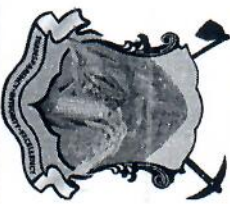


**MVURWI**  
TOWN COUNCIL



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Town Secretary (e-mail: [mvurwincouncil@gmail.com](mailto:mvurwincouncil@gmail.com))

MVURWI

**VENUE:** MVURWI TOWN COUNCIL BOARDROOM

**TIME:** THURSDAY 02 APRIL 2026, 1130HRS

- PRESENT:**
- MR MUGOBERA- TOWN ENGINEER- CHAIRING
  - MR KAZAI- ASSISTANT ACCOUNTANT - MEMBER
  - MR CHIRUME- HEALTH INSPECTOR INTERN - MEMBER
  - MISS SITHOLE-PROCUREMENT INTERN – PMU REPRESENTATIVE
  - MR BOPE- PLANNING TECHNICIAN- MEMBER

Q.M.  
E.D.C  
E.S  
H.F.K

**1.1 Chairperson Opening Remarks**

The Chairperson welcomed everyone present for the evaluation of Tender MTC12/2025. He gave Miss Sithole being the (PMU) representative time to explain and educate the evaluation – committee that the Tender Opening is done electronically on the EGP system. After the explanations from the PMU representative the Chairperson officially opened the meeting.

**DESCRIPTION OF TENDER TO BE EVALUATED**

**PROCUREMENT OF REQUEST FOR PROPOSALS FOR THE SELECTION OF A SERVICE PROVIDER FOR THE PROVISION OF TITLE SURVEY CONSULTANCY SERVICES, TENDER MTC12/2025**

The Chairperson confirmed that three bidders participated for the process as shown on the evaluation table below. The committee started by analyzing the preliminary requirements, technical specifications and the prices for all bids submitted.

**CRITERIA USED FOR EVALUATING BIDDERS:**

-Verifying if the bidders submitted the correct requirements mentioned in the bid document MTC12/2025. (Mandatory requirements and Eligibility Criteria)

**1.3 ELIGIBILITY DOCUMENTS**

<u>ITEM</u>	<u>L.A.S</u>	<u>CHIPUKA</u>	<u>T.M.ZWIZWAI</u>	<u>LAND</u>	<u>D. CHIGUMBU</u>
	<u>LAND SURVEYORS</u>	<u>SURVEYORS</u>	<u>SURVEYORS</u>	<u>SURVEYORS</u>	<u>SURVEYORS</u>
<u>VALID TAX CLEARANCE CERTIFICATE</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>	<u>Y</u>

DM  
E.S  
H.R

VALID NSSA CERTIFICATE	Y	Y	Y
VAT REGISTRATION CERTIFICATE	Y	X	Y
VALID PRAZ REGISTRATION CERTIFICATE	Y	X	Y
SIGNED DECLARATIONS	Y	X	X
CONFIDENTIALITY CLAUSE	Y	X	Y
COUNCIL OF LAND SURVEYORS REGISTRATION CERTIFICATE	Y	X	X
ENDORSED TECHNICAL PROPOSAL SUBMISSION SHEET	Y	X	X
BID DECLARATION FORM	Y	X	X
REMARK	<u>SHORTLISTED</u>	<u>NOT SHORTLISTED</u>	<u>NOT SHORTLISTED</u>

O.M.

F.S.C

E.S

R.S.K.

TECHNICAL DOCUMENTS

<u>ITEM</u>	<u>POSSIBLE MARK</u>	<u>L.A.S</u>	<u>CHIPUKA</u>
AVAILABILITY OF AND ADEQUACY OF PROPOSED STAFF ATTACH CVS OF KEY PERSONNEL	<u>15</u>	<u>15</u>	
REFERENCE LETTERS	<u>10</u>	<u>6</u>	
RELEVANT DEGREE/ DIPLOMA FOR SPECIFIED SKILLS	<u>30</u>	<u>30</u>	
COMPANY PROFILE	<u>10</u>	<u>10</u>	
WORKPLAN	<u>10</u>	<u>10</u>	
METHODOLOGY	<u>10</u>	<u>10</u>	
LIST OF COMPLETED PROJECTS (PUBLIC SECTOR)	<u>15</u>	<u>9</u>	

g.w.  
E.J.C  
R.S  
H.K.

TOTAL	100	90
DECISION		QUALIFIED
KEY		

Y.....Submitted

X..... did not submit

**1.4 RECOMMENDATIONS TO PROCUREMENT MANAGEMENT UNIT**

1. The committee recommended that the procurement of Request for Proposals for The Selection of a Service Provider for The Provision of Title Survey Consultancy Services be awarded to L.A.S CHIPUKA LAND SURVEYORS since they have scored above the minimum qualifying score.

**1.5 CLOSURE**

Name..... *Feresi J. Chavane* ..... Confirmation Signature..... *[Signature]* .....

Name..... *R. Sifhole* ..... Confirmation Signature..... *[Signature]* .....

Name..... *W. A. A. A.* ..... Confirmation Signature..... *[Signature]* .....

*cmr*  
*F.D.C.*  
*W.S.K.*

Name..... Confirmation Signature.....

Name..... *em users* ..... Confirmation Signature..... *AK* .....