



Minutes of Meeting

Date: 04/10/2024

Subject:	PROCUREMENT EVALUATION MEETING FOR SUPPLY AND DELIVERY OF TOYOTA PRADO LC ADVENTURE PLUS	
Venue:	Main Boardroom	
Time:	09.00 p.m. – 10.00 p.m.	
Minutes taken by:	Tawanda Savanhu	
Attendees:		
Tendai Nyamadzawo		
Shepherd Changwa		
Tawanda Savanhu		
Tinashe Tagwirei		
Tapiwa Zhou		
Bernard Gambe		
Friend Kandenga		



Minutes of Meeting
Date: 04/10/2024

Topic	Discussion
Tender Background and Opening	<ul style="list-style-type: none">• The Society requested from PRAZ a restricted bidding process and shorter bidding period for the purchase a Toyota Prado LC Adventure Plus for the Managing Director post Cabinet Approval and PRAZ Approval.• The tender was restricted to Toyota Dealers only which were registered with the Procurement Regulatory Authority.• The tender was flighted on the e-GP System on 16th of September 2024. The bidding period closed on the 24th of September 2024.• The tender opening was conducted on the e-GP System and was opened on the 25th of September 2024 and 4 bids were received.
Computation of Ratings	<ul style="list-style-type: none">• The tender was to be award under the Lowest Cost Base evaluation.• The Bids were to be evaluated at 3 Stages,<ol style="list-style-type: none">1. Mandatory Requirements2. Technical Proposal and Specification3 Financial Proposal.• Bidders which were to fail at any stage of the evaluation were automatically eliminated.



Minutes of Meeting

Date: 04/10/2024

Topic	Discussion
MANDATORY REQUIREMENTS	<ul style="list-style-type: none">• SUPPLY AND DELIVERY OF DIESEL GENERATORS• The Following were the requirements for the Mandatory tender:<ol style="list-style-type: none">1. COMPANY REGISTRATION DOCUMENTS2. COMPANY PROFILE3. ZIMRA CERTIFICATE4. PRAZ REGISTRATION5. NSSA CERTIFICATE6. REFERENCES Minimum 37. OEM CERTIFICATE8. WARRANTY PERIOD9. CVS AND CERTIFICATES MINIMUM 310. DECLARATIONS



Minutes of Meeting

Date: 04/10/2024

Topic	Discussion
MINIMUM ELIGIBILITY CRITERIA	<ul style="list-style-type: none">• Categories to be checked:<ul style="list-style-type: none">- Certified copies of Company or Firm’s Registration Certificate;- Form CR14 or equivalent list of Directors;- Form CR 6 or equivalent registered office/ principal place of business of the company.- Must be registered with the Zimbabwe Revenue Authority (ZIMRA),- Must be registered with the National Social Security Authority (NSSA)- Must attached provide proof of registration with Procurement Regulatory Authority (PRAZ) in the relevant category.- Warranty – Suppliers should provide warranty of at least 3 years or 100,000 km whichever comes first- The bidder and OEM should not be currently blacklisted- Bidder should declare any litigation history- Bidder should declare that there is no conflict of interest with Bank’s business



Minutes of Meeting

Date: 04/10/2024

Mandatory Requirements

VALUATION CRITERIA	Earlygrey Motors	Byword Trading	Toyota Zimbabwe	Croco Motors
COMPANY REGISTRATION DOCUMENTS (CR14, CR6)	C	C	C	C
COMPANY PROFILE	C	C	C	C
ZIMRA CERTIFICATE	C	C	C	C
PRAZ REGISTRATION	C	C	C	C
NSSA CERTIFICATE	C	C	C	C
DECLARATION	C	C	C	C
WARRANTY PERIOD	C	C	C	C
REFERENCES 3 TRACEABLE REFERENCES	C – Reference Letters were fully submitted however bidder did not submit contract/purchase order therefore the TEC decided to waiver the requirement as it may have confidentiality implications with the supplier using Section 30 (4) of the General Regulation	C – Reference Letters were fully submitted however bidder did not submit contract/purchase order therefore the TEC decided to waiver the requirement as it may have confidentiality implications with the supplier using Section 30 (4) of the General Regulation	C – Reference Letters were fully submitted however bidder did not submit contract/purchase order therefore the TEC decided to waiver the requirement as it may have confidentiality implications with the supplier using Section 30 (4) of the General Regulation	C - Reference Letters were fully submitted however bidder did not submit contract/purchase order therefore the TEC decided to waiver the requirement as it may have confidentiality implications with the supplier using Section 30 (4) of the General Regulation
OEM CERTIFICATE	NC – Attached Dealership from Jim Auto Motors which is not from the Toyota Supply Chain In Zimbabwe	NC – Attached a Dealership from Sloca Distribution and warranty cover from Carnival Toyota South Africa which is not from the Toyota Supply Chain In Zimbabwe	C	C

