

Date : 7 October 2024

Time : 1537 hrs to 1700 hrs

In Attendance

Mr T Munatswa	Executive Officer Planning (Chairing)
Mrs R Gumbo	Executive officer Social services and Housing
Mr T Tsoka	Executive Officer HR and Admin
Mr B Mbava	Procurement Officer
Miss S Mlambo	Executive Officer Finance
MR L Matongo	Executive Officer Agric and Natural Resources

Mrs R Chinembiri
Minuting

Confirmation Signature:.....



Date:.....

CHAIRPERSON'S OPENING REMARKS

The chairman welcomed everyone present and Mrs R Gumbo led with a word of prayer. The Chairman went on to highlight the purpose of the meeting which was to evaluate Tender Number CHIRURDC/1/2029 for supply and delivery of Motorbikes for the councillors.

Evaluation and adjudication of the tenders

The evaluation committee agreed on the mandatory requirements for eligibility to participate in the tender as stipulated in the Standard bidding document. Therefore the evaluation included the following mandatory requirements as stipulated in the Standard Bidding Document.

- a. Bid submission sheet with 60 days validity period.
- b. Company profile
- c. Certificate of incorporation
- d. Tax clearance, NASSA certificate, CR14 and CR6
- e. Completed technical bid
- f. Completed financial bid
- g. dealership certificate
- h. Technical data sheet
- i. Technical specification and compliance

The evaluation Committee agreed to shortlist the companies that were compliant with the administration requirements.

Evaluation for Administrative compliance with mandatory tender requirements

Confirmation Signature:.....



.....Date:.....

Name of company	Company profile	Cr6 and cr14	VALID Dealership certificate	Certificate of incorporation	Tax clearance profile, tax clearance, NSSA	Technical bid	VAT registration certificate	BID VALIDITY OF 60 DAYS	Financial bid	Bid submission sheet	Brochures and Technical data sheet
SHARTPAGE (PVT) LTD	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
HEADBOLLS (PVT) LTD	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	YES	Yes
STOCKHACK (PVT) LTD	Yes	Yes	Yes	Yes	YES	Yes	No	Yes	Yes	Yes	Yes
MANICA BIKES (PVT) LTD	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Name of company	Technical Specification and compliance sheet	60 days bid validity
SHARTPAGE (PVT) LTD	Yes	Yes
HEADBOLLS (PVT) LTD	Yes	Yes
STOCKHACK (PVT) LTD	Yes	Yes
MANICA BIKES (PVT) LTD	YES	YES

All the suppliers passed the eligibility evaluation.

Confirmation Signature:.....



Date:.....

EVALUATION ON TECHNICAL COMPLIANCE TO THE TENDER


COMPANY NAME	COMPLIANT/NON-COMPLIANT
HEADBOLLS INVESTMENT PVT LTD	COMPLIANT
SHARTPAGE (PVT) LTD	COMPLIANT
STOCKHACK (PVT) LTD	COMPLIANT
MANICA BIKES (PVT) LTD	COMPLIANT

All the FOUR suppliers complied with the technical Criteria.

Evaluation on Compliance with the requirements of the financial criteria

COMPANY NAME	Unit prize	Total prize
HEADBOLLS PVT LTD	USD 1190	USD 39270.00
SHARTPAGE (PVT) LTD	USD1400	USD 46 200.00
STOCKHACK (PVT) LTD	USD1400	USD 46 200.00
MANICA BIKES (PVT) LTD	USD 1460.50	USD 48 196.50

After evaluating the four bids, the committee recommended that the tender for the supply and delivery of 33x motor bikes be awarded to HEADBOLLS (PVT) LTD they offered the most economic advantageous tender.

Confirmation Signature:  Date:

Proposed by: Ms S MLAMBO

Seconded by: Mr T Tsoka

Closure

There being no other business, the meeting was declared closed at 1700 hours with a prayer from Mr L Matongo.

Confirmation Signature:.....



Date:.....