

REPORT OF THE EVALUATION COMMITTEE MEETING HELD ON THE 1<sup>ST</sup> OF NOVEMBER 2024 FOR THE ADJUDICATION OF THE TENDER TO SUPPLY AND DELIVER MOTORCYCLES

**IN ATTENDANCE;**

<b>NAME</b>	<b>DESIGNATION</b>
S Ncube	Treasurer (Chairing)
M Nkomo	Procurement Officer
B Moyo	A/Engineer
S Mpofo	E.O Social Services

The committee appointed S Ncube to chair the meeting. The chair welcomed all members and informed them of the purpose of the meeting.

**TERMS OF REFERENCE**

The Evaluation Committee was assigned to evaluate and recommend the award of the tender to supply and deliver 31 motorcycles.

**STAGE 1: PRELIMINARY EVALUATION**

The relevant documentation as required in part 1 (bidding procedures) of the bidding document were scrutinized and the following observations were made;

A total of six bidders submitted their bids on the eGP system and they are as follows;

1. RGR Agri Solutions Pvt Ltd
2. Headbolls Investments
3. Shortpage Trading t/a Lifestyle Motors
4. Manica Bikes
5. Honda Centre Twenty Ten Pvt Ltd
6. Speed Bikes

RGR Agri Solutions included a transportation charge fee of USD 2,500.00 on the attached bidding document and this was however not factored in the financial template bid. The committee resolved to factor in the transport charge which brings their total to USD 36,600

  
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CHAIRPERSON'S SIGNATURE

11/11/24  
.....  
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The following is the extract of the bid opening report from the eGP system.

Abstract of Bids as Read						
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Project Name	Supply and delivery of motorcycles				Page	1
Project Location	Gwanda Rural District Council				Date	05 Nov 2024
Implementing Office	GWANDA RURAL DISTRICT COUNCIL				Time	05 Nov 2024 09 09 AM
Approved Budget for the Contract	US\$ 80,000 00					
NAME OF ORGANIZATION	RGR Agri Solutions Pvt Ltd	HEADBOLLS INVESTMENTS PVT LTD	Shortpage Trading T/A Lifestyle Motors	Manica Bikes	Honda Centre Twenty Ten Pvt Ltd	Speed Bikes Pvt Ltd
Total Amount of Bid	US\$ 34,100 00	US\$ 32,240 00	US\$ 37,200 00	US\$ 45,275 50	US\$ 80,600 00	US\$ 36,580 00
Form of Bid Security						
Bank / Company	N/A	N/A	N/A	N/A	N/A	N/A
Instrument Number	N/A	N/A	N/A	N/A	N/A	N/A
Validity Period	60	60	60	60	60	60
Bid Security Amount	N/A	N/A	N/A	N/A	N/A	N/A
Required Bid Security	US\$ 1,600 00	US\$ 1,600 00	US\$ 1,600 00	US\$ 1,600 00	US\$ 1,600 00	US\$ 1,600 00
Remarks	Submitted all requirements	Submitted all requirements	Submitted all requirements	Submitted all requirements	Submitted all requirements	Submitted all requirements
Sicelile Ncube BEC Chairman		Nkosilathi Ncube BEC Member				
PMO/End-user Unit	Representative		Representative			

- All bidders were administratively compliant to the requirements of the bidding document.

**STAGE 2: TECHNICAL EVALUATION**

The technical compliant sheet as shown in the extract of the bidding document below was used to ascertain if bidders complied with required specifications or if they offered acceptable alternative specifications.

