

**MINISTRY OF YOUTH EMPOWERMENT, DEVELOPMENT AND VOCATIONAL TRAINING**

**MINUTES BY THE EVALUATION COMMITTEE ON THE ADJUDICATION OF BIDS FOR THE PROVISION FOR AIR TRAVEL AND MANAGEMENT SERVICES**

**TENDER NUMBER: MYEDVT/FA025/25**

**DATE: 30 JANUARY 2026**

**VENUE: OLD PARLIAMENT BUILDING, HARARE.**

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## MEMBERS OF THE EVALUATION COMMITTEE

Mrs. F. Kutsaranga	Deputy Director Human Resources – Chairperson
Mrs. I Matonhodze	Accountant – Member
Mrs. J Kariri	Legal Officer - Member
Mrs. D Buzuzi	Procurement Officer - Observer

## SECRETARIAT

Mr. T Chinyanga	Administration Officer – Member
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## Introduction

The purpose of the meeting was to evaluate and adjudicate the tender MYEDVT/FA025/25 for the provision for air travel and management services using framework agreements and subsequent call of contracts. PMU handed over the necessary documents to the Chairperson of the Evaluation Committee and emphasized that the evaluation and adjudication process should be guided by the criteria provided for in the bidding document and the provisions of the Public Procurement and Disposal of Public Assets Act (Chapter 22:23) as read together with the Public Procurement and Disposal of Public Assets Regulations No. 5 of 2018.

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### Opening Remarks

The evaluation committee Chairperson implored members to be thorough and transparent in the evaluation and adjudication process.

### Preliminary Evaluation of Bid Documents

	Pearlsard Travel Agents Pvt Ltd	Compliant	Non-Compliant
<b>Bid documents submitted</b>	Online		
I. PRAZ registration	✓	✓	
II. SPOC Fee	✓	✓	
III. Certificate of incorporation	✓	✓	
IV. CR14	✓	✓	
V. CR 6	✓	✓	
VI. Company profile	✓	✓	
VII. Tax clearance	✓	✓	
VIII. N SSA	✓	✓	
IX. Trade reference	✓	✓	
X. Bid Validity Period 60 days	✓	✓	
XI. PRAZ	✓	✓	
XII. Bid Submission sheet	✓	✓	
XIII. International Air Travel Association License	✓	✓	

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XIV. Tourism License/Permit	✓	✓	
XV. Documentary evidence of suitability to perform services	✓	✓	
XVI. Framework agreement bidding forms	✓	✓	
XVII. Technical data sheet	✓	✓	

Key:

✓ Compliant

X Non-Compliant

### Observations

Pearlsard Travel Agents Pvt Ltd were compliant with the requirements.

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### Recommendations

- Pearlsard Travel Agents Pvt Ltd are eligible to proceed with technical evaluation.

### TECHNICAL EVALUATION

NUMBER	ITEM	QUANTITY	Pearlsard Travel Agents Pvt Ltd
1.	Domestic service charge	1	compliant
2.	Regional service charge	1	compliant
3.	International service charge	-	compliant

### Observation

- Pearlsard Travel Agents Pvt Ltd is compliant as they managed to provide the required technical specifications.

### Recommendations

- Pearlsard Travel Agents Pvt Ltd is compliant with the technical specifications therefore proceeding with financial evaluation.

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**FINANCIAL EVALUATION**

ITEM	UNSPSC CODE	LOT NAME	LOT DESCRIPTION	QUANTITY	UOM	UNIT PRICE	TOTAL RATE
1	90121502	Travel agencies	Domestic service charge	1	Each	25	25
2	90121502	Travel agencies	Regional service charge	1	Each	30	30
3	90121502	Travel agencies	International service charge	1	Each	45	45
							Total = 100.0000

**OBSERVATIONS**





Pearlsard Travel Agents Pvt Ltd prices were in the same range.

**RECOMMENDATIONS**

The bidder mentioned above satisfies the stipulated conditions in the Standard bidding document and qualifies to be awarded the tender for the provision for air travel and management services using framework agreements and subsequent call-off contracts for a period of one year.

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Signed as a true record and copy of proceedings

	Name	Designation	Signature	Date
1.	F Kutsaranga	Chairperson		05/09/26
2.	I Matonhodze	Member		05/09/26
3.	T Chinyanga	Secretary		05/02/26
4.	J Kariri	Member	J:kariri	05/09/26
5.	D Buzuzi	Adviser		05/09/26