

Government of Zimbabwe

BIDDING DOCUMENT

FOR

THE PROCUREMENT OF NON-CONSULTANCY SERVICES

NATIONAL TENDER

ZIMRA NCB 29/2021



July 2021

BIDDING DOCUMENT FOR THE PROVISION OF CLEANING SERVICES FOR A PERIOD OF 2 YEARS.

PROCUREMENT REFERENCE No: NATIONAL TENDER ZIMRA NCB 29/2021

PROVISION OF CLEANING SERVICES

PROCUREMENT REFERENCE NUMBER: NATIONAL TENDER ZIMRA NCB 29/2021

PROCURING ENTITY: ZIMBABWE REVENUE AUTHORITY

DATE OF ISSUE: JULY 30, 2021

SITE VISIT: COMPULSORY (SEE ANNEXURE D)

CLOSING DATE: AUGUST 31, 2021



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PART 1 BIDDING PROCEDURES

PART 1: BIDDING PROCEDURES

References:

References to the Act are to the Public Procurement and Disposal of Public Assets Act [Chapter 22:23] and references to the Regulations are to the Public Procurement and Disposal of Public Assets (General) Regulations (Statutory Instrument No. 5 of 2018). The terms and requirements in the Act and Regulations govern the submission of Bids and should be read by all Bidders.

**Procurement Reference Number: NATIONAL TENDER ZIMRA NCB 29/2021
Preparation of Bids**

You are requested to bid for the provision of cleaning services as specified in the Statement of Requirements, by completing and returning the following documentation:

Item No.	Preliminary Evaluation Criteria	Mandatory/ Compulsory
1.	The Bid Submission Sheet in this Part (Bid Form). This is a Compulsory document to be completed by the Bidder. Only the format in this document will be acceptable.	Mandatory
2.	The Statement of Requirements in Part 2. This is a Compulsory document to be completed by the Bidder. Only the format in this document will be acceptable.	Mandatory
3.	Technical Specification and Compliance Sheet: This is a Compulsory document to be completed by the Bidder. Only the format in this document will be acceptable.	Mandatory
4.	A copy of every document necessary to demonstrate eligibility in terms of section 28 (1) of the Regulations; that is, the legal capacity to enter into a contract, under the law of any country, the bidder is not insolvent, bankrupt or being wound up; not debarred, not failed to comply with any obligation to pay taxes or social security contributions in Zimbabwe, no conflict of interest, not ineligible under the Act to be awarded a procurement contract, declaration of any litigation, etc. Should be on your company letterhead or from your attorney	Mandatory
5.	Supplier Registration number showing that you are registered with the Procurement Regulatory Authority of Zimbabwe (for Zimbabwean companies only)	Mandatory
6.	Proof of payment of bid security (attach receipt)	Mandatory
7.	A copy of CR 14, CR6 and a Certificate of Incorporation or equivalent documents (foreign companies should submit similar company documents from country of company registration).	Mandatory
8.	A valid current tax clearance (for Zimbabwean companies only)	Mandatory

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9.	A copy of your company profile	Mandatory
10.	At least three (3) reference letters showing bidders' direct experience in the successful provision of security services to which at least two (2) of the reference letters <u>must</u> be from reputable commercial institutions.	Mandatory
11.	Proof of VAT Registration (attach registration certificate)	Mandatory
12.	Proof of a valid NSSA Registration (attach registration certificate) of which the proof <u>must</u> tally with the number of employees to be deployed for the lot.	Mandatory
13.	Proof of Cleaning Services Sector Association/Affiliation	Mandatory
14.	Bidders <u>must</u> fully complete the cost breakdown and ensure the quoted prices meet the minimum NEC rates for the security sector industry (attach the most recent Collective Bargaining Agreement)	Mandatory

You are also required to pay the administration fee of ZW\$8,000.00 for Domestic Bidders and USD200.00 for International Bidders payable by bidders for bids subject to prior review by the Special Procurement Oversight Committee (SPOC) in terms of section 54 of the Act and as set out in Part IV of the Fifth Schedule to the Regulations. The above stated fees shall be paid directly to the Procurement Regulatory Authority of Zimbabwe and bidders are required to enclose the proof of payment of the Administration fee together with their bids.

For Bank Transfers, use the below details:

Non Refundable (Local)

Bank Name: Commercial Bank of Zimbabwe
Account Name: Procurement Regulatory Authority of Zimbabwe
Account Number: 01121064850020
Branch: Kwame Nkrumah

FCA Account (foreign deposits)

Bank Name: Commercial Bank of Zimbabwe
Account Name: Procurement Regulatory Authority of Zimbabwe
Account Number: 01121064850040
Branch: Kwame Nkrumah

You are advised to carefully read the complete Bidding Document, as well as the General Conditions of Contract which are available on the PRAZ's website, before preparing your Bid. **Part 3: Contract is provided not for completion at this stage but to enable Bidders to note the Contract terms they will enter into if their Bid is successful.**

The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction. All pages of the Bid must be clearly

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marked with the Procurement Reference Number above, the Bidder's name, and any reference number.

Number of bids allowed

No Bidder may submit more than one bid, either individually or as a joint venture partner in another Bid, except as a subcontractor. Where the procurement is divided into lots and packages, only one Bid can be submitted. A conflict of interest will be deemed to arise if bids are received from more than one Bidder owned, directly or indirectly, by the same person.

Clarification

Clarification of the bidding document may be requested in writing by any Bidder and should be sent to:

The Director, Procurement Management
Zimbabwe Revenue Authority (ZIMRA)
10th Floor, ZB Centre
Corner Kwame Nkrumah Ave/ First Street
Harare, Zimbabwe.

Or via Email to procurement@zimra.co.zw

Such queries should be submitted within 10 days from the date of publication and responses to questions / queries will be made in writing to all prospective bidders at least 5 days before tender closing.

Pre-bid meeting

There is a compulsory pre-bid meeting for this tender as per Annexure D.

Validity of Bids

The minimum period for which the Bidder's bid must remain valid is **120 days** from the deadline for the submission of bids.

Submission of Bids

Bids must be submitted in writing in a sealed envelope to the address below, no later than the date and time of the deadline below. It is the Bidder's responsibility to ensure that they receive a receipt confirming submission of their bid that has correct details of the Bidder and the number of the Bid.

The Bidder must mark the envelope with the Bidder's name and address and the Procurement Reference Number.

Bids should be submitted in triplicate with one (1) original copy marked "ORIGINAL" and two (2) copies each marked "COPY" All 3 copies should be in sealed envelopes clearly marked with the details of the tender, and should be deposited in a tender box situated at the below address. In the event of any discrepancy between the original and the copies, the original will prevail.

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Late bids will be rejected. The Procuring Entity reserves the right to extend the bid submission deadline but will notify all potential bidders who have collected the bidding documents of the amended bid submission deadline.

Date of deadline:	August 31, 2021	Deadline Time:	10:00 hours Harare Time GMT+2 hours
Submission address:	The Director, Procurement Management Zimbabwe Revenue Authority (ZIMRA) 10 th Floor, ZB Centre Corner Kwame Nkrumah Ave/First Street Harare, Zimbabwe		
Means of acceptance:	Bids in the sealed envelopes shall be deposited in a tender box situated at the above address. All the bidders should record their bids in the tender submission register situated thereto, in the format prescribed in the register.		

Bid opening

Bidders and their representatives may witness the opening of bids, which will take place at the submission address immediately following the deadline.

Withdrawal, amendment or modification of Bids

A Bidder may withdraw, substitute, or modify its Bid after it has been submitted by sending a written notice, duly signed by an authorized representative. However, no Bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of Bids and the expiration of the period of Bid validity specified by the Bidder or any extension of that period.

Delivery Requirements

The delivery period required (from the date of contract signing) and the final destination for delivery are as indicated in the Delivery Schedule in Part 2. However bidders may provide their proposed delivery period.

Bid Prices and Discounts

The prices and discounts quoted by the Bidder in the Bid Submission Form and in the Price Schedules must conform to the requirements specified below.

Prices must be quoted as specified in the Price Schedule included in Part 2 Statement of Requirements. In quoting prices, the Bidder is free to use transportation through carriers registered in any eligible country and similarly may obtain insurance services from any eligible country. Prices quoted must include the following costs and components:

- (a) For Goods
 - (i) the price of the Goods and the cost of delivery to the final destination, including the relevant INCOTERM, as stated in the Delivery Schedule;
 - (ii) the custom duties to be paid on the Goods on entry in Zimbabwe, if not already included;

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- (iii) Any other applicable import taxes;
 - (iv) any sales and other taxes due within Zimbabwe which will be payable on the Goods, if not already included;
 - (v) Any rebate or mark-up of the local agent or representative.
- (b) for Related Services, (other than inland transportation and other services required to convey the Goods to their final destination), whenever such Related Services are specified in the Schedule of Requirements: the price of each item comprising the Related Services (inclusive of any applicable taxes).

Bid Security

The Bidder must include Bid Security of **ZW\$131,250.00** (or equivalent for international bidders), in *either* of the following forms;

Option 1 ----- A certified Bank Cheque in the ZIMRA name.

Option 2 ----- A Bank Guarantee in the ZIMRA name

Option 3 ----- A Cash Deposit to PRAZ

The bid security shall be valid for a period of **120 days** after the end of the bidding period.

Any bid not accompanied by a Bid Security or Bid Securing Declaration, where this is a requirement of bidding, will be rejected as non-responsive.

If a bidder chooses options 2 or 3, the following should be noted;

Option 2

Submission of bank guarantee

A standard bank Guarantee of **ZW\$131,250.00** (or equivalent for international bidders), which is valid for 120 days, obtainable from a reputable Registered Commercial Bank.

Please note: The required Bank Guarantee should include the following features and be redeemable in Zimbabwe in order for it to be considered valid:

1. Letterhead of registered commercial bank (i.e. the Supplier of the Bank Guarantee
2. The Header has to clearly state that it is a Bank Guarantee.
3. Purpose of the Bank Guarantee to be clearly stated.
4. The date when the Common Seal of the said Surety was effected should be clearly shown.
5. Conditions of the said Obligations must be stated.
6. The physical address of the Surety should be given.
7. The validity period of the Bank Guarantee must be clearly stated.
8. Signature of surety and the date when it was endorsed must be clearly shown.
9. It must be an original document that is date stamped.
10. Bid Bonds from Insurance Companies are not acceptable.

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11. All foreign Bank Guarantee to be confirmed by a local corresponding Commercial bank in Zimbabwe.

The Bank Guarantee of the unsuccessful bidders will be released immediately after the award of the tender while that of the winning bidder will only be released after signing of contract by both parties

Option 3

If **Option 3** is chosen bidders must pay **ZW\$131,250.00** (or equivalent for international bidders), for the Bid Security that shall be Refundable at the end of the bid validity period plus another **ZW\$28,000.00 & USD350.00** for Domestic Bidders & International Bidders respectively that shall be non-refundable for cash bid bond establishment fee in line with Part 1V of the Procurement Regulations (S.I.5 of 2018). The amount is payable at Procurement Regulatory Authority of Zimbabwe (PRAZ), 76 Samora Machel Avenue, Harare or to be deposited in the respective bank accounts below;

For international tenders, foreign bidders shall establish their bid security in the currency of their bids.

Refundable (Local)

Payment Instructions: This account is to be used for refundable bid security only

Bank Name: Commercial Bank of Zimbabwe
Account Name: Procurement Regulatory Authority of Zimbabwe
Account Number: 01121064850030
Branch: Kwame Nkrumah

Non-Refundable (Local)

Payment Instructions: This Account is to be used for Bid establishment Fees / Non-Refundable fees

Bank Name: Commercial Bank of Zimbabwe
Account Name: Procurement Regulatory Authority of Zimbabwe
Account Number: 01121064850020
Branch: Kwame Nkrumah

FCA Account (Foreign Deposits)

Payment Instructions:

Bank Name: Commercial Bank of Zimbabwe
Account Name: Procurement Regulatory Authority of Zimbabwe
Account Number: 01121064850040
Branch: Kwame Nkrumah

The Bid Security of a Joint Venture (JV) must be in the name of the JV that submits the Bid. If the JV has not been legally constituted at the time of bidding, the Bid Security must be in the names of all intended partners.

