

**MINUTES OF THE TECHNICAL EVALUATION COMMITTEE MEETING HELD IN THE BOARDROOM,  
MUNICIPAL OFFICES, ON MONDAY 15 DECEMBER 2025**

**Members Present**

Ms. A. Mashinge : Snr Social Services & Recreation Officer (Chairing)  
 Mr. T. Chamwaita : Stores Controller  
 Mr. W. Ruka : Workshop Chargehand Fitter & Turner (Minuting)  
 Mr. C. Chigwida : Acting Snr Workshop Superintendent  
 Mr. P. Timothy : Environmental Health Officer  
 Mr. K. Chuma : Procurement Officer  
 Mr. F.D Pandukai : Procurement Officer

**1. TENDER ID CE06/2025: SURVEY OF WESTVIEW INDUSTRIAL STANDS**

It was reported by the procurement officer that the tender was opened on 05 December 2025. The information and bid documents were viewed on EGP. Five (5) bids were received.

**1.1 Tender Evaluation**

The tender was evaluated as shown below:

**Table 1: Preliminary examinations**

Name of the company	Certificate Confirming Registration	VALID NSSA CERTIFICATE
Robert Tombindo Land Surveyors Zimbabwe National Geospatial and Space Agency	C	C
SZ Zhou Land Surveyors	C	C
D Chigumbu Land Surveyors	C	C
Takayindisa Land Surveyors	C	C
	C	C

All five (5) companies were compliant on preliminary evaluation and therefore all proceeded to technical evaluation.

## 1.2 Technical evaluation

Details	Robert Tombindo	ZINGSA	Zhou	D	Takayindisa
<b>1 ABILITY TO CARRY OUT THE PROJECT ATTACH RELEVANT EXPERIENCE</b>					
(i) Existence of company (Years)	5	5	5	5	5
(ii) Proof of experience in Local Authorities and Public Institutions - for the past five years.	15	10	10	10	5
(iii) Transfer of Knowledge (i) Mention the documents which shall be submitted at completion	3	20	20	20	10
<b>Sub Total</b>	3	35	35	35	20
<b>2 METHOD STATEMENT</b>					
<b>Methodology Proposed-List items to be performed</b>					
(i) mobilization and Pre-Survey Preparation	30	20	20	20	10
(ii) Data searches for the area					5
(iii) field Survey					5
(iv) Data Processing					20
(v) Production of Preliminary GPs	3	3	3	3	20
(vi) Final report	3	3	3	3	3
(vii) Submission to Surveyor General for Approval	3	3	3	3	3
(viii) Handover Approved General Plans and Dispensation Certificates to Client	3	3	3	3	3
Period to be spend to complete the job and deliver - 4 weeks	3	1	1	1	3
<b>Sub Total</b>	3	3	3	3	3
<b>3 AVAILABILITY AND ADEQUACY OF PROPOSED STAFF ATTACH CVs OF KEY PERSONN</b>					
<b>Key Personnel</b>					
(i) Personnel to perform the job	6	6	6	6	3
a) Registered Land Surveyor	30	28	25	28	3
b) Cartographer					3
c) Survey Hands					6
(ii) proof of qualification and experience					3
(iii) Proof of Jobs performed in the last 3 years					3
<b>Sub Total</b>	30	28	25	28	25
<b>TOTAL</b>	5	5	5	5	5
<b>Weighted Total</b>	3	3	3	3	3
	2	2	2	2	3
	10	10	10	10	2
	20	20	20	20	10
	40	40	40	40	20
	100	88	85	88	40
	70	61.6	59.5	61.6	85
		58.1			59.5
					61.6
					85
					59.5

All the five (5) companies were compliant on technical evaluation and therefore all proceeded to financial evaluation.

## 1.3 Financial Evaluation

All the five bidders were responsive on financial evaluation and the weighted ratings were as follows:

Robert Tombindo	ZINGSA	Zhou	D Chigumbu	Takayindisa
7,141.50	11,830.84	9,711.75	8,549.28	9,000.00
1	5	4	2	3
30	18.11	22.06	25.06	23.81
92	76	82	87	83

BID PRICE

BID PRICE RANKING

WEIGHTED FINANCIAL RATING





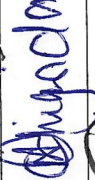


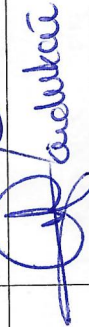
WEIGHTED TOTAL RATING

#### 1.4 Recommendations

The evaluation committee recommended that:

1. The Tender CE06/2025 be awarded to Robert Tombindo Land Surveyors at their Bid Price of USD 7 141.50
2. In the event that Robert Tombindo fails to accept, the Tender CE06/2025 be awarded to D. Chigumbu Land Surveyors at their Bid Price of USD 8 549.28.
3. In the event that D. Chigumbu Land Surveyors fail to accept, the Tender CE06/2025 be awarded to Takayindisa Land Surveyors at their Bid Price of USD 9 000.00.

