

DATE OF MEETING : 15 April 2026

TIME OF MEETING : 10.30HRS

VENUE : Boardroom

Evaluation Committee members in-attendance

N. S Dube	Water Engineering Technician [Chairing]
M. Ncube	Accounting Assistant
A. Ndlovu	Finance Assistant
B. Ndlovu	IT Administrator Officer
M.Ndebele	Town Treasurer
L.Moyo	Procurement Clerk

CHAIRPERSON’S OPENING REMARKS

The Chairperson welcomed all members present and declared the meeting opened at 10.30hrs. He advised the members that the purpose of the meeting was to evaluate tender documents for tender references PTC/ADM/30/26 for the provision of an Enterprise Resource Planning Software – System upgrade – Sage evolution. He called on the members to exercise due diligence in the evaluation of the said documents. He also requested members to sign the declaration of impartiality and confidentiality documents, emphasizing that this was an important exercise that must be conducted in line with the guidelines of the Public Procurement and Disposal of Public Assets Act (Cap. 22:23). He also called upon the Procurement Officer to provide expert advice on and during the proceedings so that the applicable Act is not contravened and that the Committee selects the best bidder and champions the best interests of the local authority.

CHAIRPERSON’S SIGNATURE.....

DATE.....17/04/26.....

TENDER EVALUATION MINUTES FOR THE PROVISION OF AN ENTERPRISE RESOURCE
PLANNING SOFTWARE – SYSTEM UPGRADE – SAGE EVOLUTION

DATE OF MEETING

15 APRIL 2026

The following companies submitted their tender documents for consideration for the award for the above-cited purpose

- i. Westville Investments t/a Omni Africa
- ii. Olimem Enterprises Solutions t/a Olimem Technologies

An evaluation sheet for Tender Number PTC/ADM/30/26 depicting eligibility criteria and full technical specifications was distributed to all members present. A summary of the observations made by the Evaluation Committee is presented below

CHAIRPERSON'S SIGNATURE.....

DATE.....17/04/26.....

MINUTES OF A MEETING:
 PLUMTREE TOWN COUNCIL
 TENDER EVALUATION MINUTES FOR THE PROVISION OF AN ENTERPRISE RESOURCE PLANNING SOFTWARE -
 SYSTEM UPGRADE - SAGE EVOLUTION

DATE OF MEETING
 15 APRIL 2026

No.	DESCRIPTION	1	2
		WESTVILLE INVESTMENTS (PRIVATE) LIMITED T/A OMNI AFRICA	OLIMEM ENTERPRISES SOLUTIONS (PRIVATE) LIMITED T/A OLIMEM TECHNOLOGIES
	Eligibility & Verification		
1	CR14	V	V
2	CR6	V	V
3	VALID TAX CLEARANCE CERTIFICATE	V	V
4	VALID DEALERSHIP CERTIFICATE	V	V
5	COMPANY PROFILE	V	V
6	REREFENCE LETTERS AT LEAST THREE (3)	V	V
7	Technical Proposal Submission Sheet	Submitted bid submission sheet	V
8	VAT Registration certificate	V	
	Technical Requirements		
10	AVAILABILITY OF AND ADEQUACY OF PROPOSED STAFF ATTCH CVS OF KEY PERSONNEL (20)	10	17
11	ABILITY TO CARRY OUT THE PROJECT ATTACH RELEVANT EXPERIENCE (30)	15	30
12	Work plan (15)	7	15
13	Summarised methodology of providing the service (30)	15	30
14	Transfer of Knowledge(5)	0	5
15	REMARKS	NON-COMPLIANT	Complaint with a total technical score of 97 out of 100

CLERK'S SIGNATURE:  DATE: 17/04/26

COMMITTEE OBSERVATIONS

The committee noted the following:

Westville Investments

Non – Compliance Details

- Instead of submitting the **technical proposal submission sheet** as required by the tender documents, Omni Africa submitted a **bid submission sheet**, which does not satisfy the technical-proposal format condition.

Olimem Enterprises

Their bid was compliant

RECOMMENDED AWARD

The Committee recommends,

- That the tender evaluation process proceeds to the financial stage with **Olimem Technologies**, while Omni Africa remains disqualified based on the earlier non-compliance findings.

CLOSURE


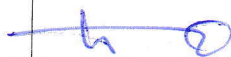
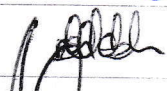

The business of the meeting having been exhausted, the Chairperson thanked all members for their thoroughness and candid opinions during the evaluation exercise. He avowed that to the best of her abilities; the committee did its best to evaluate according to the specified yardsticks. The meeting was declared duly closed at 13: 00hrs.

CHAIRPERSON'S SIGNATURE.....



DATE.....17/04/26.....

EVALUATION COMMITTEE

NAME & SURNAME	DESIGNATION	SIGNATURE	DATE
N S . Dube	Water Engineering Technician		17/04/26
M. Ncube	Accounting Assistant		
A.Ndlovu	Finance Assistant		17/04/26
M.Ndebele	Treasurer		17/04/2026
B. Ndlovu	IT Systems Administrator		17/04/2026

CHAIRPERSON'S SIGNATURE.....



DATE... 17/04/26