Evaluation of Bids

Bids will be evaluated using the following methodology:

1. Preliminary examination to confirm that all documents required have been provided, 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 and comparison to determine the evaluated price of bids and to determine the lowest evaluated bid.

Bids failing any stage will be eliminated and not considered in subsequent stages.

Review by the Special Procurement Oversight Committee

Section 54 of the Act provides for review by the Special Procurement Oversight Committee especially sensitive or especially valuable contracts. This procurement requirement is subject to review by the Special Procurement Oversight Committee hence, at least two identical copies of the bid document are required. Where the copies are not identical, the contents of the bid marked original will alone be considered. Bidders are required to pay administration of **ZW\$16,000.00 for Domestic Bidders and USD200.00 for International Bidders** for contracts subject to review by the Special Procurement Oversight Committee.

Evaluation criteria

The Procuring Entity's evaluation of a Bid will take into account, in addition to the Bid Price, the following criteria and methodologies.

- (a) **Delivery schedule:** The specified Goods are required to be delivered by the date indicated in the Delivery Schedule in Part 2. Bids offering delivery after the date shall be treated as non-responsive.
- (b) **Deviation in payment schedule:** The payment schedule is stated in the Special Conditions of Contract (SCC) in Part 3. A Bidder may propose a deviation from the schedule and if the deviation is considered acceptable to the Procuring Entity, the Bid will be evaluated by calculating interest earned for any earlier payments involved in the terms outlined in the Bid as compared with those stipulated in the SCC, at the rate of interest indicated by the Reserve Bank of Zimbabwe on the closing date for submission of bids.

Eligibility and Qualification Criteria

Bidders are required to meet the criteria in section 28 of the Act to be eligible to participate in public procurement and to be qualified for the proposed contract. They must therefore provide any available documentation and certify their eligibility in the Bid Submission Sheet. To be eligible, Bidders must

1. have the legal capacity to enter into a contract;
 2. not be insolvent, in receivership, bankrupt or being wound up, not have had business activities suspended and not be the subject of legal proceedings for any of these circumstances;
 3. have fulfilled their obligations to pay taxes and social security contributions in Zimbabwe;
 4. not have a conflict of interest in relation to this procurement requirement;
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5. not be debarred from participation in public procurement under section 72 (6) of the Act and section 74(1) (c), (d) or (e) of the Regulations or declared ineligible under section 99 of the Act;
6. have the nationality of an eligible country as specified in the Special Conditions of Contract; and
7. have been registered with the Authority as a Supplier and have paid the applicable Supplier Registration Fee set out in Part III of the Fifth Schedule to the Regulations.

Participation in this bidding procedure is open to Zimbabwean bidders

Technical Criteria

The Technical Specifications Sheet details the minimum specification of the goods required. The goods offered must meet this specification, but no credit will be given for exceeding the specification. No alternatives to technical specifications given shall be accepted for evaluation.

Currency

Bids should be priced in both Zimbabwean (Z\$) and United States Dollars (USD). The currency of evaluation will be Zimbabwean Dollars (Z\$) and the currency of payment for local companies will be the Zimbabwean Dollars.

Award of Contract

The lowest evaluated bid, after application of any additional evaluation criteria, including any margin of preference, which is substantially responsive to the requirements of this bidding document will be recommended for award of contract. The proposed award of contract will be by issue of a Notification of Contract Award in terms of section 55 of the Act which will be effective until signature of the contract documents in accordance with Part 3: Contract. Unsuccessful Bidders will receive the Notification of Contract Award and, if they consider they have suffered prejudice from the process, they may within 14 days of receiving this Notification, submit to the Procuring Entity a Challenge in terms of section 73 of the Act, subject to payment of the applicable fee set out in section 44 of and the Third Schedule to the Regulations.

Right to Reject

The Procuring Entity reserves the right to accept or reject any Bids or to cancel the procurement process and reject all Bids at any time prior to contract award.

Corrupt Practices

The Government of Zimbabwe requires that Procuring Entities, as well as Bidders and Contractors, observe the highest standard of ethics during the procurement and execution of contracts. In pursuit of this policy:

1. the Procuring Entity will reject a recommendation for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract or been declared ineligible to be awarded a procurement contract under section 99 of the Act;

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2. the Authority may under section 72 (6) of the Act impose the sanctions under section 74 (1) of the Regulations; and
3. Any conflict of interest on the part of the Bidder must be declared.



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PART 1 BIDDING PROCEDURES

Bid Submission Sheet:

{Note to Bidders: Complete this form with all the requested details and submit it as the first page of your Bid. Attach the completed Statement of Requirements and any other documents requested in Part 1. Ensure that your Bid is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this Bid prevail over any attachments. If your Bid is not authorised, it may be rejected. If the Bidder is a Joint Venture (JV), the Bid must be signed by an authorized representative of the JV on behalf of the JV, and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representatives.

Bidders must mark as "CONFIDENTIAL" information in their Bids which is confidential to their business. This may include proprietary information, trade secrets or commercial or financially sensitive information}.

Procurement Reference Number:

Subject of Procurement:

Name of Bidder:

Bidder's Reference Number:

Date of Bid:

We offer to supply the items listed in the attached Statement of Requirements, at the prices indicated on the attached Price Schedule and in accordance with the terms and conditions stated in your Bidding Document referenced above.

We confirm that we meet the eligibility criteria specified in Part 1: Procedures of Bidding.

We declare that we are not debarred from bidding and that the documents we submit are true and correct.

The validity period of our bid is: {Days} from the date of submission.

We confirm that the prices quoted in the attached Price Schedule are fixed and firm for the duration of the validity period and will not be subject to revision, variation or adjustment.

Bid Authorised by:

Signature	Name:
Position:	Date:(DD/MM/YY)
Authorised for and on behalf of:	
Company	
Address:	
.....	

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PART 3 CONTRACT

PART 2: STATEMENT OF REQUIREMENTS

List of Services and Price Schedule

Procurement Reference Number: _____

Bidder's Name: _____

Bidder's Reference Number: _____

Currency of Bid: USD/ZW\$

DURATION OF THE CONTRACT IS TWO (2) YEARS, STARTING JANUARY 1, 2022 TO DECEMBER 31, 2024.

Item No ¹	Description of Services	Input Quantity	Unit of Measure	Unit Rate	Monthly Price ¹	Total Price ²
Lot 1	Kurima House & ZB Centre See Annexures For more details on deployments					
Lot 2	Region 1 See Annexures For more details on deployments					
Lot 3	Region 3 & Forbes See Annexures For more details on deployments					
Lot 4	Beitbridge See Annexures For more details on deployments					
Lot 5	Region 2 & Bulawayo See Annexures For more details on deployments					
Other additional costs						
VAT						
Total						

Note 1: Include VAT and other taxes applicable.

Note 2: Award will be made on a lot by lot basis and the award of each lot shall not be a condition for award of another/several lots.

Note 3: Any request for additional deployments of cleaning services shall be awarded to the service provider covering the respective lot as per award through direct engagement.

Note 4: The cost for further deployments with respect to Note 3 above shall be aligned to the prevailing rates at the time the contract variation is approved.

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PART 3 CONTRACT

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)]

The following are basic mandatory requirements for all cleaning services and will be evaluated upon - bidders to submit a statement of commitment and/or compliance on each requirement:

	A	B	C
Item No.	Description	MINIMUM technical Specification required (or Equivalent of) (including applicable standards) weight for items to be ferried	{Confirm full specification of items offered by Bidder and compliance of items to detail in column b}
1.	Tools of trade	Scrubbing machines, sanitary bins, soap dispensers, lawn mowers, wheelbarrows, hedge cutters, hoes, racks, shovels, hard brooms, hoover machines, mopping buckets, mops, garden tools, floor polishers (NB: The tools of trade (equipment)-differ per area of coverage & confirmation on Part C means the bidder has analysed & understood the requirements per each area to be covered?	

Note 1: Each station to have dedicated equipment. Please indicate

NB: The tender award to be communicated to bidder at least one month before the date of assumption of contract - this should allow service provider ample time to mobilise all contract resources and deploy in time for beginning of new contract.

Declaration by the Accounting Officer

AP

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30/07/2021

I declare that the procurement is based on neutral and fair technical requirements and bidder qualifications.

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PART 3 CONTRACT

PART 3 CONTRACT

Contract Agreement

Procurement Reference: National tender ZIMRA NCB 29/2021

THIS CONTRACT AGREEMENT is made the *[insert: date]* day of *[insert: month]*, *[insert: year]*.

BETWEEN

- (1) *[insert complete name of Procuring Entity]*, a *[insert description of type of legal entity, for example, an agency of the Ministry of of the Government of Zimbabwe, or corporation incorporated under the laws of Zimbabwe]* and having its principal place of business at *[insert full postal address of Procuring Entity]* (hereinafter called "the Procuring Entity"), and
- (2) *[insert name of Contractor]*, a corporation incorporated under the laws of *[insert: country of Contractor]* and having its principal place of business at *[insert full postal address of Contractor]* (hereinafter called "the Contractor").

WHEREAS the Procuring Entity invited Bids for certain Goods and ancillary services, viz., *[insert brief description of Goods and Services]* and has accepted a Bid by the Contractor for the supply of those Goods and Services in the sum of *[insert Contract Price in words and figures, expressed in the Contract currency]* (hereinafter called "the Contract Price").

NOW THIS AGREEMENT WITNESSETH AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are assigned to them in the General and Special Conditions of Contract referred to below.
2. The following documents shall constitute the Contract between the Procuring Entity and the Contractor, and each shall be read and construed as an integral part of the Contract:
 - (a) This Contract Agreement;
 - (b) Special Conditions of Contract;
 - (c) General Conditions of Contract;
 - (d) Technical Requirements (including Schedule of Requirements and Technical Specifications);
 - (e) The Contractor's Bid, original Price Schedules and Delivery Schedule;
 - (f) The Procuring Entity's Notification of Contract Award;
 - (g) *[Add here any other document(s)]*.

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PART 3 CONTRACT

3. This Contract Agreement shall prevail over all other Contract Documents. In the event of any discrepancy or inconsistency within the Contract Documents, then the documents shall prevail in the order listed above.
4. In consideration of the payments to be made by the Procuring Entity to the Contractor as mentioned below, the Contractor hereby agrees with the Procuring Entity to provide the Goods and Services and to remedy any defects in them in conformity with the Contract.
5. The Procuring Entity hereby agrees to pay the Contractor in consideration of the provision of the Goods and Services and the remedying of any defects in them, the Contract Price or such other sum as may become payable under the Contract at the times and in the manner prescribed by the Contract.

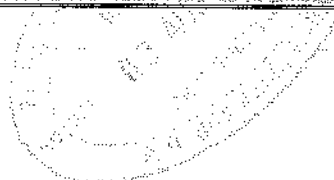
IN WITNESS whereof the parties hereto have caused this Agreement to be executed in accordance with the laws of Zimbabwe on the day, month and year indicated above.

For and on behalf of the Procuring Entity

Signed:
Name:
In the capacity of: <i>[Title or other appropriate designation]</i>

For and on behalf of the Contractor

Signed:
Name:
In the capacity of: <i>[Title or other appropriate designation]</i>



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PART 3 CONTRACT

General Conditions of Contract

Any resulting contract is subject to the Zimbabwe General Conditions of Contract (GCC) for the Procurement of Goods (copy available on request) except where modified by the Special Conditions below.

Special Conditions of Contract

Procurement Reference Number **National tender NCB 29/2021**

The clause numbers given in the first column correspond with the relevant clause number of the General Conditions of Contract.


GCC reference	Special Conditions
GCC 7.5	Eligible Bidders: Zimbabwean,
GCC 8.1	Notices: Any notice shall be sent to the following addresses: For the Procuring Entity, the address shall be as given in the Contract document and the contact shall be, 10th Floor ZB Centre, Corner Kwame Nkrumah Avenue and First Street, Harare Zimbabwe. For the Contractor, the address shall be as given in the Bid and the contact shall be <i>{state name of contact}</i>
GCC 19.1	Liquidated Damages: Liquidated Damages in terms of section 88 of the Act shall apply. In the case of delays in the delivery of goods, the Contractor will be liable to pay damages of 0.5% of contract price per week of delay up to a maximum of 10% of contract value. If 10% is exceeded, the contract may be cancelled NB: The contractor will not be charged liquidated damages when the delay in delivery or performance is beyond the contractor's control and is not caused by fault or negligence on the part of the contractor.



