



ZIMBABWE

## MINISTRY OF ENERGY AND POWER DEVELOPMENT

REPORT ON AN EVALUATION : FRAMEWORK AGREEMENT FOR MOTOR VEHICLE REPAIRS,  
MAINTENANCE AND TOWING SERVICES: MOEPD/FRAM/06/2024

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### INTRODUCTION

The Procurement Management Unit supervised the Evaluation Committee during the evaluation process. Find attached the evaluation report.

### FINDINGS

The Evaluation Committee followed the standard evaluation criteria as stated in the bidding document starting with the preliminary evaluation which checks on mandatory requirements, the financial evaluation which looks at the price criteria and finally the technical evaluation which showcases the conformance to specifications and compliance thereof. After a desk evaluation the Evaluation Committee (EC) embarked on supplier visits in which the three suppliers (3) proved to be worthwhile. These visits were mainly to check on the mere existence of the supplier, their premises, looked at necessary registrations, operations and supplier capability to supply and the general housekeeping and workmanship of the company. The Evaluation Committee conducted a due diligence exercise to ascertain the availability of equipment and the ability of the supplier to deliver the services . (See attached Due diligence report.

**RECOMMENDATIONS**

The Evaluation report was done according to the set evaluation criteria in the bidding document that was issued to bidders. The PMU concurs with the recommendation made to shortlist Willowvale Motor Industries, Croco Motors and High Profile Motors for the supply of repairs, servicing , maintenance and towing services. The evaluation report is hereby attached

**Recommendations made by:**

Makumbe F (Ms).....*[Signature]*..... Date.....*25.11.2024*

**(Head of Procurement Management Unit)**

Approved/ ~~No~~ Approved

Dr G.S Magombo.....*[Signature]*..... Date.....*26/11/24*

**(Secretary for Energy and Power Development)**





**MINISTRY OF ENERGY AND POWER DEVELOPMENT**  
**EVALUATION REPORT ON FRAMEWORK AGREEMENT TENDER FOR THE**  
**PROVISION OF MOTOR VEHICLE REPAIRS, MAINTENANCE AND**  
**TOWING SERVICES**

Tender Number: **MOEPD/FRAM/06/2024**

**NOVEMBER 2024**

## 1. INTRODUCTION

Following the request by the Procurement Management Unit to evaluate the tender flighted on provision of vehicle maintenance services, the Evaluation committee met on 6 November 2024. The documentation was sent to all members who met for the meeting as composed below;

### Present:

Mr T Muvirimi

Deputy Director Monitoring and Evaluation (Chairperson)

Ms W Tafirenyika

Administration Officer (member)

Ms S Chiota

I T Officer ( (member) Minuting

Ms G Marabada

Chief Energy Development Officer (member)

Dr S Kavu`

Principal Energy Development Officer (member)

Mr H.T Chakwenda

Procurement Officer (Ex officio)

Mr S Chijiri

Procurement Officer (Ex officio)

## 2. Background

*Ministry of Energy and Power Development* issued Bidding Document (BD) as part of the Primary Procurement process for the provision of motor vehicle repairs, maintenance and towing services through an *Open Framework Agreement* Framework Agreement (FA) to be concluded with the successful Bidder(s).The period for the scope of services covers 36 months.

2.1 The objective of this framework is to determine the optimum vehicle repairs, maintenance and towing services

2.2 The Consultant's core duties will include but not limited to:

Vehicle repairs,

Vehicle servicing,

Vehicle maintenance and ;

Vehicle towing

**3. BIDS/ (APPLICATIONS) RECEIVED**

The following bids were received from PMU:

**Table 1: List of Received Applications**

Application Number	Name of Applicant	Address	Number of bids
1.	Willowvale Motor Industries	Willowvale Hararae	1
2.	Croco Motors		1
3	High Profile Motors	Graniteside Harare	1

**4. EVALUATION CRITERIA**

According to bidding document, interested firms were supposed to provide the following:

- 1. Preliminary examination :**  
All documents required to confirm the eligibility of Bidders in terms of section 28 (1) of the Regulations and to confirm that the Bid is administratively compliant in terms of section 28 (2) of the Regulations;
- 2. Technical evaluation :**  
to determine substantial responsiveness to the specifications in the Statement of Requirements;
- 3. Financial evaluation:**  
Comparative schedule to determine the evaluated price of bids and to determine the lowest evaluated bid.

