

BID EVALUATION REPORT

TO: ACCOUNTING OFFICER
FROM: BID EVALUATION COMMITTEE
DATE: 28 JANUARY 2026

SUBJECT: LEGAL SERVICES EVALUATION REPORT AND CONTRACT AWARD RECOMMENDATION

1.0. Background

Sunway City flighted a tender in the Government Gazette of 28 November 2025 for the procurement of legal services. This was necessitated by the need to comply with the Public Procurement and Disposal of Public Assets Act (Chapter 22:23) which prescribes the procurement of consultancy services through framework agreements.

EVALUATION CRITERIA

[A]. Preliminary evaluation

Eligibility criteria as set out in the Standard Bidding Document (SBD) was on both preliminary and technical set requirements. Though indicative rates for specified services were required to be submitted, no scoring was done since the selection method used was Quality Based (QBS).

The preliminary evaluation was conducted based on the prescribed eligibility criteria and the results are as in the table below.

Name of bidder	Proof of registration with the Law Society of Zimbabwe	Tax clearance certificate	Current Practising Certificates	Company profile	Letter of good standing	Partnership Agreement
Mushoriwa Moyo	✓	✓	✓	✓	✓	✓
Muvirimi Law Chambers	✓	✓	✓	✓	✓	✓

Absalom Attorneys	✓	✓	✓	✓	✓	✓
Muvingi & Mugadza Legal Practitioners	✓	✓	✓	✓	✓	✓
DMH Legal Practitioners	✓	✓	✓	✓	✓	✓
Zvimba Law Chambers	✓	✓	✓	✓	✓	✓
Sawyer and Mkushi	✓	✓	✓	✓	✓	✓
Chikwengo Law Chambers	✓	✓	✓	✓	✓	✓

All the eight bidders were compliant at preliminary evaluation except Muvirimi Law Chambers and Chikwengo Law chambers who initially did not submit a valid Tax Clearance Certificate and a Partnership Deed respectively. However, since the documents were historical, the two bidders were requested to submit the said documents which they did within the prescribed time. Resultantly, all bidders were considered for the next stage of evaluation (technical evaluation).

[B]. Technical evaluation.

The technical evaluation criteria sought to determine suitability and or competency on three key areas namely; general and specific experience in the required areas of law, qualifications and experience of key personnel to be assigned to the required services and experience in providing legal services to state owned entities.

Bidders were required to attach CVs, Professional Certificates and reference letters as evidence of relevant qualifications and experience in the identified areas of law. In proving general and specific experience, bidders were further required to demonstrate such experience by providing the number of cases handled in the last three years (2023- 2025).

The technical evaluation criteria also required bidders to prove their physical presence with evidence in the form of title deeds, lease agreements or utility bills. The technical evaluation criteria was as follows:

1.12. Technical Evaluation Criteria

Proposals were awarded scores out of the maximum number of points indicated below for each of the following criteria:

Item	Evaluation Criteria	1 st Level Points	2 nd Level Points	3 rd Level Points
1.	General & Specific Experience (In the last 3 years – 2023-2025)			
a	Experience in contract law, dispute resolution or labour law (Attach reference letters not reference list)	1 or 2 cases 5 marks	3 or 4 cases 10 marks	5 or more cases 15 marks
b	Experience in property/real estate law, urban planning and land law or conveyancing	1 or 2 cases 5 marks	3 or 4 cases 10 marks	5 or more cases 15 marks
c	Experience in Corporate governance, commercial/corporate law, tax law or construction law (Attach reference letters not reference list)	1 or 2 cases 5 marks	3 or 4 cases 10 marks	5 or more cases 15 marks
d	Law Firm's Experience in providing legal services to: i. state owned enterprises ii. commercial and/or real estate	at least one entity 5 marks each	at least 2 entities 10 marks each	

	companies (Attach reference letters not reference list)		
	Total	55 Marks	
2.	Key Personnel		
a	Minimum qualifications of an LLB degree for key personnel in the law firm tasked to manage the required legal services. <i>(Attach CVs and relevant certificates)</i>	5 marks minimum qualifications, 10 marks post qualifications	
b	Managing Partner/s with a valid Practicing Certificate/s with a minimum of ten years' relevant experience. <i>(Attach CVs and relevant certificates)</i>	20 marks	
	Total	30 Marks	
3.	Law firm's Physical Presence		
a	Provide details of physical address and evidence in the form of title deeds, lease agreements and/ or utility bills <i>(0 marks for failure to provide evidence)</i>	5 Marks	

	Total	5 Marks
	Grand Total	90 Marks

The minimum technical qualifying score required to pass the technical evaluation was **70 points**.

Technical Evaluation.

