TENDER EVALUATION MINUTES FOR THE PROCUREMENT OF CONVEYANCING SERVICES.

PROCUREMENT REFERENCE NO: MM/CONS/01/26

TIME: 10:00 am

DATE: 04/05/2026

VENUE: PMU OFFICES

PRESENT

MR MHUKAYESANGO
MR PARAYIWA
MR MIRONGA
MR MAKOROKOTO
MR MUNYEBVU
MR SVOSVAI
MR ZVITIKI
MR MATSITSIRO
PMU MEMBERS

PURPOSE OF THE MEETING

Tender evaluation meeting for the procurement of conveyancing services.

PROCUREMENT REFERENCE NO: MM/CONS/01/26

WELCOME REMARKS

TENDER EVALUATION MINUTES FOR THE PROCUREMENT OF CONVEYANCING SERVICES.

PROCUREMENT REFERENCE NO: MM/CONS/01/26

The procurement manager welcomed everyone who was present and highlighted that, the purpose of the meeting was for tender evaluation meeting for the tender for the procurement of conveyancing services.

PROCEEDINGS

6 bidders responded to the tender for the Procurement of Conveyancing Services.

Record of Bids as read out on the tender opening date for each lot participated:

Name of company	2026 Tax Clearance certificate	2026 NSSA Certificate	Company Profile	Method Statement	Ability to carry out the project	2026 PRAZ Certificate	3 Traceable References	Specific experience document	Methodolog
Mugomeza & Muzhindi	C	C	C	C	C	C	C	C	C
Mahembe Attoneys	C	X	C	C	C	C	C	C	C
Kadzere Hungwe	C	C	C	C	C	C	C	C	C
Masara Savanhu	C	C	C	C	C	C	C	C	C
Madzima	C	C	C	C	C	C	C	C	C
Zvimba law	C	C	C	C	C	C	C	C	C

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Name of company	Key personal document	Transfer of knowledge document	Work plan document	Technical proposal sheet	60 Days Bid validity	Understanding of the scope of service	Prebid attendance meeting
Mugomeza & Muzhindi	C	C	C	C	C	C	X
Mahembe Attorneys	C	C	C	C	C	C	C
Kadzere Hungwe	C	C	C	C	C	C	C
Masara Savanhu	C	C	C	C	C	C	C
Madzima	C	C	C	X	C	C	X
Zvimba law	C	C	C	C	C	C	X

KEY

C- Compliant

X- Not compliant

Note

TENDER EVALUATION MINUTES FOR THE PROCUREMENT OF CONVEYANCING SERVICES.

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1. Mugomeza and Muzhindi Legal Practitioners, Madzima Chidyausiku Maseta Legal Practitioners and Zvimba law Chambers did not attend the mandatory Prebid meeting.
2. Mahembe Attorneys submitted an expired NSSA Certificate.
3. Madzima Chidyausiku Maseta Legal Practitioners submitted a not signed technical Proposal submission sheet.

Recommendations

1. The evaluation committee recommends that **Mugomeza and Muzhindi Legal Practitioners, Madzima Chidyausiku Maseta Legal Practitioners and Zvimba law Chambers** be disqualified since they **did not attend the mandatory Prebid meeting.**
2. The evaluation committee recommends that **Mahembe Attorneys** be disqualified since **it submitted an expired NSSA Certificate.**
3. The evaluation committee also recommends that the **remaining 2 bidders** to proceed to the next stage since they are compliant on all eligibility requirements.

TENDER EVALUATION MINUTES FOR THE PROCUREMENT OF CONVEYANCING SERVICES.

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SECTION B: TECHNICAL EVALUATION

EVALUATION CRITERIA	MASARA SAVANHU	KADZERE HUNGWE
Methodology and approach(25 Marks)	*25*	*15*
Understanding of the Scope of Services (25 Marks)	*25*	*15*
Team Qualifications and Expertise (20 Marks)	*20*	*20*
Experience and Qualifications (30 Marks)	*10*	*10*
Point score /100	***80 points***	***70points***
Percentage score /80%	***%***	***%***

Notes

- For Kadzere Hungwe's methodology lacks keys points, for example latter of instruction.
- Kadzere hungwe has existed for more than 10 years but in terms of offering conveyancing services they only proved that it's been three years since they have offered that services to Zvimba RDC in 2023. This is shown by the reference letter from Zvimba RDC

KEY FOR POINT SCORING

TENDER EVALUATION MINUTES FOR THE PROCUREMENT OF CONVEYANCING SERVICES.