**5 EVALUATION OF APPLICATIONS**

Table 2 below will provide a summary of evaluation of applications using the criteria defined in section 4 above.

**Table2.1: Evaluation of applications**

	<b>Applicant's name: Willowvale Motor Industries.</b>		<b>YES</b>	<b>NO</b>
1.	Provision of information on capacity to undertake the repair, maintenance and tow vehicles	(Provided or not provided)	✓	
2.	<b>Preliminary examination</b>	Mandatory requirements and compliant to requirements of section 28 (1 and 2)	✓	
3.	<b>Technical evaluation:</b> List of key personnel schedule. and compliance with the Statement of requirements for lot 1 and 2)  Due Diligence	i. Proof of relevant qualification and trade experience for personnel.  ii. Verification of bidder's qualification information (see appraisal documents)  iii. Physical existence of the business as per attached proof of ownership of the business, title deeds, shop license or lease agreement.	✓	
4.	<b>Price and Financial Evaluation</b>	Financial evaluations and comparisons to determine the evaluated prices of bids and to determine the lowest evaluated bids	✓	

**Table2.2: Evaluation of applications**

	<b>Applicant's name: Croco Motors</b>		<b>YES</b>	<b>NO</b>
1.	Provision of information on capacity to undertake the repair, maintenance and tow vehicles	(Provided or not provided)	✓	
2.	Preliminary examination	Mandatory requirements and compliant to requirements of section 28 (1 and 2)	✓	
3.	<b>Technical evaluation:</b> List of key personnel schedule. and compliance with the Statement of requirements for lot 1 and 2)  Due Diligence	i. Proof of relevant qualification and trade experience for personnel.  ii. Verification of bidder's qualification information (see appraisal documents)  iii. Physical existence of the business as per attached proof of ownership of the business, title deeds, shop license or lease agreement.	✓	
4.	<b>Price and Financial Evaluation</b>	Financial evaluations and comparisons to determine the evaluated prices of bids and to determine the lowest evaluated bids	✓	

**Table2.3: Evaluation of applications**

	<b>Applicant's name: High Profile Motors</b>		<b>YES</b>	<b>NO</b>
1.	Provision of information on capacity to undertake the repair, maintenance and tow vehicles	(Provided or not provided)	✓	
2.	Preliminary examination	Mandatory requirements and compliant to requirements of section 28 (1 and 2)	✓	
3.	<p><b>Technical evaluation:</b> List of key personnel schedule. and compliance with the Statement of requirements for lot 1 and 2)</p> <p>Due Diligence</p>	<p>iv. Proof of relevant qualification and trade experience for personnel.</p> <p>v. Verification of bidder's qualification information (see appraisal documents)</p> <p>vi. Physical existence of the business as per attached proof of ownership of the business, tittle deeds, shop license or lease agreement.</p>	✓	
4.	<b>Price and Financial Evaluation</b>	Financial evaluations and comparisons to determine the evaluated prices of bids and to determine the lowest evaluated bids	✓	



### Comparison of the financial

The financial bids submitted were according to the services that offered eg, motor vehicle repair part kit, motor vehicle manufacture ( maintenance) services and motor vehicle parts or accessories manufacture services. All bidders showed they are specialized in servicing and repairing the vehicles albeit at different costs.

Name of company	Cost USD	comments
Willowvale Motors Industries	50 310.00	Accepted price which can only be determined as per call off orders
Croco Motors	783 107 90	Accepted price which can only be determined as per call off orders
High Profile Motors	51 831.00	Accepted price which can only be determined as per call off orders

### 6 REJECTED APPLICATIONS

No company was rejected

### 7.ACCEPTED APPLICATIONS

Table 4: List of accepted applicants

Name of Applicant
i. Willowvale Motors Industries
ii. Croco Motors
iii. High Profile Motors

### 8. SANCTION VERIFICATION

The shortlisted firms are not debarred according to the sanction listing on the PRAZ website under the debarment and sanctions.