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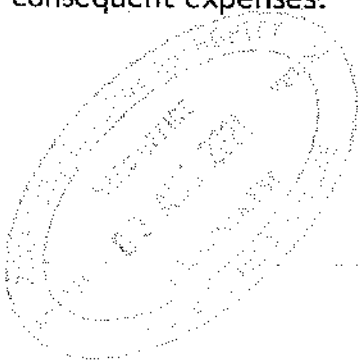
PART 3 CONTRACT

GCC reference	Special Conditions
GCC 21.2	<p data-bbox="411 327 1484 439">Packing, Marking and Documentation: The goods shall meet the following special packing requirements in addition to the general requirements stated in GCC clause 21.1</p> <p data-bbox="411 472 1206 506">The documents to be furnished by the Contractor are:</p> <ol data-bbox="459 524 826 560" style="list-style-type: none"><li data-bbox="459 524 826 560">1. Insurance certificate, 

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PART 3 CONTRACT

GCC reference	Special Conditions
	<p>Sample provision - For Goods from within Zimbabwe</p> <p>Upon or before delivery of the Goods, the Contractor shall notify the Procuring Entity in writing and deliver the following documents to the Procuring Entity:</p> <ul style="list-style-type: none">(i) One original and two copies of the Contractor's invoice, showing the Procuring Entity, the Contract number, Goods' description, quantity, unit price, and total amount. Invoices must be signed in original;(ii) two copies of delivery note, road consignment note, truck or air waybill, or multimodal transport document showing Procuring Entity as the consignee and delivery through to final destination as stated in the Contract;(iii) copy of the Insurance Certificate, showing the Procuring Entity as the beneficiary;(iv) four copies of the packing list identifying contents of each package;(v) one original of the manufacturer's or Contractor's Warranty certificate covering all items supplied; <p>The above documents shall be received by the Procuring Entity before arrival of the Goods and, if not received, the Contractor will be responsible for any consequent expenses.</p> 

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GCC reference	Special Conditions
GCC 22.1	Insurance: The Goods shall be insured in accordance with the specified Incoterms.
GCC 23.1 & 23.2	Inspections and tests: the tests and/or inspections of the Goods and Related Services that the Contractor is required to carry at its own expense are: 100% inspection on technical compliance.
GCC 24.1	Performance security: After the award of the tender, and after the contract is signed; the winning bidder must furnish ZIMRA with performance guarantee within 14 days after notification of the award. This guarantee will be in the form of a Performance Bond or guarantee equivalent to the value of 10% of the total cost of the supplier's proposal, valid for the duration of the contract and endorsed by a registered reputable Commercial Bank
GCC 24.4	Reduction of performance security (<i>Not applicable</i>)
GCC 25.1	Warranty: N/A
GCC 25.6	Failure to remedy a defect: The period allowed to the Contractor to remedy a defect during the period of the Warranty shall be (30) days
GCC 29.1	Price adjustments: The following price adjustments are applicable. When the application of price adjustment would modify the initial price by more than twenty per centum or would modify the balance owing under the contract by more than twenty per centum, the procuring entity may terminate the contract
GCC 30.1	Terms of Payment: The structure of payments shall be: Acceptance: The Contract Price shall be paid to the Contractor within thirty (30) days after the date of the acceptance certificate for the respective delivery issued by the Procuring Entity. In the event that advance payment is required, the Contractor must avail a bank guarantee of the equivalent amount from a reputable registered commercial bank redeemable in Zimbabwe
GCC 31.1	Contract Administration Fee: The Contract Administration Fee set out in Part VI of the Fifth Schedule of the Regulations (as amended) is due upon the signing of the Contract and the applicable fee shall be communicated by PRAZ through SPOC Review.

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Bank Guarantee for Performance Security

[This is the format for the Performance Security to be issued by a commercial bank in Zimbabwe in accordance with GCC 18.1]

Contract No:

Date:

To:

[Name and address of Procuring Entity]

PERFORMANCE GUARANTEES No:

We have been informed that *[name of supplier]* (hereinafter called "the Supplier") has undertaken, pursuant to Contract No *[reference number of Contract]* dated *[date of Contract]* (hereinafter called "the Contract") for the supply of *[description of goods and related services]* under the Contract.

Furthermore, we understand that, according to your conditions, Contracts must be supported by a performance guarantee.

At the request of the Supplier, we *[name of bank]* hereby irrevocably undertake to pay you, without cavil, delay or argument, any sum or sums not exceeding in total an amount of *[insert amount in figures and in words]* upon receipt by us of your first written demand accompanied by a written statement that the Supplier is in breach of its obligation(s) under the Contract conditions, without you needing to prove or show grounds or reasons for your demand of the sum specified therein.

This guarantee is valid until full recovery of the entire sum of money above stated, consequently, we must receive at the above-mentioned office any demand for payment under this guarantee in case of default.

Signature

Signature

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Annexure A

DEPLOYMENTS

Lot 1: Kurima House & ZB Centre

Place	Area To Be Covered	Minimum Equipment Required	Areas Need To Be Cleaned
<p>Head office Administration</p>	<p>- Public areas</p> <ul style="list-style-type: none"> ➤ toilets, kitchens, passages, stair cases, open area, refuse area, basement and offices <p>1st floor 2nd floor 5th floor</p>	<ul style="list-style-type: none"> ➤ 3 x scrubbing machines ➤ 6 x sanitary bins ➤ 6 x soap dispensers 	<ul style="list-style-type: none"> ➤ Keeping office floors, walls and windows clean all the time through Scrubbing, Sweeping, Mopping & Polishing ➤ Keeping Toilets' Floors, Urinary, Walls, Wash basins and Pans clean and sprayed with disinfectants all the time ➤ Dusting furniture and equipment daily ➤ Provision of Sanitary bins in all ladies' toilets ➤ Dispose sanitary bins daily ➤ Provision of air freshener dispenser ➤ Provision of soap dispenser ➤ Emptying office bins thrice a day ➤ Removing cob webs in offices weekly ➤ Cleaning windows daily ➤ Dusting furniture and equipment daily ➤ Fumigation of offices once every quarter. ➤ Cleaning and scrubbing of corridor daily ➤ Cleaning and

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			<p>scrubbing of Basement</p> <ul style="list-style-type: none"> ➤ Cleaning and management of refuse area daily
<p>Head Office Annex Wing</p>	<p>Public areas corridors, passages, toilets, kitchen</p>	<ul style="list-style-type: none"> ➤ 1 x scrubbing machines ➤ 2 x sanitary bins ➤ 4 x soap dispensers 	<ul style="list-style-type: none"> ➤ Keeping floors, walls and windows clean all the time through Scrubbing, Sweeping, Mopping & Polishing ➤ Keeping Toilets' Floors, Urinary, Walls, Wash basins and Pans clean and sprayed with disinfectants all the time ➤ Dusting furniture and equipment daily ➤ Provision of Sanitary bins in all ladies' toilets ➤ Dispose sanitary bins daily ➤ Provision of air freshener dispenser ➤ Provision of soap dispenser ➤ Emptying office bins thrice a day ➤ Removing cob webs in offices weekly ➤ Cleaning windows daily ➤ Dusting furniture and equipment daily
<p>Head Office ZB Centre</p>	<p>Public areas - toilets, kitchen, corridors Public Areas and pool offices 3rd floor 5th floor 6th floor 7th floor 9th floor 10th Floor</p>	<ul style="list-style-type: none"> ➤ 2 x scrubbing machines ➤ 3 x Hoovers ➤ 6 x soap dispensers 	<ul style="list-style-type: none"> ➤ Keeping floors, walls and windows clean all the time through Scrubbing, Sweeping, Mopping & Polishing ➤ Keeping Toilets' Floors, Urinary, Walls, Wash basins and Pans clean and sprayed with

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	11 th Floor 12 th Floor		<ul style="list-style-type: none"> disinfectants all the time ➤ Provision of Sanitary bins in all ladies' toilets ➤ Dispose sanitary bins daily ➤ Provision of air freshener dispenser ➤ Provision of soap dispenser ➤ Emptying office bins thrice a day ➤ Removing cob webs in offices weekly ➤ Cleaning windows daily ➤ Dusting furniture and equipment daily ➤ Fumigation of offices once every quarter.
Head Office Lynton Flats	Public Areas <ul style="list-style-type: none"> ➤ Stair cases ➤ Refuse area. 	Garden tools- <ul style="list-style-type: none"> ➤ Lawn mower ➤ Wheel barrow ➤ Hedge cutter ➤ Hoe ➤ Rack ➤ Shovel ➤ Hard broom 	<ul style="list-style-type: none"> ➤ Cleaning of stair cases daily ➤ Clearing and refuse disposal
Head Office Central Stores Enfield Warehouse	Public Areas and offices <ul style="list-style-type: none"> ➤ Central Stores 	<ul style="list-style-type: none"> ➤ 1 x scrubbing machine 	<ul style="list-style-type: none"> ➤ Keeping office floors, walls and windows clean all the time through Scrubbing, Sweeping, Mopping & Polishing ➤ Keeping Toilets' Floors, Urinary, Walls, Wash basins and Pans clean and sprayed with disinfectants all the time ➤ Dusting furniture and equipment daily ➤ Provision of Sanitary bins in all ladies' toilets

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			<ul style="list-style-type: none"> ➤ Dispose sanitary bins daily ➤ Provision of air freshener dispenser ➤ Provision of soap dispenser ➤ Emptying office bins thrice a day ➤ Removing cob webs in offices weekly ➤ Cleaning windows daily ➤ Dusting furniture and equipment daily
<p>Region 1 Domestic Taxes</p>	<p>Public Areas and offices</p> <ul style="list-style-type: none"> ➤ 3rd floor ➤ 4th floor ➤ 6th Floor ➤ Ground Floor (CCU and Reception Area) 	<ul style="list-style-type: none"> ➤ 4 x Scrubbing machines ➤ 5 x sanitary bins ➤ 10 x soap dispensers 	<ul style="list-style-type: none"> ➤ Keeping floors, walls and windows clean all the time through Scrubbing, Sweeping, Mopping & Polishing ➤ Keeping Toilets' Floors, Urinary, Walls, Wash basins and Pans clean and sprayed with disinfectants all the time ➤ Dusting furniture and equipment daily ➤ Provision of Sanitary bins in all ladies' toilets ➤ Dispose sanitary bins daily ➤ Provision of air freshener dispenser ➤ Provision of soap dispenser ➤ Emptying office bins thrice a day ➤ Removing cob webs in offices weekly ➤ Cleaning windows daily ➤ Dusting furniture and equipment daily

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<p>Bindura</p>	<ul style="list-style-type: none"> ➤ 4 Offices and a Kitchen ➤ Gents and Ladies Toilets 	<ul style="list-style-type: none"> ➤ 1 x Scrubbing machines ➤ 1 x sanitary bins ➤ 2 x soap dispensers 	<ul style="list-style-type: none"> ➤ Keeping office floors, walls and windows clean all the time through Scrubbing, Sweeping, Mopping & Polishing ➤ Keeping Toilets' Floors, Urinary, Walls, Wash basins and Pans clean and sprayed with disinfectants all the time ➤ Provision of Sanitary bins in all ladies' toilets ➤ Dispose sanitary bins daily ➤ Provision of air freshener dispenser ➤ Provision of soap dispenser ➤ Emptying office bins thrice a day ➤ Removing cob webs in offices weekly ➤ Cleaning windows daily ➤ Dusting furniture and equipment daily
<p>Chinhoyi</p>	<ul style="list-style-type: none"> ➤ 8 Offices and a Kitchen ➤ 2 Warehouse ➤ Gents and Ladies Toilets 	<ul style="list-style-type: none"> ➤ 1 x Scrubbing machines ➤ 1 x sanitary bins ➤ 2 x soap dispensers 	<ul style="list-style-type: none"> ➤ Keeping office floors, walls and windows clean all the time through Scrubbing, Sweeping, Mopping & Polishing ➤ Keeping Toilets' Floors, Urinary, Walls, Wash basins and Pans clean and sprayed with disinfectants all the time ➤ Provision of Sanitary bins in all ladies' toilets ➤ Dispose sanitary bins daily ➤ Provision of air freshener dispenser ➤ Provision of soap dispenser ➤ Emptying office bins thrice a day ➤ Removing cob webs in offices weekly ➤ Cleaning windows daily