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**Technical Specification and Compliance Sheet**

Name of Bidder:

Bidder's Reference Number:

*The Goods and Related Services must comply with following Technical Specifications and Standards: [Columns a and b are completed by the Procuring Entity. Column c must be completed by the Bidder to indicate the full specification of the items offered and their compliance with the specification required (in Column b)]*

A	b	c
Item No	Item description and full technical Specification required (including applicable standards)	{Confirm full specification of items offered by Bidder <u>and</u> compliance of items to detail in column b}
1	Engine Capacity: 124.8cc	
2	Power: 6.32KW/7000rpm	
3	Torque: 10.11Nm/5000rpm	
4	Gearbox: 4 speed	
5	Tank capacity: 10L	
6	Fuel system: Carburetor	
7	Fuel consumption: 64km/Litre	
8	Cylinders: 1	
9	Valves per cylinder: 2	
10	Drive: Chain	
11	Front Suspension: Telescopic forks	
12	Rear Suspension: Twin shock, Double tube, 5x adjustable spring load.	

The detailed technical evaluation will examine the technical specification of the items offered in column c and determine whether this meets the minimum specification in column b. Bidders must complete column c or their tender will be rejected. **Bidders are required to include technical literature to positively support the details provided in column c.**

The following observations were made;

The committee noted that bidders were simple indicating "compliant" on column c of the technical specification compliance sheet or just duplicating the minimum specifications provided in the bidding document. The committee resolved that all bidders be requested to submit catalogues and technical data sheets showing full information of their motorcycles in order to evaluate objectively.

After the assessment of the submitted data sheets and catalogues provided by the suppliers, the following observations were made.

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NAME OF BIDDER	OBSERVATION
RGR Agri Solutions	The bidder did not comply with specification number 3,5 & 7
Headbolls Investments	The bidder did not comply with specification number 3,5 & 7
Shortpage Trading t/a Lifestyle Motors	The bidder did not comply with specification number 7
Speed bikes	The bidder did not comply with specification number 12

The above listed bids were therefore rejected because they did not meet all the technical specifications as required in the compliance sheet of the bidding document.

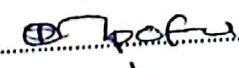
**STAGE 3: FINANCIAL EVALUATION**


Only two bids Honda Centre Twenty Ten and Manica Bikes were considered for the financial evaluation. The bids were checked to ascertain that all the line items were quoted for and that they had no arithmetic errors.

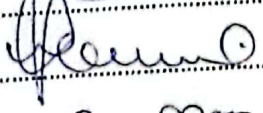
**RECOMMENDATION OF AWARD**

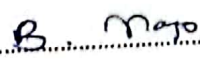
The Evaluation Committee recommends that Manica Bikes Pvt Ltd be awarded the tender for the supply and delivery of 31 motorcycles at a total cost of USD45,275.50 on the basis of being the lowest responsive bid. The committee further recommends that the next ranked bidder be awarded the contract to supply the 31 motorcycles in the event that the awarded bidder fails to fulfill the contract.

**EVALUATION COMMITTEE SIGNATURES**

S Mpofo .....  ..... Date ..... 11/11/24

S Ncube .....  ..... Date ..... 11/11/24

M Nkomo .....  ..... Date ..... 11.11.2024

B Moyo .....  ..... Date ..... 11/11/2024

.....  .....  
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CHAIRPERSON'S COMMENT:

The minutes are a true reflection of what transpired during the valuation meeting

SIGNATURE..... *[Signature]* ..... DATE 11/11/2024

HEAD OF PMU'S COMMENTS:

The procurement process was conducted in line with the objectives of the PPDA Act

SIGNATURE..... *[Signature]* ..... DATE 11.11.2024

ACCOUNTING OFFICER'S COMMENTS:

The procurement of motorcycles is authorized as per the award by the evaluation committee

SIGNATURE..... *[Signature]* ..... DATE 19/11/2024

GWANDA RURAL DISTRICT COUNCIL  
CHIEF EXECUTIVE OFFICER  
19 NOV 2024  
P.O. BOX 59, GWANDA  
TEL: 08428-22369 / 08428-22312  
FAX: 08428-23102

*[Signature]*  
CHAIRPERSON'S SIGNATURE

11/11/24  
DATE