

**ZIMBABWE REVENUE AUTHORITY
COMMISSIONER GENERAL**



WRITE TO:
CGOffice@zimra.co.zw
ZIMBABWE REVENUE
AUTHORITY
PO BOX 4360
CAUSEWAY
HARARE

TELEPHONE:
+263-4-736111
FAX:
+263-4-707400
TELEGRAPHS:
HARARE

CALL AT:
RECEPTION
1st FLOOR KURIMA HOUSE
NELSON MANDELA AVE
HARARE

IN REPLY PLEASE
QUOTE:

REF: NO.
ZIMRA NCB 29/2021

August 11, 2021

To All Participating Bidders

ADDENDUM NO. 1 TO ZIMRA DOMESTIC TENDER NO. NCB 29/2021 FOR THE PROVISION OF CLEANING SERVICES FOR A PERIOD OF TWO (2) YEARS CLOSING AUGUST 31, 2021 AT 1000HRS.

Reference is made to the ZIMRA Domestic Tender No. NCB 29/2021, with a closing date of August 31, 2021 as advertised in the Thursday Herald & Sunday Mail of August 12, 2021 & August 08, 2021 respectively and ZIMRA website.

Please take note of the following changes and additional information:

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

Pre-bid meeting

There is **no** pre-bid meeting for this tender.

Domestic Preference

A margin of preference, in accordance with the procedures outlined in section 8 of the Regulations, will apply.

- (a) The percentage of preference to be given to domestic providers is seven and a half per cent (7,5%).
- (b) Any additional preference to be given to women-owned businesses is seven and a half per cent (7,5%).

(c) Eligibility for the margin of preference will be based on the following factors namely ownership, location of bidder or production facilities, origin of labour, raw material or components, extent of proposed sub-contracting or association with local partners and any other relevant factors.

The documentation required from the Bidder as evidence of eligibility for the margin of preference is a set of company documents from the Registrar of Companies.

Annexures:

**Annexure A
DEPLOYMENTS**

LOT 1: KURIMA HOUSE & ZB CENTRE

Place	Area To Be Covered	Minimum Equipment Required	Areas Need To Be Cleaned
Head office Administration Kurima House No. of Cleaners: 18 Operational Hours: 0630 – 1530hrs (Mon – Fri) Operational Hours: 0800 – 1200hrs (Sat)	- Public areas toilets, kitchens, passages, stair cases, open area, refuse area, basement and offices 1 st floor 2 nd floor 5 th floor	<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 scrubbing of Basement ➤ Cleaning and management of refuse area daily

<p>Head Office Annex Wing Kurima House Covered under Head Office Administration Above</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 No. of Cleaners: 10 Operational Hours: 0730 – 1530hrs (Mon – Fri) Operational Hours: 0800 – 1200hrs (Sat)</p>	<p>Public areas – toilets, kitchen, corridors Public Areas and pool offices 3rd floor 5th floor 6th floor 7th floor 9th floor 10th Floor 11th Floor 12th 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 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.

<p>Head Office Lynton Flats No. of Cleaners: 1 Operational Hours: 0730 – 1530hrs (Mon – Fri) Operational Hours: 0800 – 1200hrs (Sat)</p>	<p>Public Areas <ul style="list-style-type: none"> ➤ Stair cases ➤ Refuse area </p>	<p>Garden tools- <ul style="list-style-type: none"> ➤ Lawn mower ➤ Wheel barrow ➤ Hedge cutter ➤ Hoe ➤ Rack ➤ Shovel ➤ Hard broom </p>	<ul style="list-style-type: none"> ➤ Cleaning of stair cases daily ➤ Clearing and refuse disposal
<p>Head Office Central Stores Enfield Warehouse No. of Cleaners: 1 Operational Hours: 0800 – 1530hrs (Mon – Fri)</p>	<p>Public Areas and offices <ul style="list-style-type: none"> ➤ Central Stores </p>	<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 ➤ 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 Kurima House No. of Cleaners: 10 Operational Hours: 0630 – 1530hrs (Mon – Fri) Operational Hours: 0630 – 1200hrs (Sat)</p>	<p>Public Areas and offices <ul style="list-style-type: none"> ➤ 3rd floor ➤ 4th floor ➤ 6th Floor ➤ Ground Floor (CCU and Reception Area) </p>	<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

