**PROCUREMENT SUMMARY FOR THE PROCUREMENT OF OFFICE BAR FRIDGES: FOR MINISTRY OFFICE USE**

**Background**

A request was raised by Administration department for procurement of Bar Fridges for office. The request for quotation was Published through the e-Government Procurement system. The following companies responded to our RFQ: 16 Suppliers responded as follow:

**Leweak Investments, Westles Investments T/A Incredible Technology, Furniture Land Investments P/L , Whilecard Investments P/L, Wry-Dee, Yellow Balcony, Uniscotte Investments , Bmax Furnitures Solutions , Checkers Home And Offices Teecherz Furniture , Sleek Solutions , Memrac Stationery , Tesni Inc , Aganang Furniture , Becaquip Investments , Elliot & Nephew P/L**

Procurement will be financed by NDS.1

The following was obtained:

**Commercial Requirements**

|  |  |
| --- | --- |
| **Requirement** | **All of them**  |
| Applicable currency USD | Compliant |
| Banking details | Compliant |
|  | **Compliant** |

**Minimum Technical Requirements**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Requirement** | **12 companies**  | **Uniscotte Investments**  | **Wry-dee** | **Leweak Investments** | **Elliot & Nephew P/L**  |
| **Bar Fridge**  | **Yes** | **Yes** | **Yes** | **Yes** | **Yes** |
| **Financial threshold of 10001 RFQ**  | **No**  | **Yes** | **Yes** | **Yes** | **Yes** |

**Overall Compliance**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **12 companies**  | **Uniscotte Investments**  | **Wry-dee** | **Leweak Investments** | **Elliot & Nephew P/L**  |
| Non-Compliance  | Compliance  | Compliance  | Compliance | Compliance  |

**Financial**

|  |  |  |  |
| --- | --- | --- | --- |
| **Uniscotte Investments**  | **Wry-dee** | **Leweak Investments** | **Elliot & Nephew P/L**  |
| **Item Description**  | **Qnty** | **Total Price**  | **Total Price**  | **Total Price**  |  |
| **Bar Fridge as per picture sample**  | 20 | 5,440.00 | **9,440.00** | 8,400.00 | 7,520.00 |
| **Sample from Supplier**  |  | Yes  | **Yes**  | Yes  | Yes  |
| **Grand Total**  |  | 5,725.39 | **9,440.00** | 8,400.00 | 7,520.00 |

**Note:**

* Cost analysis was done based on USD. Payment will be done using the local currency. **Uniscotte Investments** required payment in USD only the have been disqualified.
* Selection was based approved picture sample and delivery before payment.

**Recommendations**

It is recommended that we procure from Wry**- Dee** as the most responsive offer to specifications.

Prepared by: Mrs. B. Kaunda (Procurement Officer) Signature…………………… Date…

Reviewed by: Mr. M. Chinyadza(A/DD PMU)Signature………………………… Date…

Approved by: Mrs. R.M. Chitinga (Perm Secretary) Signature………………… Date…