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			<ul style="list-style-type: none"> ➤ Dusting furniture and equipment daily
<p>Large Client Office (Belgravia)</p>	<ul style="list-style-type: none"> ➤ All offices ➤ Kitchen ➤ Corridors and Passages ➤ Ladies and gents toilets 	<ul style="list-style-type: none"> ➤ 1 x Scrubbing machines ➤ 4 x sanitary bins ➤ 8 x soap dispensers ➤ 2 x Hoover Machine 	<ul style="list-style-type: none"> ➤ Keeping office floors, walls and windows clean all the time through Scrubbing, Sweeping, Mopping & Polishing ➤ Keeping Toilets' Floors, Urinary, Walls, Wash basins and Pans clean and sprayed with disinfectants all the time ➤ Provision of Sanitary bins in all ladies' toilets ➤ Dispose sanitary bins daily ➤ Provision of air freshener dispenser ➤ Provision of soap dispenser ➤ Emptying office bins thrice a day ➤ Removing cob webs in offices weekly ➤ Cleaning windows daily ➤ Dusting furniture and equipment daily.
<p>Medium Client Office (Malborough)</p>	<ul style="list-style-type: none"> ➤ All offices ➤ Kitchen ➤ Corridors and Passages ➤ Ladies and gents toilets 	<ul style="list-style-type: none"> ➤ 1 x Scrubbing machines ➤ 2 x sanitary bins ➤ 4 x soap dispensers 	<ul style="list-style-type: none"> ➤ Keeping office floors, walls and windows clean all the time through Scrubbing, Sweeping, Mopping & Polishing ➤ Keeping Toilets' Floors, Urinary, Walls, Wash basins and Pans clean and sprayed with disinfectants all the time ➤ Provision of Sanitary bins in all ladies' toilets ➤ Dispose sanitary bins daily ➤ Provision of air freshener dispenser ➤ Provision of soap dispenser ➤ Emptying office bins thrice a day ➤ Removing cob webs in offices weekly ➤ Cleaning windows daily

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			<ul style="list-style-type: none"> ➤ Dusting furniture and equipment daily
<p>Marondera</p>	<ul style="list-style-type: none"> ▪ Office ▪ Kitchen ▪ Toilets 	<ul style="list-style-type: none"> ▪ 1 x Scrubbing machines ▪ 1 x sanitary bins ▪ 2 x soap dispensers 	<ul style="list-style-type: none"> ➤ Keeping office floors, walls and windows clean all the time through Scrubbing, Sweeping, Mopping & Polishing ➤ Keeping Toilets' Floors, Urinary, Walls, Wash basins and Pans clean and sprayed with disinfectants all the time ➤ Provision of Sanitary bins in ladies' toilets ➤ Dispose sanitary bins daily ➤ Provision of air freshener dispenser ➤ Provision of soap dispenser ➤ Emptying office bins thrice a day ➤ Removing cob webs in offices weekly ➤ Cleaning windows daily ➤ Dusting furniture and equipment daily
<p>Region 1 - Customs Regional Office and Harare Port</p>	<p>Public Areas and offices</p> <ul style="list-style-type: none"> ➤ Cash office ➤ 7th floor ➤ 8th floor 	<ul style="list-style-type: none"> ➤ 3 x scrubbing machines 	<ul style="list-style-type: none"> ➤ Keeping floors, walls and windows clean all the time through Scrubbing, Sweeping, Mopping & Polishing ➤ Keeping Toilets' Floors, Urinary, Walls, Wash basins and Pans clean and sprayed with disinfectants all the time ➤ Dusting furniture and equipment daily ➤ Provision of Sanitary bins in all ladies' toilets ➤ Dispose sanitary bins daily ➤ Provision of air freshener dispenser ➤ Provision of soap dispenser ➤ Emptying office bins thrice a day ➤ Removing cob webs in offices weekly

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			<ul style="list-style-type: none"> ➤ Cleaning windows daily ➤ Dusting furniture and equipment daily
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Lot 2, Region 1

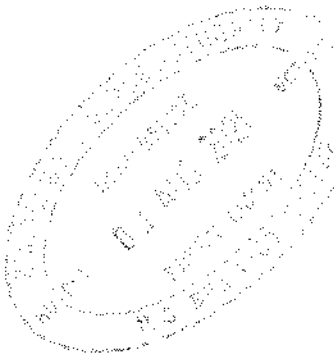
1.0 Chirundu

Place	Areas Need To Be Cleaned	Minimum Equipment Required	Cleaning Specifications
	<ul style="list-style-type: none"> ➤ Offices And Toilets ; Ground Floor [Including Windows] 	<ul style="list-style-type: none"> ➤ 1 x Scrubbing /Polishing ➤ 2 x sanitary bins ➤ 2 x soap dispensers ➤ 2 x mopping buckets. ➤ 2 x mops ➤ 1 x hoover 	<ul style="list-style-type: none"> ➤ Keeping office floors, walls and windows clean all the time through Scrubbing, Sweeping, Mopping & Polishing ➤ Keeping Toilets' Floors, Urinary, Walls, Wash basins and Pans clean and sprayed with disinfectants all the time ➤ Dusting furniture and equipment daily ➤ Provision of Sanitary bins in all ladies' toilets ➤ Dispose sanitary bins daily ➤ Provision of air freshener dispenser ➤ Provision of soap dispenser ➤ Emptying office bins thrice a day ➤ Removing cob webs in offices weekly ➤ Cleaning windows daily ➤ Dusting furniture and equipment daily ➤ Fumigation of offices once every quarter.
	<ul style="list-style-type: none"> ➤ All Offices And Toilets; 1st Floor [Including Windows] ➤ Cubicles. 	<ul style="list-style-type: none"> ➤ 1 x Scrubbing /Polishing machine ➤ 2 x sanitary bins. ➤ 2 x mopping buckets 	<ul style="list-style-type: none"> ➤ Keeping office floors, walls and windows clean all the time through Scrubbing, Sweeping, Mopping & Polishing ➤ Keeping Toilets' Floors,

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<p>Freight Terminal Building (FTB)</p>			<ul style="list-style-type: none"> Urinary, Walls, Wash basins and Pans clean and sprayed with disinfectants all the time ➤ Dusting furniture and equipment daily ➤ Provision of Sanitary bins in all ladies' toilets ➤ Dispose sanitary bins daily ➤ Provision of air freshener dispenser ➤ Provision of soap dispenser ➤ Emptying office bins thrice a day ➤ Removing cob webs in offices weekly ➤ Cleaning windows daily ➤ Dusting furniture and equipment daily ➤ Fumigation of offices once every quarter.
	<ul style="list-style-type: none"> ➤ Office Corridors ➤ Stair Cases ➤ Banking Halls ➤ Reception Area 	<p>Hoovers Scrubbers</p> 	<ul style="list-style-type: none"> ➤ Keeping Reception area, Stair cases, Banking Hall and Office corridors ever clean all the time through Scrubbing, Sweeping, Mopping & Polishing ➤ Dusting furniture and equipment daily ➤ Emptying office bins thrice a day ➤ Removing cob webs in office corridors daily ➤ Cleaning windows daily ➤ Dusting furniture and equipment daily ➤ Deep cleaning of corridors and stair cases once every week. ➤ Dusting and polishing rails daily ➤ Deep cleaning of banking halls ceiling once per quarter ➤ Fumigation of offices

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<ul style="list-style-type: none"> ➤ Public Toilets ➤ Outside Car Park. ➤ Yard. ➤ Water Storm Drainages. 	<ul style="list-style-type: none"> ➤ 2 X Soap Dispensers ➤ Garden Tools 	<p>once every quarter.</p> <ul style="list-style-type: none"> ➤ Provision of sanitary bins ➤ Emptying sanitary bins daily ➤ Emptying yard bins daily ➤ Clearing water storm drainages daily ➤ Cutting shrubs and grass in the yard weekly. ➤ Sweeping outside car park daily ➤ Picking litter in the yard daily ➤ Cleaning windows daily
<ul style="list-style-type: none"> ➤ Canteen ➤ Reception ➤ Toilets; Basement [Including Windows], ➤ Search Bays [Entry And Exit] 	<ul style="list-style-type: none"> ➤ 2 x soap dispensers ➤ 2 x mopping buckets ➤ 1 x hoover 	<ul style="list-style-type: none"> ➤ Keeping Reception and Canteen floors, walls and windows clean all the time through Scrubbing, Sweeping, Mopping & Polishing ➤ Keeping Toilets' Floors, Urinary, Walls, Wash basins and Pans clean and sprayed with disinfectants all the time ➤ Dusting furniture and equipment daily ➤ Provision of Sanitary bins in all ladies' toilets ➤ Dispose sanitary bins daily ➤ Provision of air freshener dispenser ➤ Provision of soap dispenser ➤ Removing cob webs in offices weekly ➤ Cleaning windows daily ➤ Keeping Exit and Entry Search bays clean all the time ➤ Deep cleaning of search bay roof ceiling, once per quarter ➤ Cleaning walls on search bay demarcation once per month. ➤ Dusting furniture and

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			<ul style="list-style-type: none"> equipment daily ➤ Fumigation of offices once every quarter.
Scanners	<ul style="list-style-type: none"> ➤ Offices & Toilets; Exit Side. [Including Windows] ➤ Scanner Room 	<ul style="list-style-type: none"> ➤ 2 x soap dispensers ➤ 2 x mopping buckets ➤ 1 x Sanitary bin 	<ul style="list-style-type: none"> ➤ Keeping Offices and Scanner Room floors, walls and windows clean all the time through Scrubbing, Sweeping, Mopping & Polishing ➤ Keeping Toilets' Floors, Urinary, Walls, Wash basins and Pans clean and sprayed with disinfectants all the time. ➤ Dusting furniture and equipment daily ➤ Provision of Sanitary bins in all ladies' toilets ➤ Dispose sanitary bins daily ➤ Provision of air freshener dispenser ➤ Provision of soap dispenser ➤ Removing cob webs in offices weekly ➤ Cleaning windows daily ➤ Keeping Scanner shed clean all the time ➤ Fumigation of offices once every quarter.
Scanner Workshops	<ul style="list-style-type: none"> ➤ Offices ➤ Toilets; Including Windows 	<ul style="list-style-type: none"> ➤ 2 x soap dispensers ➤ 1 x sanitary bin 	<ul style="list-style-type: none"> ➤ Keeping Offices and Scanner Room floors, walls and windows clean all the time through Scrubbing, Sweeping, Mopping & Polishing ➤ Keeping Toilets' Floors, Urinary, Walls, Wash basins and Pans clean and sprayed with disinfectants all the time ➤ Dusting furniture and equipment daily ➤ Provision of Sanitary bins in all ladies' toilets ➤ Dispose sanitary bins daily

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			<ul style="list-style-type: none"> ➤ Provision of air freshener dispenser ➤ Provision of soap dispenser ➤ Removing cob webs in offices weekly ➤ Cleaning windows daily ➤ Keeping Scanner shed clean all the time ➤ Fumigation of offices once every quarter.
Gate House 1	<ul style="list-style-type: none"> ➤ Office, Toilet 	<ul style="list-style-type: none"> ➤ 1 x soap dispensers ➤ scrubber 	<ul style="list-style-type: none"> ➤ Keeping Office floor, walls and windows clean all the time through Scrubbing, Sweeping, Mopping & Polishing ➤ Keeping Toilets' Floors, Urinary, Walls, Wash basins and Pans clean and sprayed with disinfectants all the time ➤ Provision of air freshener dispenser ➤ Provision of soap dispenser ➤ Removing cob webs in offices weekly ➤ Cleaning windows daily ➤ Fumigation of offices once every quarter.
Gate House 2	<ul style="list-style-type: none"> ➤ Office, Toilet 	<ul style="list-style-type: none"> ➤ 1 x soap dispensers. 	<ul style="list-style-type: none"> ➤ Keeping Office floor, walls and windows clean all the time through Scrubbing, Sweeping, Mopping & Polishing ➤ Keeping Toilets' Floors, Urinary, Walls, Wash basins and Pans clean and sprayed with disinfectants all the time ➤ Provision of air freshener dispenser ➤ Provision of soap dispenser ➤ Removing cob webs in offices weekly ➤ Cleaning windows daily ➤ Fumigation of offices