Technical Evaluation

Technical Characteristics	PRADO 2.8L DSL 8AT ADV PLUS	Toyota Zimbabwe	Croco Motors



Minutes of Meeting

Date: 04/10/2024

Type – Vehicle Brand	Luxury SUV (GDJ250R-GNZAY AP)	Compliant	Compliant
Ground clearance	215.3mm	Compliant	Compliant
Wheels and tyre size	265/60R20	Compliant	Compliant
Drive Mode	Sport, Normal, et Eco	Compliant	Compliant
Year of Manufacture	Brand New	Compliant	Compliant
Type of Fuel	Diesel only (Cap 80L)	Compliant	Compliant
Engine	Engine size: 2400cc-3000cc	Compliant	Compliant
Transmission	Automatic (All Time 4x4)	Compliant	Compliant
Maximum Power Output (DIN hp)	204/3000-3400	Compliant	Compliant
Maximum Power Output (Kw/rpm)	150@3000-3400	Compliant	Compliant
Maximum torque (Nm/rpm)	500@1600-2800	Compliant	Compliant
Displacement	2755	Compliant	Compliant
Dimensions LxWxH (mm)	4925x1980x1935	Compliant	Compliant
Gross vehicle weight (kg)	3100	Compliant	Compliant
Curb weight, min-max(kg)	2515	Compliant	Compliant
Breaks	Parking – Electric, Front & Rear – Ventilated Discs	Compliant	Compliant
Suspension	Front – Double Triangle, Rear – Multi- Link	Compliant	Compliant
Wheels	Alloy	Compliant	Compliant
Interior Upholstery	Leather	Compliant	Compliant



Minutes of Meeting

Date: 04/10/2024

Exterior	As Manufacturer's standard design and features for the model GDJ250R-GNZAY AP	Compliant	Compliant
Interior & Comfort	As Manufacturer's standard design and features for the model GDJ250R-GNZAY AP	Compliant	Compliant
Passive Safety	As Manufacturer's standard design and features for the model GDJ250R-GNZAY AP	Compliant	Compliant
Active Safety	As Manufacturer's standard design and features for the model GDJ250R-GNZAY AP	Compliant	Compliant

Financial Evaluation

SI	MINIMUM ELIGIBILITY CRITERIA	Toyota Zimbabwe	Croco Motors
1	Supply and Delivery of Toyota Prado LC Adventure Plus	US\$115,715.00	US\$116,600.00

Recommendations







After taking into consideration all facts regarding the evaluation of the request for proposal for Supply and Delivery of Toyota Prado LC Adventure Plus, the Tender Evaluation Committee recommend **Toyota Zimbabwe** at a total value of **US\$115,715.00**.

Name	Signature	Date
Tendai Nyamadzawo		08/10/2024



Minutes of Meeting

Date: 04/10/2024

Shepherd Changwa	 <small>Shepherd Changwa (Oct 8, 2024 09:52 GMT+2)</small>	08/10/2024
Tawanda Savanhu	 <small>Tawanda Savanhu (Oct 8, 2024 09:07 GMT+2)</small>	08/10/2024
Tinashe Tagwirei		08/10/2024
Tapiwa Zhou	 <small>Tapiwa Zhou (Oct 9, 2024 04:48 GMT+2)</small>	09/10/2024
Bernard Gambe	 <small>Bernard Gambe (Oct 9, 2024 04:43 GMT+2)</small>	09/10/2024
Friend Kandenga		08/10/2024












Tender Evaluation Meeting Minutes

Final Audit Report

2024-10-09

Created:	2024-10-08
By:	Tawanda Savanhu (tawanda.savanhu@nbs.co.zw)
Status:	Signed
Transaction ID:	CBJCHBCAABAAHTOW3TssJHG9aYPsMPYmjys8VLGI-Dg5