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Scoring Breakdown

1. Experience and Qualifications (30 Marks)

- **30 Marks**: Firm has over 10 years of experience in conveyancing and has handled multiple projects for local authorities.
- **20 Marks**: Firm has 5-10 years of experience with relevant projects.
- **10 Marks**: Firm has less than 5 years of experience but has completed at least one relevant project.
- **0 Marks**: No relevant experience.

2. Understanding of the Scope of Services (25 Marks)

- **25 Marks**: Proposal demonstrates a thorough understanding of the requirements and challenges in conveyancing services for municipalities.
- **15 Marks**: Proposal shows a basic understanding but lacks detail in addressing specific challenges.
- **5 Marks**: Proposal shows limited understanding of the scope.
- **0 Marks**: No understanding demonstrated.

3. Methodology and Approach (25 Marks)

- **25 Marks**: Comprehensive methodology that includes clear processes for document preparation, due diligence, and client communication.
- **15 Marks**: Adequate methodology but lacks detail in one or two key areas.
- **5 Marks**: Basic methodology with significant gaps in approach.
- **0 Marks**: No methodology provided.

4. Team Qualifications and Expertise (20 Marks)

- **20 Marks**: Team includes experienced legal professionals with relevant qualifications and certifications in conveyancing.

- **15 Marks**: Team has a mix of experienced and junior staff with some relevant qualifications.
- **10 Marks**: Team has basic qualifications but lacks relevant experience.
- **0 Marks**: Team lacks qualifications or is not specified.

5. Total Score Calculation

- Each proposal will be scored based on the criteria outlined above, leading to a maximum score of **100 marks**.
- The score will be calculated as follows:
  - Total Score = (Experience Score + Understanding Score + Methodology Score + Team Score)

Minutes certified correct by

Chairman..... G. Mironga ..... signature .....on the 4.....day of May.....2026

(Name)

TENDER EVALUATION MINUTES FOR THE PROCUREMENT OF CONVEYANCING SERVICES.
PROCUREMENT REFERENCE NO: MM/CONS/01/26

TIME: 1000hrs

DATE: 04/05/2026

VENUE: PMU OFFICE

✓ **PRESENT:**

MR MHUKAYESANGO
MR PARAYIWA
MR MIRONGA
MR MAKOROKOTO
MR MUNYEBVU
MR SVOSVAI
MR ZVITIKI
MR MATSITSIRO
PMU MEMBERS

PURPOSE OF THE MEETING

Evaluation of Tender for the procurement of conveyancing services.
PROCUREMENT REFERENCE NO: MM/CONS/01/26

WELCOME REMARKS

The Chairman welcomed the members who were present and highlighted that, the purpose of the meeting was Evaluation of Tender MM/CONS/01/26 for the procurement of conveyancing services.

PROCEEDURES

TENDER EVALUATION MINUTES FOR THE PROCUREMENT OF CONVEYANCING SERVICES.
PROCUREMENT REFERENCE NO: MM/CONS/01/26

6 bidders responded to the tender for the procurement of conveyancing services and 4 were disqualified in the first stage (eligibility evaluation).

Technical Evaluation results (COTRIBUTES 80% OF THE FINAL SCORE)

Bidder name	Point scored /100	Percentage score /80%	Ranking	Remark
MASARA SAVANHU	80	64	1	
KADZERE HUNGWE	70	56	2	

NB: please take note the minimum score to qualify for the next stage ie Financial Evaluation IS **80 POINTS**

FINAL CRITERIA: FINANCIAL EVALUATION (COTRIBUTES 80% OF THE FINAL SCORE)

Bidder name	USD total price	Percentage score /20%	Remark
MASARA SAVANHU ATTONEYS	Price-to use published conveyancing service gazette prices or rates	20	ONLY COMPLIANT BIDDERS

FINAL SCORE TABLE

Bidder name	Technical score /80%	Financial score/20%	Total score/100%	Ranking	Remarking
MASARA SAVANHU ATTONEYS	64	20	84	1	Only compliant bidder

Recommendation

The evaluation committee recommends to award **MASARA SAVANHU ATTONEYS** for the provision of non-consultancy services - job evaluation services.

Certified correct by

Chairman.....G. Mirinjai.....signature.....on the....4....day of ....May....2026

(name)