			<ul style="list-style-type: none"> ➤ 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>Bindura No. of Cleaners: 1 Operational Hours: 0630 – 1530hrs (Mon – Fri) Operational Hours: 0630 – 1200hrs (Sat)</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 No. of Cleaners: 1 Operational Hours: 0630 – 1530hrs (Mon – Fri) Operational Hours: 0630 – 1200hrs (Sat)</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

			<ul style="list-style-type: none"> ➤ 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>Large Client Office (Belgravia) No. of Cleaners: 2 Operational Hours: 0630 – 1530hrs (Mon – Fri) Operational Hours: 0630 – 1200hrs (Sat)</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) No. of Cleaners: 1 Operational Hours: 0630 – 1530hrs (Mon – Fri) Operational Hours: 0630 – 1200hrs (Sat)</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

			<ul style="list-style-type: none"> ➤ Cleaning windows daily ➤ Dusting furniture and equipment daily
Marondera No. of Cleaners: 1 Operational Hours: 0630 – 1530hrs (Mon – Fri) Operational Hours: 0630 – 1200hrs (Sat)	<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
Region 1 – Customs Regional Office and Harare Port No. of Cleaners: 6 Operational Hours: 0730 – 1530hrs (Mon – Fri) Operational Hours: 0730 – 1200hrs (Sat)	Public Areas and offices <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 ➤ Cleaning windows daily ➤ Dusting furniture and equipment daily

LOT 2, REGION 1

1.0 CHIRUNDU BORDER POST

No. of Cleaners: 16

Operational Hours: 0600 – 2200hrs (Mon – Fri)

Operational Hours: 0600 – 2200hrs (Sat)

Operational Hours: 0600 – 2200hrs (Sun)

Operational Hours: 0600 – 2200hrs (Public Holidays)

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, Urinary, Walls, Wash basins and Pans clean and sprayed with disinfectants all the time

			<ul style="list-style-type: none"> ➤ 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 	Hoovers Scrubbers	<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 once every quarter.
Freight Terminal Building (FTB)	<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 	<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 	<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

	<ul style="list-style-type: none"> ➤ [Including Windows], Search Bays [Entry And Exit] 		<ul style="list-style-type: none"> ➤ 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 equipment daily ➤ Fumigation of offices once every quarter.
<p>Scanners</p>	<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 ➤ 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

			<ul style="list-style-type: none"> ➤ Provision of soap dispenser ➤ Removing cob webs in offices weekly ➤ Cleaning windows daily ➤ Fumigation of offices once every quarter.
Generator Room	➤ Generator Room	➤ 1 Room	<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

2.0 KARIBA

Place	Areas To Be Covered	Minimum Required Equipment	Cleaning Specifications
Kariba Border Complex No. of Cleaners: 4 Operational Hours: 0600 – 1700hrs (Mon – Fri) Operational Hours: 0600 – 1700hrs (Sat) Operational Hours: 0600 – 1700hrs (Sun) Operational Hours: 0600 – 1700hrs (Public Holidays)	<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 	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 yard ➤ Sweeping the ground, Car Parks and terraces twice a day ➤ Gardening –maintenance of lawn, flowers and trimming of bushes

			<ul style="list-style-type: none"> ➤ surrounding the customs yard. ➤ Fumigation of offices once every quarter.
<p>Most High Complex No. of Cleaners: 1 Operational Hours: 0630 – 1530hrs (Mon – Fri) Operational Hours: 0630 – 1200hrs (Sat)</p>	<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 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 ➤ 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.