### 9. RECOMMENDATION

All three (3) were shortlisted for the supply of the services

**CONFIRMED BY:**

Ms. G. Marabada      Signature: .....      Date: .....  
**Chief Energy Development Officer: Member**

Ms. S. Chiota:      Signature:  .....      Date: 11-11-24  
**Information Technology Officer: Member**

Ms. W. Tafirenyika      Signature:  .....      Date: 11/11/2024  
**Administration Officer: Member**

Dr. S. Kavu      Signature:  .....      Date: 11/11/2024  
**Principal Energy Development Officer: Member**

Mr. T. Muvirimi:      Signature:  .....      Date: 11/11/24  
**Deputy Director Monitoring and Evaluation: Chairperson**

# SUPPLIER APPRAISAL FOR CROCO MOTORS

## General Information

Vendor Name: Croco Motor Pvt Ltd

Phone: +263-4-621081-8

Fax: +263-4-621089/ 669222

Vendor Address: 35 Douglas Road Workington Harare

Type of business: Manufacturer, Dealer, Distributor and vehicle maintenance

### Appraisal by:

Evaluation Committee: Mr Muvirimi

Ms Chiota

Ms W Tafirenyika

Procurement: Chakwenda H.T.

### Products/Equipment

### Products / Equipment under review

Ramp

✓

X

Pit			
Diagnostic machines			
Tow truck/ wrecker			
<b>AREA OF APPRAISAL</b>		✓	X
<b>Quality Assurance Management</b>	• Receiving inspection and control of vehicle maintenance services	✓	
	• Planning	✓	
	• Recording	✓	
	• Personnel experience	✓	
	• Environment in general (oil leakages, slippery floors)	✓	
<b>Quality Key Personnel</b>	• Workshop foreman		
	• Mechanics		
	• Auto electrician		
	• Artisans/ Journeyman class 1		
<b>Quality System Compliance</b>	<ul style="list-style-type: none"> <li>• ISO 9001 Compliant</li> <li>• OHS certification</li> <li>• Maintaining zero tolerance to design related non- conformities</li> </ul>		

<b>Capacity to Deliver</b>			
	<b>Inventory-They have component stores</b>		
	• Spares stores for various vehicles		
	• General stocks		
	<b>Production: Machines</b>	✓	X
	• Capacity	✓	
	• Capability	✓	
	• Operator skills	✓	
	• Maintenance	✓	
	• Environmental safety/ layout	✓	
	<b>Production: Tooling Capability</b>	✓	X
	• Manufacture	✓	
	• Maintenance	✓	
• Storage	✓		
• Tooling control	✓		

Main Customers	Local	Foreign
	Hippo valley and Triangle Estates	South Africa
	DDF, ARDA, Tobacco Research Board	Malawi
	City of Harare	Mozambique
	most of the municipalities	Zambia
	Ministry of Defense	
<b>Delivery</b>	The company has tools in place to monitor lead time and has some automated machines with high production output. The company is prepared hire specialist for other services they cannot provide (third party logistics)	
<b>Experience</b>	The company was established for more than 40 years. The company has built a reputation for itself with most of the municipalities and individual farmers relying on it.	
<b>Competency / proficiency</b>	The company has the skill, the ability and capacity to deliver  The company is an associate member of AA	
<b>Professionalism</b>	The company premises are well laid out and one can easily follow the manufacturing processes from design to the finished product.  Have good public relations	
<b>Rating summary Index</b>	✓ Approved	X Not approved

# SUPPLIER APPRAISAL FOR HIGH PROFILE MOTORS

## General Information

Vendor Name: High Profile Motors

Phone: +263-772944639

Fax:

Vendor Address: Unit 16 Motor City Complex Graniteside Harare

Type of business: Vehicle maintenance and repairs

Appraisal by:

Evaluation Committee: Mr Muvirimi

Ms Chiota

Ms W Tafirenyika

Procurement: Chakwenda H.T.

Products/Equipment

Products / Equipment under review

✓

X

Ramp

Pit	✓	
Diagnostic machines	✓	
Tow truck/ wrecker		
<b>AREA OF APPRAISAL</b>		✓ X
<b>Quality Assurance Management</b>	• Receiving inspection and control of vehicle maintenance services	✓
	• Planning	✓
	• Recording	✓
	• Personnel experience	✓
	• Environment in general (oil leakages, slippery floors)	✓
<b>Quality Key Personnel</b>	• Workshop foreman	
	• Mechanics	
	• Auto electrician	
	• Artisans/ Journeyman class 1	
<b>Quality System Compliance</b>	<ul style="list-style-type: none"> <li>• ISO 9001 Compliant</li> <li>• OHS certification</li> <li>• Maintaining zero tolerance to design related non- conformities</li> </ul>	