The meeting ended at 1602hrs.

	NAME	DESIGNATION	SIGNATURE
1	Ms. A. Mashinge	Snr Social Services & Recreation Officer	
2	Mr. T. Chamwaita	Snr Stores Controller	
3	Mr. W. Ruka	Workshop Chargehand Fitter & Turner	
4	Mr. F. Zivanomoyo	Snr Systems Administrator	
5	Mr. C. Chigwida	Acting Snr Workshop Supretendent	
6	Mr. P. Timothy	Environmental Health Officer	
7	Mr. K. Chuma	Procurement Officer	
7	Mr. F. D. Pandukai	Procurement Officer	

Minutes Approved/Not Approved .....

ACCOUNTING OFFICER

Date

# CITY OF MASVINGO

## MINUTES OF THE PROCUREMENT MANAGEMENT UNIT COMMITTEE MEETING IN RESPECT TO THE REVIEW OF EVALUATION REPORT FOR TENDER REFERENCE CE06/2025: SURVEY OF WESTVIEW INDUSTRIAL STANDS

DATE AND TIME MONDAY 15 JANUARY 2026 [0930HRS]

MEMBERS PRESENT Mr Pedzerwi - Acting Procurement Manager [Chairing]  
Mr Chuma - Procurement Officer  
Mr Pandukai - Procurement Officer [Minuting]  
Mr Zvidzai - Procurement Officer

### 1. WELCOME REMARKS

1.1 The chairperson welcomed members present to the meeting and thanked them for attending the meeting.

### 2. ADOPTION OF THE AGENDA

2.1 The agenda was adopted without any amendments.

### 3. DECLARATION OF NOTIFIABLE INTEREST

4.1 None of the members present were conflicted on any of the issues set out on the agenda.

### 4. BUSINESS OF THE DAY

#### 4.1 REVIEW OF EVALUATION REPORT FOR TENDER REFERENCE NUMBER CE06/2025: SURVEY OF WESTVIEW INDUSTRIAL STANDS

4.1.1 The Procurement Management Unit Committee received reports from the Evaluation Committee and the relevant recommendations.

4.1.2 The committee noted the following from the evaluation report;

- The evaluation criteria for these tenders was followed as prescribed in section 50 of the Public Procurement and Disposal of Public Assets Act [Chapter 22:23].
- The evaluation report was signed by members of the evaluation committee.
- The bidders recommended by the technical evaluation committee was compliant to mandatory requirements.
- The recommendations from the reports were consistent with the findings.

4.1.3 After careful consideration and scrutiny of the report, the Procurement Management Unit Committee made the following recommendations;

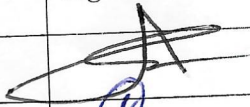

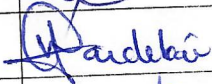

### 5. RECOMMENDATIONS

The Procurement Management Unit Committee approved the recommendation made by the Evaluation Committee that:


1. The Tender CE06/2025 be awarded to Robert Tombindo Land Surveyors at their Bid Price of **USD 7 141.50**
2. In the event that Robert Tombindo fails to accept, the Tender CE06/2025 be awarded to D. Chigumbu Land Surveyors at their Bid Price of **USD 8 549.28**.
3. In the event that D. Chugumbu Land Surveyors fail to accept, the Tender CE06/2025 be awarded to Takayindisa Land Surveyors at their Bid Price of **USD 9 000.00**.

### 6. ANY OTHER BUSINESS

6.1 There being no other business the meeting ended at 1045 hours.

	Name	Designation	Signature	Date
1	Mr A. Pedzerwi	A/Procurement Manager		15/01/26
2	Mr K. Chuma	Procurement Officer		15/01/26
3	Mr F. D. Pandukai	Procurement Officer		15/01/26
4	Mr. S. Zvidzai	Procurement Officer		15/01/26

Minutes Approved/ ~~Not Approved~~

  
 ACCOUNTING OFFICER

15/01/26  
 DATE

CITY OF MASVINGO

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Fax No. +263 39 262257

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TOWN CLERK's Office  
City Council Offices  
Civic Centre  
Masvingo  
Zimbabwe

Our Ref : EM/kc/CE/04/2025  
Your Ref: \_\_\_\_\_

06 January 2026

Growth Pedal Pvt Ltd  
483 Goodwin Road  
Willowale  
HARARE  
Email: growthpedalauto@gmail.com/sales@growthpedal.co.zw

Dear Sir/Madam,

RE: REQUEST FOR CLARIFICATION ON TENDER PRICE  
TENDER NUMBER CE/04/2025 SUPPLY AND FIT OF A UD CRONER NEW ENGINE  
QUOTED TENDER PRICE: USD 9,800.00

We refer to your bid submitted in response to the above-mentioned tender.

