\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**GUTU RURAL DISTRICT COUNCIL**

Final -Minutes of Evaluation committee for the Supply and Delivery of Motor bikes

Date 29/10/2024

Time 0800 HRS

Venue Board Room

**Present**

**Name Designation in Council**

MR T Shumba Treasurer

Eng B Mutusva District Engineer (Chairing)

Mr P Mazambara Environment Officer

Mr J Ndahwi Town Board Administrator

Mr P Madzimure Procurement Officer (PMU representative)

**Opening Remarks**

The Chairperson welcomed all members present to the meeting and Mr Shumba gave an opening prayer. Eng Mutusva went on to mention that the objective of the meeting was to conclude evaluation process followings site visits made on 24 October 2024.

Checklist

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Company name** | **Brand name** | **Physically located** | **Availability of back up spares** | **Availability of stocks** | **Original documents Authenticity check** |
| HEADBOLLS INVESTMENTS PVT LTD | GATOMA | *Yes* | *yes* | *yes* | authentic |
| Shortpage Trading T/A Lifestyle Motors | LIFESTLYE | *Yes* | *yes* | *yes* | authentic |
| Stochack Trading t/a Eurostar Electric Co. Ltd. | JINCHENG | *Yes* | *yes* | *yes* | authentic |
| Eagles Bikes Pvt Ltd | EBA | *Yes* | *yes* | *yes* | authentic |

The panel noted that all the companies have stocks and are able to supply and deliver

Headbolls investments Pvt Ltd the submitted the lowest bid which meets the price and non-price criteria specified in the bidding documents in terms of section 55.1 (a) of the procurement act.

**RECOMMENDATION**

That the tender for the supply and delivery of brand new motorbikes be awarded to Headbolls Investments Pvt Ltd

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name** | **Brand Name** | **Unit Price** | **Total Price** |
| HEADBOLLS INVESTMENTS PVT LTD | GATOMA | 150cc USD $1 190  125cc USD $1 040 | USD $61 120 |

**Closure of Meeting**

There being no other business to discuss the Chairperson thanked all the members present and the meeting ended at 0820HRS with Mr Shumba giving a closing prayer.

***Confirmation***

***Chairperson …………………………………. Date……………….***