Name of Bidder	General & specific experience	Key personnel	Law firm's physical presence	Total marks awarded
Mushoriwa Moyo Attorneys	Reference letters specified scope of services. However, number of matters were not specified	Required proof was attached/provided	Provided proof of physical presence	
Marks awarded	10	30	5	45 (45/90 * 100 =50 points)
Muvirimi Legal Practitioners	Some reference letters specified scope of services. However, number of matters not provided.	Though CVs of Key personnel were attached, proof in the form of Professional Certificates was not attached	Provided proof of physical presence	
Marks awarded	10	20	5	35 (35/90 * 100 =39 points)
Absalom Attorneys	Scope of service was provided and some reference letters specified number of cases	Required proof provided	Provided proof of physical presence	
Marks awarded	15	10	5	30 (30/90 * 100 =33 points)
Mvingi & Mugadza Legal Practitioners	Reference letters specified scope of services. However, number of cases were not	Required proof provided	Provided proof of physical presence	

	provided			
Marks awarded	10	30	5	45 (45/90 * 100 =50 points)
DMH Legal Practitioners	Required proof not provided	Did not provide proof	Provided proof of physical presence	
Marks awarded	10	0	5	15 (15/90 * 100 =17 points)
Zimba Law Chambers	Adequate required proof provided	Required proof provided	Provided proof of physical presence	
Marks awarded	55	30	5	90 (90/90 * 100 =100 points)
Sawyer & Mkushi Legal Practitioners	Did not provide all of the required proof	Required proof provided	Provided proof of physical presence	
Marks awarded	10	25 marks	5	40 (40/90 * 100 =44 points)
Chikwengo Law Chambers	Required proof provided	Required proof provided	Provided proof of physical presence	
Marks awarded	45	30	5	80 (80/90 * 100 =89 points)

During evaluation the committee realised that the total available marks for technical evaluation were 90 instead of 100. The committee decided to evaluate based on the actual available marks and then convert to 100 to obtain the percentage points.

As stipulated in the SBD, the technical evaluation criteria sought to examine the technical specifications of the services offered by bidders and determine whether they meet the minimum specifications indicated on item 1.13(Technical Evaluation Criteria) and section 4 (Statement of Requirements) of the standard bidding document. Bidders were required to complete the technical specifications and attach relevant specified documentation which would then assist in the awarding of marks for selection purposes.

As indicated in the table above, all bidders except Zimba Law Chambers and Chikwengo Law Chambers did not indicate the number of matters/cases handled in the last three years (2023-2025) in proving their general and specific experience. For Absalom and Attorneys, only one referee specified the cases

handled in the specified period with the majority of referees simply identifying the scope of work the law firm does for them.

DMH Legal Practitioners did not attach any reference letters, CVs and Professional Certificates. In the absence of such proof, they could not attain the stipulated pass mark provided for in the standard bidding document.

Majority of the Referees for Mushoriwa Moyo indicated that the law firm was currently rendering legal services for them in the specified areas of law. However, the number of cases conducted in the last three years was not provided. In terms of key personnel, the required proof was provided thus full marks were awarded.

Muvirimi Law Chambers attached CVs to prove minimum qualifications and required experience for their key personnel. However, relevant certificates for purposes of proving such were not attached. In terms of the firm's general and specific experience in the required areas of law, current references were provided but the number of cases conducted in the last three years was not indicated.

Absalom Attorneys attached the required information to prove the qualifications and experience of their key personnel. However, from the CVs attached, neither of their key personnel had the required minimum 10 years of relevant experience and because of that no marks were awarded for the required minimum years of experience.

In terms of their general and specific experience, relevant documentation was attached. However, similar to what the majority of the bidders did, they also did not specify the number of cases handled by the firm in the required fields of law in the last three years. Only one referee did so as mentioned above.

Muvingi and Mugadza Legal Practitioners complied with the set requirements for key personnel and were able to provide the required proof to demonstrate their physical presence. For general and specific experience, references detailing their experience to handle the required scope of work were attached but the number of cases handled in the last three years was not specified. This therefore militated against awarding them marks in that category. Be that as it may, the firm provided reference letters by state owned entities to demonstrate their ability to handle matters for such entities.

As highlighted above, Zvimba Law Chambers complied in all respects with the technical evaluation requirements. They provided the number of cases they handled for each categorised area of law within the last three years as well as

proof in the form of reference letters from their clients. Evidence of experience in providing legal services to state owned entities was also tendered.

For Sawyer & Mkushi, full marks for key personnel were not awarded since proof of post qualifications was not attached. Though reference letters to prove their general and specific experience in the required fields of law were attached, they also did not specify the number of cases attended to in the last three years.

Chikwengo Law Chambers also complied with set technical evaluation requirements though in terms of general and specific experience, the number of cases handled for corporate, tax law or construction law was not clearly specified. However, Chikwengo Law Chambers clearly demonstrated their ability to handle matters on behalf of state-owned institutions.

Recommendations

Based on the above evaluations and findings, the Evaluation Committee recommends that the tender be awarded and subsequent framework agreements be entered into with the following bidders who attained the minimum technical qualifying score.

1. Zvimba Law Chambers
2. Chikwengo Law Chambers

We also recommend the tender for this Framework Agreement to be reopened to increase the number of firms to promote competition for the subsequent call-offs.

Agreed as a true record of proceedings by:

B. Munyoro-----

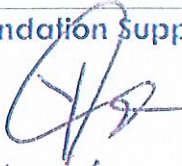
T. Kunaka-----

V. Chikwereti-----

S. Sangoya-----

Recommendation Supported/~~Declined~~:

Signed:



Name:

VALENTINE T. ZVONKOVA

Date:

8/2/26

Title:

* / CEO