**MINUTES FOR THE EVALUATION COMMITTEE MEETING HELD ON THE 18TH OF SEPTEMBER 2024 IN THE BOARDROOM STARTING AT 1000hrs**

**PRESENT DESIGNATION**

1. Miss. Ivy Chibanda Public Relations Officer (Chairing)
2. Mr Simbarashe Runhare Finance Manager
3. Mrs Mercy Chipiyo Human Resources and Administration Manager
4. Mr. Prince Thondlana Acting Water Resources and Compliance Manager
5. Mr. Chengetai Shonhiwa Receptionist (Minuting)

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| **ITEM** | **PROCEEDINGS** | **ACTIONED BY** |
| **1.0** | **Opening Remarks**   * The Public Relations Officer welcomed the Evaluation Committee at the start of the evaluation meeting, which began with a prayer led by Mrs. Chipiyo. * The Public Relations Officer outlined the responsibilities of the evaluation committee. * Five bids were received from Ancient Heights, Sypremo Investments, First Pack Marketing, Vanchang Investments, and Innovative Technologies. * The Chairperson asked if any committee members had a conflict of interest with the participating companies. No conflicts were reported. | Miss. Ivy Chibanda |
| **2.0** | **Ancient Heights**   * All mandatory documents were submitted so the evaluation committee agreed to evaluate the expression of interest. * The bidder’s products’ specifications were all compliant. * The bidder was disqualified from consideration by the committee due to their failure to comply with the local currency payment requirement. | ALL |
| **3.0** | **Sypremo Investments**   * All mandatory documents were submitted so the evaluation committee agreed to evaluate the expression of interest. * The bidder's printer specifications were rejected because the device did not have an ink tank, which was a required feature. * The bidder’s products’ specifications for laptops and desktops were compliant. * The bidder was chosen to supply both laptops and desktops due to their competitive pricing and high-quality products. | ALL |
| **4.0** | **Firstpack Marketing**   * All mandatory documents were submitted so the evaluation committee agreed to evaluate the expression of interest. * The bidder’s products’ specifications were all compliant * The bidder was selected to supply printers because their specifications were more compliant with the requirements than those of other suppliers. * The bidder was rejected as a potential supplier of laptops and desktops because of their high prices. | ALL |
| **5** | **Vancheng Investments**   * All mandatory documents were submitted so the evaluation committee agreed to evaluate the expression of interest. * The bidder was disqualified from providing laptops because their specifications did not meet the required screen size or GPU standards. * The bidder was disqualified from providing desktops due to their failure to include a 1-year warranty and specify monitor details. * The bidder did not submit a bid for supplying printers. | ALL |
| **6** | **Innovative Technologies**   * The expression of interest was not evaluated by the committee because the bidder failed to submit the bid submission sheet. | ALL |
| **7** | **Conclusion**   * The committee chose Firstpack Marketing to provide printers due to their products' superior alignment with our specifications. * The committee selected Sypremo Investments to supply both laptops and desktops because of their competitive pricing and high-quality products. | ALL |
| **8** | **In closing**   * The Chairperson thanked the evaluation committee for their hard work in ensuring that due diligence was carried out. * There being no further business to discuss, the meeting ended at 1600 hrs with a closing prayer from Miss Ivy Chibanda. | Miss. Ivy Chibanda |

Signed: ................................................... Dated: ....................................................