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Generator Room	➤ Generator Room	➤ 1 Room	once every quarter. ➤ Keeping Generator Room floors, walls and windows clean all the time through Scrubbing, Sweeping, Mopping & Polishing weekly ➤ Removing cobwebs weekly
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2.0 Kariba

Place	Areas To Be Covered	Minimum Required Equipment	Cleaning Specifications
Kariba Border Complex	<ul style="list-style-type: none"> ➤ Offices ➤ Corridors ➤ Clearing Hall ➤ Gents' Toilet (Staff) ➤ Ladies' Toilet (Staff) ➤ Public Toilets (Ladies') ➤ Public Toilets (Gents) ➤ Ground, Yard, and Car Park 	<ul style="list-style-type: none"> 2 x sanitary bins 4 x soap dispensers 1 x scrubbing machine 1 x set garden tools 	<ul style="list-style-type: none"> ➤ Keeping office floors, walls and windows clean all the time through Scrubbing, Sweeping, Mopping & Polishing ➤ Keeping Toilets' Floors, Urinary, Walls, Wash basins and Pans clean and sprayed with disinfectants all the time ➤ Dusting furniture and equipment daily ➤ Provision of Sanitary bins in all ladies' toilets ➤ Dispose sanitary bins daily ➤ Provision of air freshener dispenser ➤ Provision of soap dispenser ➤ Emptying office bins thrice a day ➤ Removing cob webs in offices weekly ➤ Cleaning windows daily ➤ Dusting furniture and equipment daily ➤ Litter picking surrounding Customs

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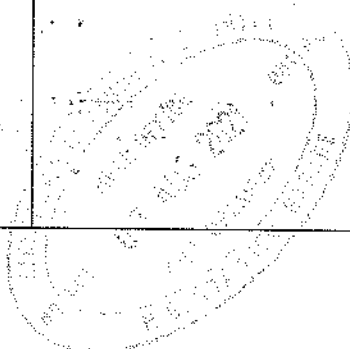
			<ul style="list-style-type: none"> ➤ yard ➤ Sweeping the ground, Car Parks and terraces twice a day ➤ Gardening - maintenance of lawn, flowers and trimming of bushes surrounding the customs yard. ➤ Fumigation of offices once every quarter.
Most High Complex	<p>Ground Floor- Reception area, Conference room, Sun lounge, Client Care Office, Laundry, Backroom,</p> <p>Toilets: 4 x toilets (Reception, CCU, Laundry, Conference room)</p> <p>First Floor- Boardroom, Balcony East and West, Dining Room, Kitchen/ Canteen,</p> <p>Toilets: Gents, and Ladies toilet</p> <p>Second Floor-Flat Station Manager's Office +Domestic taxes offices</p> <p>Passage and Stair cases</p> <p>Toilets</p>	<p>2x sanitary bins</p> <p>1x soap dispensers</p> <p>1 x scrubbing machine</p> <p>1 x floor polisher</p>	<ul style="list-style-type: none"> ➤ Keeping office floors, walls and windows clean all the time through Scrubbing, Sweeping, Mopping & Polishing ➤ Keeping Toilets' Floors, Urinary, Walls, Wash basins and Pans clean and sprayed with disinfectants all the time ➤ Dusting furniture and equipment daily ➤ Provision of Sanitary bins in all ladies' toilets ➤ Dispose sanitary bins daily ➤ Provision of air freshener dispenser ➤ Provision of soap dispenser ➤ Emptying office bins thrice a day ➤ Cleaning windows daily ➤ Litter picking surrounding Customs yard ➤ Sweeping the ground, Car Parks

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			<p>and terraces twice a day</p> <ul style="list-style-type: none"> ➤ Keeping Reception area, Stair cases, and Office corridors ever clean all the time through Scrubbing, Sweeping, Mopping & Polishing ➤ Removing cob webs in office corridors daily ➤ Deep cleaning of corridors and stair cases once every week. ➤ Dusting and polishing rails daily ➤ Sweeping car park and storm drains surrounding Most High Complex ➤ Keeping the yard surrounding Most High ever free from any form of litter ➤ Fumigation of offices once every quarter.
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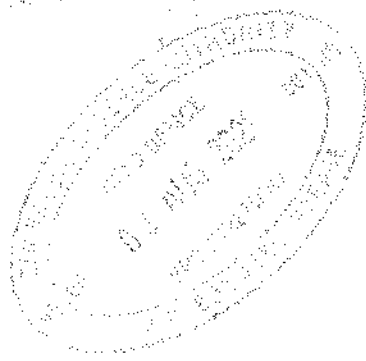
3.0 Harare Airport

Place	Areas To Be Covered	Quantity	Cleaning Specifications
AGS	<ul style="list-style-type: none"> ➤ Offices & Corridors ➤ State warehouse ➤ Scanners 	<ul style="list-style-type: none"> ➤ 1 x floor polisher - 1 x Sanitary bin 2 x Soap Dispensers 	<ul style="list-style-type: none"> ➤ Keeping Offices and State Warehouse floors, walls and windows clean all the time through Scrubbing, Sweeping, Mopping &

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			<p>Polishing</p> <ul style="list-style-type: none"> ➤ Dusting furniture and equipment daily ➤ Emptying office bins thrice a day ➤ Removing cob webs in offices weekly ➤ Cleaning windows daily ➤ Dusting furniture and equipment daily ➤ Deep cleaning of corridors and offices once every week. ➤ Fumigation of offices and Sate warehouse once every quarter.
<p>International Airport</p>	<ul style="list-style-type: none"> ➤ Office ➤ Cubicles 	<ul style="list-style-type: none"> ➤ 1x Floor Polisher 	<ul style="list-style-type: none"> ➤ Keeping Offices, Kitchen, Arrivals desk and six cubicles' floors, walls and windows clean all the time through Scrubbing, Sweeping, Mopping & Polishing ➤ Dusting furniture and equipment daily ➤ Emptying office bins thrice a day ➤ Removing cob webs in offices weekly ➤ Cleaning windows daily ➤ Deep cleaning of corridors and cubicles once every week. ➤ Fumigation of offices and cubicles

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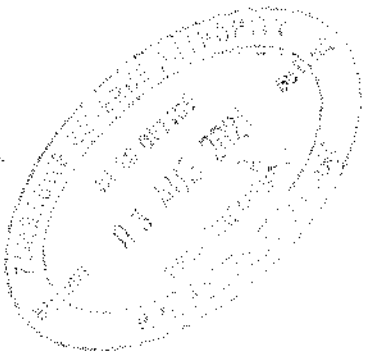
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<p>NHS</p>	<ul style="list-style-type: none"> ➤ Offices ➤ Scanner Room ➤ State Warehouse 	<p>1 x Floor Polisher 1 x scrubber</p>	<p>once every quarter.</p> <ul style="list-style-type: none"> ➤ Keeping Offices, Banking Hall and State Warehouse floors, walls and windows clean all the time through Scrubbing, Sweeping, Mopping & Polishing ➤ Dusting furniture and equipment daily ➤ Emptying office bins thrice a day ➤ Removing cob webs in offices weekly ➤ Fumigation of offices and Sate warehouse once every quarter.
<p>Airfreight Building</p>	<ul style="list-style-type: none"> ➤ Offices ➤ Kitchen ➤ Toilets 	<p>2 x sanitary bins 4 x soap dispensers 1 x Scrubbing Machine 1 x Hoover 1 x Set Garden Tools.</p> 	<ul style="list-style-type: none"> ➤ Keeping Offices, Kitchen floors and cubicles, walls and windows clean all the time through Scrubbing, Sweeping, Mopping & Polishing ➤ Keeping Toilets' Floors, Urinary, Walls, Wash basins and Pans clean and sprayed with disinfectants all the time ➤ Dusting furniture and equipment daily ➤ Provision of Sanitary bins in all ladies' toilets ➤ Dispose sanitary bins daily ➤ Provision of air freshener dispenser ➤ Provision of soap

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			<ul style="list-style-type: none"> dispenser ➤ Emptying office bins thrice a day ➤ Removing cob webs in offices weekly ➤ Cleaning windows daily ➤ Dusting furniture and equipment daily ➤ Litter picking surrounding Customs yard ➤ Sweeping the ground, Car Parks and terraces twice a day ➤ Keeping Reception area, Stair cases, and Office corridors ever clean all the time through Scrubbing, Sweeping, Mopping & Polishing ➤ Removing cob webs in office corridors daily ➤ Fumigation of offices and Sate warehouse once every quarter.
<p>Sorting Office</p>	<ul style="list-style-type: none"> ➤ Offices ➤ Kitchen 	<p>1 x sanitary bin 2 x Soap Dispenser 1 x Floor Polisher</p>	<ul style="list-style-type: none"> ➤ Keeping Offices and Kitchen floors, walls and windows clean all the time through Scrubbing, Sweeping, Mopping & Polishing ➤ Dusting furniture and equipment daily

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4.0 Nyamapanda

Place	Areas To Be Covered	Minimum Required Equipment	Cleaning Specifications
Office	Offices	1 x scrubbing machine 1 x floor Polisher	<ul style="list-style-type: none"> ➤ Keeping office floors, walls and windows clean all the time through Scrubbing, Sweeping, Mopping & Polishing ➤ Dusting furniture and equipment daily ➤ Emptying office bins thrice a day ➤ Cleaning windows daily ➤ Keeping Reception area, Steps, and Office Corridors ever clean all the time through Scrubbing, Sweeping, Mopping & Polishing ➤ Removing cob webs in office corridors daily ➤ Deep cleaning of corridors once every week. ➤ Dusting and polishing rails daily ➤ Fumigation of offices and Sate warehouse once every quarter.
	Verandas and corridors	1 x scrubbing machine 1 x scrubber	<ul style="list-style-type: none"> ➤ Keeping verandas', steps', and Office Corridors' floors and walls ever clean all the time through Scrubbing, Sweeping, Mopping & Polishing ➤ Cleaning of windows and Gutters. ➤ Cleaning at the Scanner shade area.
	Grounds	1 x set garden tools lawn mower	<ul style="list-style-type: none"> ➤ Sweeping car park, driveways and storm drains surrounding the Admin Complex ➤ Keeping the yard surrounding Admin Complex ever free from any form of litter ➤ Watering and maintenance of lawn and flowers. ➤ Cutting of grass and trees within the yard and a radius of 3 metres outside the perimeter fence and at station manager house ➤ Disposal of bins and picking of papers.
	Toilets (staff and public)	6 x soap dispenser	<ul style="list-style-type: none"> ➤ Keeping Toilets' Floors, Urinary, Walls, Wash basins and Pans clean and sprayed with disinfectants all

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Complex	toilets)	1 x scrubber	<ul style="list-style-type: none"> ➤ the time ➤ Provision of Sanitary bins in all ladies' toilets ➤ Dispose sanitary bins daily ➤ Provision of air freshener dispenser ➤ Provision of soap dispenser
	Generator Room	1 x scrubber	<ul style="list-style-type: none"> ➤ Keeping Generator Room floors, walls and windows clean all the time through Scrubbing, Sweeping, Mopping & Polishing weekly ➤ Removing cobwebs weekly
	Borehole	Hard broom	<ul style="list-style-type: none"> ➤ Slashing of grass, sweeping ground, picking litter and maintaining the road to the borehole.
	Warehouse	Scrubbers Hoovers Polisher	<ul style="list-style-type: none"> ➤ Keeping the State Ware house and Cottage floors, walls and windows clean all the time through Scrubbing, Sweeping, Mopping & Polishing
	Scanner Shade		<ul style="list-style-type: none"> ➤ Keeping the Scanner Shade floor and walls clean all the time
	Solar Shade		<ul style="list-style-type: none"> ➤ Keeping the Solar Shade floor and walls clean all the time
	Search Bay		<ul style="list-style-type: none"> ➤ Keeping Exit and Entry Search bays clean all the time ➤ Deep cleaning of search bay roof ceiling, once per quarter ➤ Cleaning walls on search bay demarcation once per month.

