

Venue : Boardroom
Date : 16 September 2024
Time : 1615hrs to 1730hrs

In Attendance

Mr T Munatswa	Executive Officer Planning (Chairing)
Mrs R Gumbo	Executive officer Social services and Housing
Mr T Tsoka	Executive Officer HR and Admin
Mr B Mbava	Procurement Officer
Miss S Mlambo	Executive Officer Finance

Recording : Mrs R. Chinembiri Secretary (Procurement Intern)

Confirmation Signature:.....

Date:.....

15/09/2024

CHAIRPERSON'S OPENING REMARKS

The chairman welcomed everyone present and Mrs R Gumbo led with a word of prayer. The Chairman went on to highlight the purpose of the meeting which was to evaluate the Tender Number CHIRURDC/1/2060 for domestic proposals for the provision of legal services in Mvuma.

The chairman appraised the committee that only three bidders had submitted their bids on EGP.

Evaluation and adjudication of the tenders

The evaluation committee first agreed on the evaluation criteria as indicated on the tender documents and other issues for consideration which includes the following:

- a. Bid submission sheet
- b. Company profile
- c. Certificate of incorporation
- d. Tax clearance, NASSA certificate, CR14 and CR6
- e. Completed technical bid
- f. Completed financial bid
- g. Compliance with the tender requirements.
- h. Relevant experience
- i. Cvs for the staff
- j. Proof of registration with the Law Society of Zimbabwe

Confirmation Signature:.....



Date:.....

16/09/24

The evaluation Committee agreed to shortlist the companies that were compliant with the Evaluation criterias.

Evaluation for compliance with tender requirements for provision of legal services

Name of company	Company profile	Cr6 and cr14	Registered with law Society of Zimbabwe	Cert of incorporation	Tax clearance profile, tax clearance, Nassa	Technical bid	Price bid	Bid submission sheet	Cvs for the key staff	Relevant experience
JUMO MASHOKO AND PARTNERS	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
DUBE BANDA NZARAYAPENGA AND PARTNERS	yes	yes	yes	yes	yes	yes	yes	yes	yes	yes
MANGWANA AND PARTNERS	yes	yes	yes	yes	No NSSA	yes	yes	no	yes	yes

The evaluation committee noted that Dube Banda Nzarayapenga and Partners did not submit valid bid submission sheet instead they submitted technical proposal and Mangwana and Partners did not fill in valid bid submission sheet, they also submitted tax clearance certificate instead of the NSSA compliance certificate.

Confirmation Signature:.......... Date: 16/09/24.....

Evaluation Compliance with the requirements of price bids

COMPANY NAME	DUBE BANDA NZARAYAPENGA AND PARTNERS	JUMO MASHOKO AND PARTNERS	MANGWANA AND PARNERS
LEGAL SERVICES FEES	1620.00	200.00	290.00
LEGAL SERVICES REIMBURSABLE COSTS	150.00	269.00	127.00
TOTAL	1770.00	469.00	417.00

After evaluating the three bids, the committee recommended that the tender for the provision of legal services be awarded to JUMO MASHOKO AND PATRNS because they complied with all the tender requirements.

Proposed by: Mrs Gumbo

Seconded by : Mr Tsoka

Closure

There being no other business, the meeting was declared closed at 1730hours with a prayer from Mrs R Gumbo.

Confirmation Signature:.....



Date:.....

16/09/24