During the bid evaluation process, it was noted that your quoted price of USD 9,800.00 for the supply and delivery of a UD Croner engine is significantly lower than the prevailing market prices, the procuring entity's estimate, and/or prices submitted by other bidders.

In accordance with the Procurement Regulations SI 5 of 2018 Section 29 (1) and (2), the Procuring Entity is required to seek written clarification where a tender price appears to be abnormally low, in order to satisfy itself that the bidder is capable of performing the contract at the quoted price.

You are therefore requested to provide a detailed written clarification and supporting information addressing, but not limited to, the following:

1. A detailed cost breakdown of the quoted price, including:
  - o Engine unit cost

- Shipping and logistics costs
  - Customs duties and taxes (where applicable)
  - Warranty provisions
  - Any other associated costs
2. Confirmation of the engine specifications, condition (new/original), and country of origin;
  3. Details of the manufacturer or authorized supplier, including proof of authorization where applicable;
  4. Confirmation that the quoted price fully complies with all statutory requirements, including taxes and duties;
  5. Any favourable supply arrangements, discounts, or efficiencies that enable you to offer the engine at the quoted price without compromising quality or performance.

Please note that this request is strictly for clarification purposes and does not permit any change to the tender price or substance of your bid.

Your written response, together with any supporting documentation, should be submitted within 48 hours of receipt. Failure to provide a satisfactory clarification within the stipulated timeframe may result in the rejection of your bid.

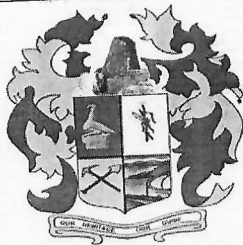
Yours faithfully,



Eng. E. Mukaratirwa  
TOWN CLERK

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Fax No: +263 39 262257  
Email:townclerk@masvingocity.org.zw



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Our Ref: EM/kc/2026 AWARD NOTICE

19/01/2026

The Manager

Robert Tombindo Land Surveyors

Harare

Dear Sir/Madam

**RE: NOTIFICATION OF AWARD FOR TENDER NUMBER CE/06/2025 SURVEY  
OF WESTVIEW INDUSTRIAL STANDS**

The above matter refers

City of Masvingo through its Procurement Management Unit has the pleasure to advise your organization **Robert Tombindo Land Surveyors** of the proposed notice of award for the provision of survey services of Westview Industrial Stands at a total cost of **Seven thousand one Hundred and forty one United States Dollars and Fifty Cents. (US\$7 141.50)**

Please acknowledge receipt of this notification in writing and indicate your readiness for formal contract signing. You are advised to pay a contract Administration fee to The Procurement Regulation Authority of Zimbabwe (PRAZ).

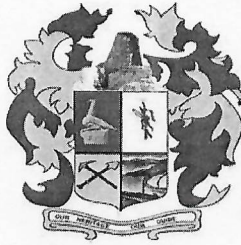
Yours Faithfully

  
Eng. E. Mukaratirwa

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Our Ref: EM/kc/CE/06/2025

19/01/2026

The Manager

Geospatial and Space Agency

Harare

## **RE: NOTIFICATION OF AWARD FOR TENDER NUMBER CE/06/2025 SURVEY OF WESTVIEW EXTENTION INDUSTRIAL STANDS.**

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The above refers

The above refers City of Masvingo would like to thank you for participating in the above tender. However, I regret to inform you that your bid was unsuccessful.

The tender was awarded to The Robert Tombindo Land Surveyor At their quoted price of US\$7 141.50 (Seven Thousand One Hundred and Forty- One United States Dollars and Fifty cents.

However, we are looking forward do business with you in future.

Yours Faithfully

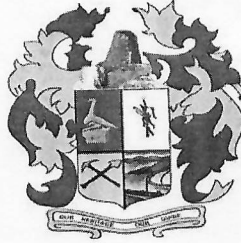
A handwritten signature in black ink, appearing to read 'E. Mukaratirwa', written over a light blue circular stamp.

Eng. E. Mukaratirwa

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S Zhou Land Surveyors

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Our Ref: EM/kc/CE/06/2025

19/01/2026

The Manager

Chigumbu Land Surveyors

Harare

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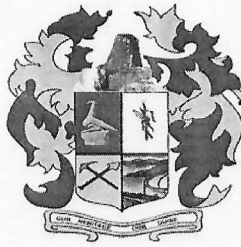
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