Lot 3, Region 3 & Forbes

Place	Areas to be cleaned	Minimum Required Equipment	Cleaning Specifications
Kwekwe CAIPF Building And Floors. 2 nd 3 rd	Offices toilets	1X Hoover 1x Scrubbing machine	<ul style="list-style-type: none"> ➤ Daily cleaning of all offices. ➤ Cleaning of all windows and window sills once every week. ➤ Cleaning of two Kitchen rooms ➤ Dusting of all office furniture daily. ➤ Deep cleanly of all offices once every month. ➤ Disposal of Sanitary Bins in ladies toilets. ➤ Cleaning of toilets X 10 toilets everyday (with putting things like channel boxes and air fresheners included)

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<p>Kadoma Office</p>	<p>Offices toilets</p>	<p>1x wheelbarrow 2x hoes 1x scrubbing machine 1x hoover 1x rake</p>	<ul style="list-style-type: none"> ➤ Daily cleaning of all offices. ➤ Cleaning of all windows and window sills once every week. ➤ Dusting of all office furniture daily. ➤ Cleaning of Toilets X 3 ➤ Deep cleaning of all offices once every month. ➤ Disposal of Sanitary bins in ladies toilets. ➤ Maintenance of Gardens and yard ➤ Cleaning of toilets
<p>ZIMRA Megawatt Complex. 10th Street, Gweru. Gweru Customs Warehouse. Post office</p>	<p>Offices Toilets</p>	<p>1x Hoover 1x wheel barrow 1x hoe 1x rake 2x scrubbing machines</p>	<p>Megawatt Complex</p> <ul style="list-style-type: none"> ➤ Supplying sanitary plastics and disposal and deodorizing of sanitary bins from ladies toilet ➤ General cleaning whenever necessary ➤ Cleaning of toilets whenever necessary. ➤ Cleaning of windows and the warehouse ➤ Maintenance and cleaning of grounds at customs Warehouse ➤ Cleaning of toilets ladies and gents at Customs house ➤ Fumigation of offices when necessary. ➤ Cleaning and dusting office
<p>ZIMRE Centre Mutare</p>	<p>Offices Toilets</p>	<p>3 x scrubbing machines 2 x hoovers 10 x sanitary bins</p>	<ol style="list-style-type: none"> 1. Ground Floor Cash office (Client care office, Kitchen and Toilets) 1st, 2nd, 3rd, 4th floor, 5th floor, 6th floor offices and all balconies. 2. Maintenance and cleaning of grounds from exit area up to rear pavements. 3. Cleaning all foyers and water storm drainages. 4. Sweeping, dump moping daily, machine buffing and scrubbing all offices. 5. Cleaning of Passages, Windows, Window seals and Glass doors from Ground to 6th Floor. 6. Cleaning of 7th Floor Balcony. 7. Cleaning of all staircases. 8. Toilets cleaning sanitizing and supplying channel blocks. 9. Emptying sanitary bins, cleaning and disinfecting all waste receptacles. 10. Deep cleaning of carpets, sofas and chairs whenever necessary.

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			<p>Customs Warehouse</p> <ol style="list-style-type: none"> 1. Cleaning the State warehouse and cottage. 2. Arranging goods in the warehouse on request. 3. Assisting in loading/offloading and arranging items scheduled for the warehouse and rummage sales. 4. Clearing grass on the surrounding areas/ yard
Rusape Office	Offices Toilets	1 x scrubbing machine	<p>round Floor offices (Client care office, kitchen toilet and generator room)</p> <ul style="list-style-type: none"> ➤ Sweeping, dump moping daily, machine buffing, dusting desks and scrubbing as necessary. ➤ Cleaning of Windows and Window seals. ➤ Emptying, cleaning and disinfecting all waste receptacles.
Forbes Border Post	Offices Toilets grounds	4 x scrubbing machine 1 x set garden tools 4x floor polisher/shiner	<p>Cleaning of Ground Floor Premises at Forbes border Post and All Offices. (Travelers Halls, Commercial Office, Motor Traffic, Kitchen and Toilets)</p> <ul style="list-style-type: none"> ➤ Maintenance and cleaning of Grounds from exit area up to the truck inn area. ➤ Clearing of Water Storm drainages. ➤ Watering indoor and outdoor flowers. ➤ Assisting in loading and arranging items scheduled for the warehouse and rummage sales. ➤ All Offices at Forbes Building and Toilets. ➤ Offices first floor ➤ Offices and 2 travellers Halls at ground floor ➤ State warehouse at Forbes Building office ➤ Cleaning of Passages, Windows, Window Seals and Glass doors on all Floors. ➤ Cleaning of 1st Floor Balcony. ➤ Cleaning of, Staircases ➤ Deep cleaning at least once a year. ➤ Disposal of ladies sanitary bins daily. <p>GMS (Container Depot)</p> <ul style="list-style-type: none"> ➤ Cleaning of 9 offices at the GMS and

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			<p>maintaining the immediate surrounding area free from dirt.</p> <ul style="list-style-type: none"> ➤ Cleaning of 2 x toilets at GMS ➤ Cleaning of 3 State warehouses <p>TOAZ (Sealing Office)</p> <ul style="list-style-type: none"> ➤ Cleaning of 2 offices. ➤ Cleaning of 1x toilet
Mutare Customs House (Anticipated to be operational early 2022)	Offices toilets	1 x scrubbing machine 2x hoes 2x slashers 1x wheelbarrow 1x mower/grass cutter	<ul style="list-style-type: none"> ➤ Cleaning of Passages, Windows, Window Seals and Glass doors on all Floors. ➤ Cleaning of 1st Floor Balcony. ➤ Cleaning of, Staircases ➤ Deep cleaning at least once a year. ➤ Disposal of ladies sanitary bins daily.
Mt Selinda	Offices Garden Toilets	1 x scrubbing machine 2x hoes 2x slashers 1x wheelbarrow 1x mower/grass cutter	<ul style="list-style-type: none"> ➤ Cleaning of 2 x Travelers Halls, 1 x Commercial Office and 1 x Kitchen and 1 x Warehouse. ➤ Maintenance and cleaning of Grounds up to the staff quarters. ➤ Watering flowers. ➤ Assisting in loading and arranging items scheduled for the warehouse and auction. ➤ Toilets cleaning and sanitizing. ➤ Cleaning of Passages, Windows, and Window seals. ➤ Daily emptying and disposal of sanitary bin
609 Baobab Road, Chiredzi	Offices Toilets Garden	1 x scrubbing machine x set garden tools	<ul style="list-style-type: none"> ➤ Daily Cleaning of all offices. ➤ Pruning of trees and shrubs ➤ Maintenance of flowers ➤ Watering of flowers. ➤ Maintenance of lawn at 609 baobab. ➤ Cleaning gutters ➤ Fumigation of offices once a quarter ➤ Cleaning of all windows and window sills once every week. ➤ Dusting of all office furniture daily. ➤ Deep cleaning of all offices once every month. ➤ Disposal of Sanitary bins in ladies' toilets. ➤ Maintenance and cleaning of grounds from exit area up to rear pavements ➤ Hooving of office carpets once per week. ➤ Cleaning of ladies and gents toilets twice a day

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<p>606 & 609 Baobab Rd</p>	<p>Offices Toilets Garden</p>	<p>Lawn mower 1 x Scrubber 2x hoover garden tools</p>	<ul style="list-style-type: none"> ➤ Daily Cleaning of all offices. ➤ Maintenance of flowers ➤ Watering of flowers. ➤ Fumigation of offices once per quarter ➤ Cleaning of all windows and window sills once every week. ➤ Cleaning of ladies and gents' toilets twice a day ➤ Dusting of all office furniture daily. ➤ Deep cleaning of all offices once every month. ➤ Disposal of Sanitary bins in ladies' toilets. ➤ Maintenance and cleaning of grounds
<p>Sango Border Post</p>	<p>Offices Toilets grounds</p>	<p>2x hoes 2x slashers 1x wheelbarrow 1x scrubbing machine 1x floor polisher/shiner 1x mower/grass cutter</p>	<ul style="list-style-type: none"> ➤ Daily cleaning of all offices. ➤ Maintenance of flowers ➤ Watering of flowers. ➤ Picking of papers around the yard twice daily and as when necessary ➤ cleaning gutters ➤ Fumigation of offices once per quarter ➤ Cleaning of staff and public toilets twice daily ➤ Cleaning of all windows and window sills once every week. ➤ Dusting of all office furniture daily. ➤ Deep cleaning of all offices once every month. ➤ Disposal of Sanitary bins in ladies toilets. ➤ Maintenance and cleaning of grounds from exit area up to rear pavements
<p>Buffalo Range Airport</p>	<p>Chiredzi Town Office Toilets</p>	<p>2 x scrubbing machines 1 x hoover 1xGrass cutting machine/mower</p>	<ul style="list-style-type: none"> - Cleaning of offices daily. - Fumigation of offices once per quarter. - Cleaning of all windows and window sills once every week.
<p>ZIMRE Centre Building, Masvingo</p>	<p>Offices Passages Grounds warehouse</p>	<p>2 x scrubbing machines 1 x hoover 1xGrass cutting machine/mower</p>	<ul style="list-style-type: none"> ➤ Deep cleaning of offices once every quarter. ➤ Cleaning of office windows, window seals and glass doors on all the offices (3rd, 5th floor, 6th floor & 7th floor. (once a week) ➤ Cleaning of kitchen. (Daily) ➤ Cleaning of NRZ Customs state warehouse once/per week ➤ Cleaning of office walls as per need ➤ Deep cleaning of office carpets once per quarter

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			<ul style="list-style-type: none"> ➤ Fumigation of NRZ Customs state warehouse as and when necessary ➤ Hooving of office carpets once per week. ➤ Disposal of ladies sanitary bins daily to the Masvingo General Hospital incinerator. ➤ Dusting of office furniture once per week/or as per need. ➤ Deep cleaning of office carpets once every quarter.
Zvishavane	Offices Warehouse	1 x scrubbing machine 1 x floor polisher 1x wheelbarrow 2x slashers 2x hoes 1x grass cutter/mower	<ul style="list-style-type: none"> ➤ Cleaning of Customs state warehouse once/per week ➤ Cleaning of office windows, window seals and glass doors on all the offices. ➤ Applying floor/tile polish once per week ➤ Emptying office bins daily ➤ Cleaning of office walls as per need ➤ Dusting of office furniture once per week/or as per need. ➤ Slashing grass and bush cutting whenever need arises

Lot 4 Beitbridge; Beitbridge Border Post

Beitbridge Border Post	Toilets Offices Passages Walls	Min equipment required 1 x scrubbing machine 6 x soap dispenser 3 x sanitary bin 1 x set garden tools	<ul style="list-style-type: none"> ➤ All public areas only and halls [ground and 1st floor] ➤ -office corridors ➤ -stair cases ➤ -banking hall ➤ -reception area ➤ Cleaning of the public toilets at the export and import sections of the border post and all toilets in the main terminal building and other outbuildings in the border complex and beyond the Beitbridge border post including all other places where there are transit sheds, warehouses or container depots ➤ Malala and Lutumba tollgates ➤ Toilets are to be visited,
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			cleaned and inspected at least every hour to ensure cleanliness at all times. This does not rule out more frequency as may be required during busy periods
	<p>Paths Grounds Streets Roadways</p>	<ul style="list-style-type: none"> ➤ Wire broom ➤ Sisal Broom 	<ul style="list-style-type: none"> ➤ General cleaning of the streets, roadways, causeways, paths, grounds, the pounds or yards and the general environment within the entire border complex and includes areas outside the border such as Malala and Lutumba tollgates ➤ Zimra reserves the right to withdraw coverage at any time from these areas outside the border should its services be withdrawn as well. For this reason, only four cleaners shall be provided for the tolling sites and other outside premises per day as may be discussed on site depending on the active sites at time of inception
	<ul style="list-style-type: none"> ➤ Corridors ➤ Carpets sofas 	<ul style="list-style-type: none"> ➤ Feather Duster ➤ Mop ➤ Vacuum Cleaner ➤ Soft Broom 	<ul style="list-style-type: none"> ➤ Daily cleaning services of corridors, walls, verandas, ceilings, windows, carpets, sofas in all border complex buildings and other outbuildings in the border complex including removal of spider-webs, pests, rodents, doves' nests
	<p>Garden and drainages</p>	<ul style="list-style-type: none"> ➤ Rods ➤ Shovel ➤ Cleaning Paddle 	<ul style="list-style-type: none"> ➤ Cleaning drains, cutting grass, landscaping, maintaining lawns and flowers and plants, indoor or outdoor