Capacity to Deliver			
	Inventory-They have component stores		
	• Spares stores for various vehicles		
	• General stocks		
	Production: Machines	✓	X
	• Capacity	✓	
	• Capability	✓	
	• Operator skills	✓	
	• Maintenance	✓	
	• Environmental safety/ layout	✓	
	Production: Tooling Capability	✓	X
	• Maintenance	✓	
	• Storage	✓	
• Tooling control	✓		
•			

Main Customers	Local	Foreign
	Zimra	
	FBC Bank	
	Zimra	
	Zb Bank	
	SMEDCO	
<b>Delivery</b>	<p>The company has tools in place to monitor lead time and has some automated machines with high production output. The company is prepared hire specialist for other services they cannot provide (third party logistics)</p>	
<b>Experience</b>	<p>The company was established for more than 17years. The company has built a reputation for itself with most of the municipalities and individual farmers relying on it.</p>	
<b>Competency / proficiency</b>	<p>The company has the skill, the ability and capacity to deliver</p> <p>The company is an associate member of MIAZ</p>	
<b>Professionalism</b>	<p>The company premises are well laid out and one can easily follow the manufacturing processes from design to the finished product.</p> <p>Have good public relations</p>	
<b>Rating summary Index</b>	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Not approved

# SUPPLIER APPRAISAL FOR WILLOWVALE MOTORS INDUSTRIES

## General Information

Vendor Name: Willowvale Motor Industries Pvt Ltd      Phone: +263-0242-620811-8      Email: sales@wmmi.co.zw

Vendor Address: 1-6 Dagenham Rd/Cnr Gleneages, Willowvale Harare

Type of business: Dealer, Distributor, Vehicle maintenance and Repairs

### Appraisal by:

Evaluation Committee: Mr Muvirimi

Ms Chiota

Ms W Tafirenyika

Procurement: Chakwenda H.T.

### Products/Equipment

### Products / Equipment under review

Products/Equipment	Products / Equipment under review
	✓ X
Ramp	-

Pit			
Diagnostic machines			
Tow truck/ wrecker			
<b>AREA OF APPRAISAL</b>		✓	X
<b>Quality Assurance Management</b>	• Receiving inspection and control of vehicle maintenance services	✓	
	• Planning	✓	
	• Recording	✓	
	• Personnel experience	✓	
	• Environment in general (oil leakages, slippery floors)	✓	
<b>Quality Key Personnel</b>	• Workshop foreman		
	• Mechanics		
	• Auto electrician		
	• Artisans/ Journeyman class 1		
<b>Quality System Compliance</b>	<ul style="list-style-type: none"> <li>• ISO 9001 Compliant</li> <li>• OHS certification</li> <li>• Maintaining zero tolerance to design related non- conformities</li> </ul>		

<b>Capacity to Deliver</b>			
	<b>Inventory-They have component stores</b>		
	• Spares stores for various vehicles		
	• General stocks		
	<b>Production: Machines</b>	✓	X
	• Capacity	✓	
	• Capability	✓	
	• Operator skills	✓	
	• Maintenance	✓	
	• Environmental safety/ layout	✓	
	<b>Production: Tooling Capability</b>	✓	X
	• Manufacture	✓	
	• Maintenance	✓	
	• Storage	✓	
	• Tooling control	✓	

Main Customers	Local	Foreign
	Ministry of Foreign Affairs	
	ZETDC	
	POWERTEL COMMUNICATIONS	
	TELONE PVT LTD	
Delivery	<p>The company has tools in place to monitor lead time and has some automated machines with high production output. The company is prepared hire specialist for other services they cannot provide (third party logistics)</p>	
Experience	<p>The company was established for more than 63 years. The company has built a reputation for itself with most of the municipalities and individual farmers relying on it.</p>	
Competency / proficiency	<p>The company has the skill, the ability and capacity to deliver</p> <p>The company is an associate member of AA</p>	
Professionalism	<p>The company premises are well laid out and one can easily follow the manufacturing processes from design to the finished product.</p> <p>Have good public relations</p>	
Rating summary Index	<input checked="" type="checkbox"/> Approved	<input type="checkbox"/> Not approved