMPLIANT	COMPLIANT
CERTIFICATE OF INCORPORATION	COMPLIANT	COMPLIANT

Preliminary examination findings

- The CR14 of both bidders indicated that there was no common directorship, hence no conflict of interest.
- The bidder were compliant on the preliminary examination. Preliminary examination recommendations.

The committee agreed to proceed to the next stage.

Technical Evaluation

Evaluation Criteria	Minimum Requirements	Best Possible Score (points)	COGHLAN WELSH AND GUEST	MAPOSA MAHLANGU ATTORNEYS
Senior Partner Specific Qualifications and Experience.	<ul style="list-style-type: none"> • Minimum of Law Degree plus 10 Years' experience (30 points) each aspect carrying equal marks. • Less than 10 Years' experience (0 points). • No Law Degree (0 Points). 	30	30	21
Brief Methodology of Case Handling if engaged by client.	<ul style="list-style-type: none"> • Methodology judged to be best (20 points). • Methodology judged to be better (10 points). • Methodology Judged to be poor (0 Points). 	20	20	20
The Law firm should have Litigation and Conveyancing experience	<ul style="list-style-type: none"> • Litigation Experience (10 Points) • Conveyancing Experience (5 Points) • No Litigation Experience (0 Points) 	15	14	13

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	<ul style="list-style-type: none"> No Conveyancing Experience (0 Points) 			
Billing/Tariff	<ul style="list-style-type: none"> Billing outside Law Society of Zimbabwe Tariff (20 Points) Billing Using Law Society Tariff (10 points) 	20	20	20
(2022-2023 or better) Audited Financial Statement.	<ul style="list-style-type: none"> (2023/2022 or better) Audited Financial Statements (15 points) Unaudited Current Financial Statements (0 points) 	15	0	15
Total Raw score		100	84	89
Minimum qualification		70	84	89
Total score percentage out of 70%		70	58.8	62.30
Recommendation			Pass	pass

Technical evaluation findings

Both bidders which are COGHLAN WELSH AND GUEST and MAPOSA MAHLANGU ATTORNEYS meet the minimum required score points of 70 which was required. Their score for technical evaluation as a percentage are 58.8 % for Coghlan Welsh and Guest, 62.30% for Maposa Mahlangu Attorneys.

Working

Bidder total raw score * 70%

100

1. Coghlan Wesh and Guest

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$$\frac{84 \times 70\%}{100}$$

$$= 58.8\%$$

2. Maposa Mahlangu Attorneys.

$$\frac{89 \times 70\%}{100}$$

$$= 62.30\%$$

Financial Evaluation

Requirements	COGLAN WELSH AND GUEST	MAPOSA MAHLANGU ATTORNEYS
Senior partner rate/hr	\$310	\$90
Pricing score out of 30	8.71	30

Workings

Lowest bid price*30%
Submitted bid price

1. Coghlan Welsh and Guest

$$\frac{90 \times 30\%}{310}$$

$$= 8.71\%$$

2. Maposa Mahlangu Attorneys

$$\frac{90 \times 30\%}{90}$$

$$= 30\%$$

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Total scores

Total outcome for the bidders for both technical and financial evaluation are as follows

Bidders	Technical Weight	Financial Weight	Total
Coghlan Welsh and Guest	58.8	8.71	67.51 %
Maposa Mahlangu Attorneys	62.30	30	92.30 %

Recommendation

The committee recommended that both bidders be considered for award of the framework agreement for the provision of legal services.

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