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	Perimeter fence	<ul style="list-style-type: none"> ➤ Grass Trimmer ➤ Slashers ➤ Axes ➤ Spades ➤ Wheel barrow 	<ul style="list-style-type: none"> ➤ Cleaning of the perimeter fence including bush clearing during the vegetative season ➤ All bushes and grass inside the border post and within 10metres of the perimeter fence outside should be cleared to the ground
Manica Offices Post	Offices	<ul style="list-style-type: none"> ➤ Hoover ➤ Scrubber 	<ul style="list-style-type: none"> ➤ Mopping and cleaning of public places floors ➤ Cleaning of windows
New Freight Offices	Offices	<ul style="list-style-type: none"> ➤ Hoover ➤ Scrubber 	<ul style="list-style-type: none"> ➤ Mopping and cleaning of public places floors ➤ Cleaning of windows
Town office Post	Offices Passages	<ul style="list-style-type: none"> ➤ Hoover ➤ Scrubber 	<ul style="list-style-type: none"> ➤ Mopping and cleaning of public places floors ➤ Cleaning of windows
Exit and import scanners Post	Office	<ul style="list-style-type: none"> ➤ Hoover ➤ Scrubber 	<ul style="list-style-type: none"> ➤ Public places which needs thorough cleaning ➤ Compliance/warehouse ➤ Loading and off-loading of goods ➤ Loading of goods intended for auctions ➤ Anti-smuggling ➤ Loading and off-loading of seized goods

Lot 5, Region 2 & Bulawayo

Place	Area to be cleaned	Minimum Equipment Required	Areas To Be Covered
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<p>Mhlahlandlela Office</p>	<p>Ground Floor Block C, 1st Floor Block C & D, 2nd Floor Block C & D, 3rd Floor Block C & D, 4th Floor Block D, 5th Floor Block D & E, 6th Floor Block C & D, Training Rooms, Library, Computer Lab & Stair cases</p>	<p>8 x Sanitary Bins 2 x Scrubbing machines 1 x hoover 14 Soap Dispensers 3 x cleaning mop buckets and wringer set 5 x brooms</p>	<p>Cleaning to be done on Monday to Saturday excluding public holidays</p> <ul style="list-style-type: none"> ➤ Keeping office floors, walls and windows clean all the time through Scrubbing, Sweeping, Mopping & Polishing ➤ Dusting furniture and equipment daily ➤ Provision of Sanitary bins in all ladies' toilets ➤ Dispose sanitary bins daily ➤ Provision of air freshener dispenser ➤ Provision of soap dispensers ➤ Emptying office bins once a day ➤ Removing cob webs in offices weekly ➤ Cleaning windows weekly ➤ Cleaning and scrubbing of stair cases daily ➤ Fumigation of cockroaches and rats to be done once per quarter
<p>Bulawayo Port (Reception area, DPC big office, Private Imports & Motor Registration area, Cash Office, Ground Offices, Staff toilets, Staircases, 1st floor Corridor, 2nd floor corridor, Ports Manager's office, Kitchen, Boardroom, 2nd floor offices, Fenced Car Park Area & Backyard area</p>	<p>(Reception area, DPC big office, Private Imports & Motor Registration area, Cash Office, Ground Offices, Staff toilets, Staircases, 1st floor Corridor, 2nd floor corridor, Ports Manager's office, Kitchen, Boardroom, 2nd floor offices, Fenced Car Park Area & Backyard area</p>	<p>1 x scrubbing machine 3 x soap dispensers 2 x sanitary bins 5 x brooms 3 x cleaning mops & wringer set 1 x hoover</p>	<ul style="list-style-type: none"> ➤ Cleaning of DPC big office Monday to Sunday daily including public holidays. ➤ Other offices (cleaning to be done from Monday to Saturday daily) ➤ Keeping office floors, walls and windows clean all the time through Scrubbing, Sweeping, Mopping & Polishing ➤ Dusting furniture and equipment daily ➤ Provision of Sanitary bins in all ladies' toilets ➤ Dispose sanitary bins daily ➤ Provision of air freshener dispenser ➤ Provision of soap dispensers ➤ Emptying office bins once a day ➤ Removing cob webs in offices weekly ➤ Cleaning windows weekly ➤ Cleaning and scrubbing of stair cases daily ➤ Cleaning of backyard three times a week ➤ Cleaning fenced car park three times a week

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<p>Condep Offices/NRZ Warehouse</p>	<p>(Offices, Foyer/ passage, Toilets, Kitchen, Ground maintenance)</p>	<p>1 x scrubbing machine 2 x soap dispensers; 1 x sanitary bin 2 x brooms, 2 x cleaning mops and wringer set; 1 x Scrubbing machine;</p>	<p>Offices to be cleaned daily from Monday to Saturday</p> <ul style="list-style-type: none"> ➤ Keeping office floors, walls and windows clean all the time through Scrubbing, Sweeping, Mopping & Polishing ➤ Dusting furniture and equipment daily ➤ Provision of Sanitary bins in ladies' toilet ➤ Dispose sanitary bin daily ➤ Provision of air freshener dispenser ➤ Provision of soap dispensers ➤ Emptying office bins once a day ➤ Removing cob webs in offices weekly ➤ Cleaning windows weekly ➤ Maintenance of car pound and cutting grass.
<p>J M Nkomo Cargo Office</p>	<p>J M Nkomo Cargo Office (Open Office, Foyer/ Reception Area, Kitchen, Toilets, Cash Office</p> <p>New Terminal</p> <ul style="list-style-type: none"> ➤ Offices ➤ Baggage scanner 	<p>1 x scrubbing machine 2 x soap dispensers 1 x sanitary bin 2 x brooms 2 x mops,</p>	<p>To be cleaned daily from Monday to Sunday</p> <ul style="list-style-type: none"> ➤ Keeping office floors, walls and windows clean all the time through Scrubbing, Sweeping, Mopping & Polishing ➤ Dusting furniture and equipment daily ➤ Provision of Sanitary bins in ladies' toilet ➤ Dispose sanitary bin daily ➤ Provision of air freshener dispenser ➤ Provision of soap dispensers ➤ Emptying office bins once a day ➤ Removing cob webs in offices weekly ➤ Cleaning windows weekly ➤ Grass cutting once per month
<p>Gwanda</p>	<p>(Offices, Kitchen, Toilets, Passage & Stair case</p>	<p>1 x scrubbing machine 2 x soap dispenser 1 x sanitary bin 2 x brooms 2 x mops, 1 x cleaning mops and wringer set;</p>	<p>To be cleaned daily from Monday to Sunday</p> <ul style="list-style-type: none"> ➤ Keeping office floors, walls and windows clean all the time through Scrubbing, Sweeping, Mopping & Polishing ➤ Dusting furniture and equipment daily

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			<ul style="list-style-type: none"> ➤ Provision of Sanitary bins in ladies' toilet ➤ Dispose sanitary bin daily ➤ Provision of air freshener dispenser ➤ Provision of soap dispensers ➤ Emptying office bins once a day ➤ Removing cob webs in offices weekly ➤ Cleaning windows weekly
Mlambapele Border	(Offices, Staff & Public Toilets & Border yard	2 x soap dispenser 2 x sanitary bins 2 x brooms 1 x grass cutter 1 x shovels 1 x wheel burrows 1 x racks 2 x hoes 1 x cleaning mops and wringer set;	<ul style="list-style-type: none"> ➤ Daily sweeping, bin emptying, tidying the furniture in the offices ➤ Keeping the yard surrounding clean and removing of any form of litter. ➤ Keeping toilets' floors, urinary, walls, wash basins and pans clean and sprayed with disinfectants all the time. ➤ Provision of sanitary bins for ladies' toilets ➤ Disposal of sanitary bins ➤ Maintenance of yard, lawn and flowers
Plumtree Border	(Entrance & Exit banking halls, 1 st floor & Ground Floor offices, 1 st floor corridors, Toilets, Kitchen, Boardroom, Reception area, Station Manager's Office, Border yard, Border Perimeter fence, Entrance & Exit, Search bays, Scanner Sheds, Anti-Smuggling area, Warehouses &	2 x scrubbing machine 6 x soap dispenser 3 x sanitary bin 2 x brooms 2 x cleaning mops and wringer set; 1 x hoover 3 x grass cutters 3 x shovels 2 x racks 3 x hoes	<ul style="list-style-type: none"> ➤ Keeping office floors, walls and windows clean all the time through Scrubbing, Sweeping, Mopping & Polishing ➤ Keeping toilets' floors, urinary, walls, wash basins and pans clean and sprayed with disinfectants all the time ➤ Urinary systems to have channel blocks everyday ➤ Dusting furniture and equipment daily ➤ Provision of Sanitary bins in ladies' toilet ➤ Dispose sanitary bin daily ➤ Provision of air freshener dispenser ➤ Provision of soap dispensers ➤ Emptying office bins twice a day ➤ Removing cob webs in offices weekly ➤ Cleaning windows weekly ➤ Grass cutting (landscaping) ➤ Cleaning drains ➤ Maintaining flowers, plants & lawns

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	Entrance & Exit Public Toilets		(indoor and outdoor) <ul style="list-style-type: none"> ➤ Cleaning of perimeter fence including bush clearing - within 10 meters of the perimeter fence outside the border.
Mangwe Flats	(Stair cases, Yard)	1 x scrubbing machine 2 x brooms 2 x mops 2 x grass cutters 2 x shovels 2 x wheel burrows 2 x racks 3 x hoes	<ul style="list-style-type: none"> ➤ Grass cutting (landscaping) ➤ Cleaning drains ➤ Maintaining lawn, flowers and plants ➤ Cleaning of stair cases
Mphoengs Border Post	(Entrance & Exit Banking halls, Offices, Staff Toilets, Public Toilets, Yard)	1 x scrubbing machine 4 x soap dispenser 3 x sanitary bins 2 x brooms 2 x mops, 3 x grass cutters 3 x shovels 3 x wheel burrows 2 x racks 3 x hoes 3 x Rods	<ul style="list-style-type: none"> ➤ Keeping office floors, walls and windows clean all the time through Scrubbing, Sweeping, Mopping & Polishing ➤ Keeping toilets' floors, urinary, walls, wash basins and pans clean and sprayed with disinfectants all the time ➤ Urinary systems to have channel blocks everyday ➤ Dusting furniture and equipment daily ➤ Provision of Sanitary bins in ladies' toilet ➤ Dispose sanitary bin daily ➤ Provision of air freshener dispenser ➤ Provision of soap dispensers ➤ Emptying office bins once a day ➤ Removing cob webs in offices weekly ➤ Cleaning windows weekly ➤ Grass cutting (landscaping) ➤ Cleaning drains ➤ Cleaning of perimeter fence including bush ➤ Clearing - within 10 meters of the perimeter fence outside the border.
Victoria Falls Border	(Entrance & Exit banking halls, Offices, Staff	1 x scrubbing machine 6 x soap dispenser 3 x sanitary bin 2 x brooms 2 x cleaning mops	<ul style="list-style-type: none"> ➤ Daily sweeping of the yard and bin emptying. ➤ Keeping the yard surrounding clean and removing of any form of litter. ➤ Keeping office floors, walls through Scrubbing, Sweeping, Mopping &