"Tender Evaluation Meeting Minutes" History

-  Document created by Tawanda Savanhu (tawanda.savanhu@nbs.co.zw)
2024-10-08 - 7:04:16 AM GMT- IP address: 102.217.50.118
-  Document emailed to tendai.nyamadzawo@nbs.co.zw for signature
2024-10-08 - 7:07:31 AM GMT
-  Document emailed to shepherd.changwa@nbs.co.zw for signature
2024-10-08 - 7:07:32 AM GMT
-  Document emailed to Tawanda Savanhu (tawanda.savanhu@nbs.co.zw) for signature
2024-10-08 - 7:07:32 AM GMT
-  Document emailed to Bernard Gambe (bernard.gambe@nbs.co.zw) for signature
2024-10-08 - 7:07:32 AM GMT
-  Document emailed to Friend Kadenga (friend.kandenga@nbs.co.zw) for signature
2024-10-08 - 7:07:32 AM GMT
-  Document emailed to Tapiwa Zhou (tapiwa.zhou@nbs.co.zw) for signature
2024-10-08 - 7:07:33 AM GMT
-  Document emailed to Tinashe Tagwireyi (tinashe.tagwireyi@nbs.co.zw) for signature
2024-10-08 - 7:07:33 AM GMT
-  Document e-signed by Tawanda Savanhu (tawanda.savanhu@nbs.co.zw)
Signature Date: 2024-10-08 - 7:07:43 AM GMT - Time Source: server- IP address: 102.217.50.118
-  Email viewed by Tinashe Tagwireyi (tinashe.tagwireyi@nbs.co.zw)
2024-10-08 - 7:07:56 AM GMT- IP address: 77.246.52.183
-  Document e-signed by Tinashe Tagwireyi (tinashe.tagwireyi@nbs.co.zw)
Signature Date: 2024-10-08 - 7:08:47 AM GMT - Time Source: server- IP address: 77.246.52.183




Powered by
Adobe
Acrobat Sign

 Email viewed by shepherd.changwa@nbs.co.zw

2024-10-08 - 7:32:00 AM GMT- IP address: 102.217.50.118

 Signer shepherd.changwa@nbs.co.zw entered name at signing as Shepherd Changwa

2024-10-08 - 7:32:49 AM GMT- IP address: 102.217.50.118

 Document e-signed by Shepherd Changwa (shepherd.changwa@nbs.co.zw)

Signature Date: 2024-10-08 - 7:32:51 AM GMT - Time Source: server- IP address: 102.217.50.118

 Email viewed by tendai.nyamadzawo@nbs.co.zw


2024-10-08 - 7:45:27 AM GMT- IP address: 104.47.11.254

 Signer tendai.nyamadzawo@nbs.co.zw entered name at signing as Tendai Nyamadzawo


2024-10-08 - 7:47:37 AM GMT- IP address: 77.246.53.147

 Document e-signed by Tendai Nyamadzawo (tendai.nyamadzawo@nbs.co.zw)

Signature Date: 2024-10-08 - 7:47:39 AM GMT - Time Source: server- IP address: 77.246.53.147

 Email viewed by Friend Kadenga (friend.kandenga@nbs.co.zw)

2024-10-08 - 8:12:30 AM GMT- IP address: 154.120.240.182

 Tawanda Savanhu (tawanda.savanhu@nbs.co.zw) added alternate signer bernard.gambe@lenderspark.co.zw. The original signer Bernard Gambe (bernard.gambe@nbs.co.zw) can still sign.

2024-10-08 - 2:07:28 PM GMT- IP address: 102.217.50.118

 Document emailed to bernard.gambe@lenderspark.co.zw for signature

2024-10-08 - 2:07:28 PM GMT

 Document e-signed by Friend Kadenga (friend.kandenga@nbs.co.zw)

Signature Date: 2024-10-08 - 3:54:14 PM GMT - Time Source: server- IP address: 154.120.240.182

 Document e-signed by Bernard Gambe (bernard.gambe@nbs.co.zw)

Signature Date: 2024-10-09 - 2:43:26 AM GMT - Time Source: server- IP address: 41.175.112.127

 Document e-signed by Tapiwa Zhou (tapiwa.zhou@nbs.co.zw)

Signature Date: 2024-10-09 - 2:48:06 AM GMT - Time Source: server- IP address: 197.221.253.27

 Agreement completed.

2024-10-09 - 2:48:06 AM GMT

