



## CHIRUNDU LOCAL BOARD

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### REPORT

Evaluation meeting held on 21 January 2026 at Chirundu local board offices for the supply and delivery of a tractor {CLB/ENG.2025/224}

### EVALUATION COMMITTEE MEETING DAY 1

**DATE:** 22/01/26

**TIME:** 14:00 HRS

### **PRESENT**

Ms Mtsvanga	Administration
Ms Nyoni	Procurement
Mr Maware	Finance
Ms Hotera	Housing and Social Services
Ms Madondo	Engineering

### **T.E 1.0 OPENING PRAYER**

T.E 1.1 Ms Hotera led members in prayer.

### **T.E 2.0 OPENING REMARKS**

- ✓ Ms Mtsvanga, the committee chairperson welcomed members to the Evaluation meeting. She highlighted that the purpose of the meeting was to evaluate the tender for the supply and delivery of a Tractor (CLB/ENG/2025/224). Ms Mtsvanga tasked Ms Nyoni the PMU member to present the tenders for evaluation. Ms Nyoni highlighted that the evaluation was for the supply and

delivery of a Tractor with reference number CLB/ENG/2025/224 and only one bidder participated. The committee agreed that they could go ahead and evaluate regardless of having one bidder.

### TEAM PROCEEDINGS

On eligibility and qualification, the Evaluation Committee checked on the following aspects:

Criteria	Croco Motors (Pvt) [Ltd]
CR 14	✓
CR5	✓
Certificate Of Incorporation	✓
Memorandum and Articles of Association	✓
Bid appraisal sheet	✓
Valid tax clearance Certificate	✓
Valid NSSA Certificate	✓
Company Profile	✓
Current Bank Statement (3 months)	✓
Prax Certificate	✓
Declaration of Conflict of Interest	✓
3 Traceable Reference	✓
Valid Vat registration	✓
Technical Bid Form	✓
Attach Quotation	✓

### COMMENTS

- Croco Motors being the only bidder and was compliant

*Signed by Evaluation Committee*

Ms Mtsvanga (Chairperson) .....

Date 22 / 01 / 26 .....

Ms Nyoni ( PMU representative) .....

Date 22 / 01 / 26 .....

Ms Madondo (member) .....

Date 22 / 01 / 26 .....

Ms Hotera (member) .....

Date 22 / 01 / 26 .....

Mr Maware (member) .....

Date 22 / 01 / 26 .....