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	<p>Toilets, Public Toilets, Border yard, Border Perimeter fence, Search bays, Scanner Sheds & Warehouse</p>	<p>and wringer set; 1 x hoover 3 x grass cutters 3 x shovels 3 x wheel burrows 2 x racks 3 x hoes</p>	<p>Polishing ➤ Keeping Toilets' Floors, Urinary, Walls, Wash basins and Pans clean and sprayed with disinfectants all the time ➤ Dusting furniture and equipment daily ➤ Provision of Sanitary bins in all ladies' toilets ➤ Dispose sanitary bins daily ➤ Provision of air fresheners dispenser and refiling the dispenser ➤ Provision of soap dispenser and refiling the dispenser ➤ Provision of channel blocks in gent's toilets ➤ Emptying office bins twice a day ➤ Removing cob webs in offices weekly ➤ Cleaning windows daily ➤ Periodic vacuum and wet cleaning of floors and dusting/polishing desks and litter disposal, weekly cleaning of windows, monthly scrubbing of walls and doors in the state warehouse</p>
<p>UTC Flats</p>	<p>(Stair cases, Yard) NB: Cleaner at Town and ZB Offices to alternate</p>	<p>1 x scrubbing machine 2 x brooms 2 x mops</p>	<p>➤ Cleaning drains ➤ Maintaining yard ➤ Cleaning of stair cases</p>
<p>Victoria Falls ZB Offices</p>	<p>(Offices, Staff Toilets, Stair cases, Kitchen & Reception area) NB: Cleaner at Town and ZB Offices to alternate quarterly</p>	<p>1 x scrubbing machine 2 x soap dispenser 1 x sanitary bin 2 x brooms 2 x cleaning mops and wringer set; 1 x hoover</p>	<p>➤ Daily sweeping, bin emptying, tidying the furniture in the offices and window cleaning as and when necessary + walls & doors ➤ Keeping the yard surrounding clean and removing of any form of litter. ➤ Disposal of litter. ➤ Keeping Toilets' Floors, Urinary, Walls, Wash basins and Pans clean and sprayed with disinfectants all the time. ➤ Provision of Sanitary bins in all ladies' toilets</p>
<p>Victoria Falls Town Offices</p>	<p>(Offices, Staff Toilets, Kitchen,</p>	<p>1 x scrubbing machine 2 x soap dispenser</p>	<p>➤ Daily sweeping, bin emptying, tidying the furniture in the offices and window cleaning as and when</p>

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	Reception area & Yard)	1 x sanitary bin 2 x brooms 2 x cleaning mops and wringer set; 1 x hoover 1 x grass cutter 1 x hoe	necessary + walls & doors <ul style="list-style-type: none"> ➤ Keeping the yard surrounding clean and removing of any form of litter. ➤ Disposal of litter. ➤ Keeping Toilets' Floors, Urinary, Walls, Wash basins and Pans clean and sprayed with disinfectants all the time. ➤ Provision of Sanitary bins in all ladies' toilets ➤ Fumigation once per quarter ➤ Maintaining lawn and flowers (landscaping) ➤ Fumigation of cockroaches and rats to be done once per quarter
Falls International Airport	(Offices, Reception area, Kitchen, Toilets, Cash office, Baggage scanner)	1 x scrubbing machine 2 x soap dispenser 1 x sanitary bin 2 x brooms 2 x cleaning mops and wringer set;	<ul style="list-style-type: none"> ➤ Daily sweeping, bin emptying, tiding the furniture in the offices and window cleaning as and when necessary ➤ Keeping yard surroundings clean and removing any form of litter ➤ Disposal of litter ➤ Keeping toilets floors, urinary, wall, wash basins and pans clean and sprayed with disinfectants all the time ➤ Provision of sanitary bins in all ladies' toilets
Kazungula border post	(Entrance & Exit Banking halls, Office, Staff Toilets, Public Toilets & Yard	1 x scrubbing machine 4 x soap dispenser 5 x sanitary bins 2 x brooms 2 x cleaning mops and wringer set; 3 x grass cutters 3 x shovels 3 x wheel burrows 2 x racks 3 x hoes 3 x Rods	<ul style="list-style-type: none"> ➤ Daily sweeping of the yard and bin emptying. ➤ Keeping the yard surrounding clean and removing of any form of litter. ➤ Keeping office floors, walls through Scrubbing, Sweeping, Mopping & Polishing ➤ Keeping Toilets' Floors, Urinary, Walls, Wash basins and Pans clean and sprayed with disinfectants all the time ➤ Dusting furniture and equipment daily ➤ Provision of Sanitary bins in all ladies' toilets ➤ Dispose sanitary bins daily ➤ Provision of air freshener dispenser and refilling ➤ Provision of soap dispenser and refilling

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			<ul style="list-style-type: none"> ➤ Provision of channel blocks in gents' toilets ➤ Emptying office bins twice a day ➤ Removing cob webs in offices weekly ➤ Cleaning windows daily ➤ Periodic vacuum and wet cleaning of floors and dusting/polishing desks and litter disposal, weekly cleaning of windows, monthly scrubbing of walls and doors in the state warehouse Provision of Sanitary bins in all ladies' toilets
Kazungula Mess	(Yard) NB: Team at border to do the work)	<p>1 x scrubbing machine 4 x soap dispenser 5 x sanitary bins 2 x brooms 2 x cleaning mops and wringer set; 3 x grass cutters 3 x shovels 3 x wheel burrows 2 x racks 3 x hoes 3 x Rods</p>	<ul style="list-style-type: none"> ➤ Maintenance of the yard
Pandamatenga Border Post	(Entrance & Exit Banking halls, Offices, Staff Toilets, Public Toilets & Yard)	<p>1 x scrubbing machine 4 x soap dispenser 3 x sanitary bins 2 x brooms 1 x hoover 2 x cleaning mops and wringer set; 3 x grass cutters</p>	<ul style="list-style-type: none"> ➤ Daily sweeping of the yard and bin emptying. ➤ Keeping the yard surrounding clean and removing of any form of litter. ➤ Keeping office floors, walls through Scrubbing, Sweeping, Mopping & Polishing ➤ Keeping Toilets' Floors, Urinary, Walls, Wash basins and Pans clean and sprayed with disinfectants all the time ➤ Dusting furniture and equipment daily ➤ Provision of Sanitary bins in all ladies' toilets ➤ Dispose sanitary bins daily ➤ Provision of air freshener dispenser and refilling ➤ Provision of soap dispenser and refilling ➤ Provision of channel blocks in gents toilets

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			<ul style="list-style-type: none"> ➤ Emptying office bins twice a day ➤ Removing cob webs in offices weekly ➤ Cleaning windows daily ➤ Periodic vacuum and wet cleaning of floors and dusting/polishing desks and litter disposal, weekly cleaning of windows, monthly scrubbing of walls and doors in the state warehouse Provision of Sanitary bins in all ladies' toilets
Hwange Office	(Offices, Staff Toilets, Kitchen & Reception area)	1 x scrubbing machine 2 x soap dispenser 1 x sanitary bin 2 x brooms 2 x cleaning mops and wringer set; 1 x grass cutter	<ul style="list-style-type: none"> ➤ Daily sweeping of the yard and bin emptying. ➤ Keeping the yard surrounding clean and removing of any form of litter. ➤ Keeping office floors, walls through Scrubbing, Sweeping, Mopping & Polishing ➤ Keeping Toilets' Floors, Urinary, Walls, Wash basins and Pans clean and sprayed with disinfectants all the time ➤ Dusting furniture and equipment daily ➤ Provision of Sanitary bins in all ladies' toilets ➤ Dispose sanitary bins daily ➤ Provision of air freshener dispenser and refilling ➤ Provision of soap dispenser and refilling ➤ Provision of channel blocks in gents' toilets ➤ Emptying office bins twice a day ➤ Removing cob webs in offices weekly ➤ Cleaning windows daily
Binga Office	(Offices, Immigration Houses & Yard)	1 x scrubbing machine 1 x soap dispenser 2 x sanitary bins 2 x brooms 2 x cleaning mops and wringer set; 1 x grass cutter 3 x shovels 3 x wheel burrows	<ul style="list-style-type: none"> ➤ Monthly deep cleaning of the floors, tiding the furniture in the house and window cleaning as and when necessary + walls & doors ➤ Keeping the yard surrounding clean and removing of any form of litter. ➤ Disposal of litter. ➤ Provision of Sanitary bins in all ladies' toilets

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ANNEXURE "B"

Note to Bidders: Complete the currency of your quotation and the unit and total rates for each item listed below.

Currency of Quotation/Contract: _____ ZWL

Bidders should clearly show the breakdown of associated costs required, as given in the table below. *Failure to provide this will lead to automatic disqualification.*

Item	Provision of Cash In-Transit & Static Security Services for a period of 2 years	Qty	Unit Rate (12hrs) (insert)	Total Monthly Fee	Cost element as a % of sum (supervisory and staff costs)
1	Management Costs				
2	Supervisory Costs				
3	Staff Costs (basic), Holiday and Sick pay (Attach NEC Rates)				
4	Cover for Staff absences				
5	Repair, Recruitment and vetting costs				
6	Training (basic)				
7	Training (Specific to contract)				
8	Uniforms				
9	Equipment				
10	Consumables (please specify)				
11	Insurances				
12	Other direct costs (please specify)				
13	Other overheads (please specify)				
14	Profit				
Monthly Service Fee Incl VAT in ZWL\$					
Annual Service Fee Incl VAT in ZWL\$					

For and on behalf of the Contractor

Signed:
Name:
In the capacity of: [Title or other appropriate designation]

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ANNEXURE "C"

Note to Bidders: Complete the currency of your quotation and the unit and total rates for each item listed below.

Currency of Quotation/Contract: _____ ZWL

Bidders should clearly show the breakdown of associated costs required, as given in the table below. *Failure to provide this will lead to automatic disqualification.*

Item	Provision of Cash In Transit & Staff Security Services for a period of 2 years	Qty	Unit Rate (8hrs) (insert)	Total Monthly Fee	Cost element as a % of sum (supervisory and staff costs)
1	Management Costs				
2	Supervisory Costs				
3	Staff Costs (basic), Holiday and Sick pay (Attach NEC Rates)				
4	Cover for Staff absences				
5	Repair, Recruitment and vetting costs				
6	Training (basic)				
7	Training (Specific to contract)				
8	Uniforms				
9	Equipment				
10	Consumables (please specify)				
11	Insurances				
12	Other direct costs (please specify)				
13	Other overheads (please specify)				
14	Profit				
Monthly Service Fee Incl VAT in ZWL\$					
Annual Service Fee Incl VAT in ZWL\$					

For and on behalf of the Contractor

Signed: _____

Name: _____

In the capacity of: [Title or other appropriate designation]

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PART 3 CONTRACT

ANNEXURE "D"

Lot	Place	Site	Date	Time	Contact Person	Mobile/Landline
2	Nyamapanda	Nyamapanda	11.08.2021	1000hrs	G. Nyahangare	0712617258
1	Harare	Kurima House	12.08.2021	1000hrs	M. Mandeyere	0772245023
2	Chirundu	Chirundu	13.08.2021	1000hrs	G. Nyahangare	0712617258
	Kariba	Kariba	13.08.2021	1500hrs	G. Nyahangare	0712617258
	Bindura	Bindura	16.08.2021	0800hrs	G. Nyahangare	0712617258
	Chinhoyi	Chinhoyi	16.08.2021	1500hrs	G. Nyahangare	0712617258
3	Kadoma	Kadoma	17.08.2021	1000hrs	G. Mandere	0772413780
	Kwekwe	Kwekwe	17.08.2021	1200hrs	G. Mandere	0772413780
	Gweru	ZESA Megawatt	17.08.2021	1500hrs	G. Mandere	0772413780
	Zvishavane	Zvishavane	18.08.2021	1400hrs	G. Mandere	0772413780
	Masvingo	Masvingo	18.08.2021	0900hrs	G. Mandere	0772413780
	Chiredzi	Chiredzi & Sango	19.08.2021	1000hrs	G. Mandere	0772413780
	Mutare	Mutare	20.08.2021	1000hrs	G. Mandere	0772413780
	Rusape	Rusape	20.08.2021			
	Forbes Border Post	Forbes Border Post	20.08.2021			
	Chipinge	Chipinge	23.08.2021	1000hrs	G. Mandere	0772413780
Mt Selinda	Mt Selinda	23.08.2021	1200hrs	G. Mandere	0772413780	
4	Beitbridge	Beitbridge Border Post	24.08.2021	1000hrs	E. Makotose	0772287132
5	Bulawayo	Mhlahlandlela, Bulawayo Port & substations	25.08.2021	1000hrs	R. Gongera	0712401660
	Plumtree	Plumtree & substations	26.08.2021	1000hrs	R. Gongera	0712401660
	Vic Falls	Vic Falls & substations	27.08.2021	1000hrs	R. Gongera	0712401660