3.0 RGM AIRPORT

No. of Cleaners: 6

Operational Hours: 0600 – 1500hrs (Mon – Fri)

Operational Hours: 0600 – 1130hrs

4.0 KURIMA HOUSE (HARARE PORT & REGIONAL OFFICE).

No. of Cleaners: 6

Operational Hours: 0730 – 1530hrs (Mon – Fri)

Operational Hours: 0730 – 1200hrs

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 & Polishing ➤ 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.
International Airport	<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

			<ul style="list-style-type: none"> in offices weekly ➤ Cleaning windows daily ➤ Deep cleaning of corridors and cubicles once every week. ➤ Fumigation of offices and cubicles once every quarter.
NHS	<ul style="list-style-type: none"> ➤ Offices ➤ Scanner Room ➤ State Ware house 	<p>1 x Floor Polisher 1 x scrubber</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 State warehouse once every quarter.
Airfreight Building	<ul style="list-style-type: none"> ➤ Offices ➤ Kitchen ➤ Toilets 	<p>2x sanitary bins 3x soap dispensers 1x Scrubbing Machine 1x Hoover 1x 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

			<ul style="list-style-type: none"> 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 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.
Sorting Office	<ul style="list-style-type: none"> ➤ Offices ➤ Kitchen 	<ul style="list-style-type: none"> 1 x sanitary bin 2 x Soap Dispenser 1 x Floor Polisher 	<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

5.0 NYAMAPANDA BORDER POST

No. of Cleaners: 10

Operational Hours: 0600 – 1800hrs (Mon – Fri)

Operational Hours: 0600 – 1800hrs (Sat)

Operational Hours: 0600 – 1800hrs (Sun)

Operational Hours: 0600 – 1800hrs (Public Holidays)

Place	Areas To Be Covered	Minimum Required Equipment	Cleaning Specifications
	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

Office Complex			<p>perimeter fence and at station manager house</p> <ul style="list-style-type: none"> ➤ Disposal of bins and picking of papers.
	Toilets (staff and public toilets)	<p>6 x soap dispenser</p> <p>1 x scrubber</p>	<ul style="list-style-type: none"> ➤ 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
	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	<p>Scrubbers</p> <p>Hoovers</p> <p>Polisher</p>	<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 BORDER POST

Place	Areas to be cleaned	Minimum Required Equipment	Cleaning Specifications
<p>Kwekwe CAIPF Building 2nd And 3rd Floors. No. of Cleaners: 2 Operational Hours: 0700 – 1630hrs (Mon – Fri) Operational Hours: 0700 – 1200hrs (Sat)</p>	<p>Offices toilets</p>	<p>1X Hoover 1x Scrubbing machine</p>	<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)
<p>Kadoma Office No. of Cleaners: 2 Operational Hours: 0700 – 1630hrs (Mon – Fri) Operational Hours: 0700 – 1200hrs (Sat)</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 Cleaners: 4 Operational Hours: 0700 – 1630hrs (Mon – Fri) Operational Hours: 0700 – 1200hrs (Sat)</p>	<p>Offices Toilets</p>	<p>1x Hoover 1x wheel barrow 1x hoe 1x rake 2x scrubbing machines</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 Cleaners: 5 Operational Hours: 0700 – 1630hrs (Mon – Fri) Operational Hours: 0700 – 1200hrs (Sat)</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. <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.
<p>Rusape Office Cleaners: 1 Operational Hours: 0700 – 1630hrs (Mon – Fri) Operational Hours: 0700 – 1200hrs (Sat)</p>	<p>Offices Toilets</p>	<p>1 x scrubbing machine</p>	<p>Ground 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.
<p>Forbes Border Post Cleaners: 10 Operational Hours: 0600 – 2000hrs (Mon – Fri) Operational Hours: 0600 – 2000hrs (Sat)</p>	<p>Offices Toilets grounds</p>	<p>4 x scrubbing machine 1 x set garden tools 4x floor polisher/shiner</p>	<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.

			<ul style="list-style-type: none"> ➤ 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 maintaining the immediate surrounding area free from dirt. ➤ 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
<p>Mt Selinda</p> <p>Cleaners: 2 Operational Hours: 0600 – 1700hrs (Mon – Fri) Operational Hours: 0600 – 1700hrs (Sat)</p>	<p>Offices Garden Toilets</p>	<p>1 x scrubbing machine 2x hoes 2x slashers 1x wheelbarrow 1x mower/grass cutter</p>	<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
<p>609 Baobab Road, Chiredzi</p> <p>No. of Cleaners: 3 Operational Hours: 0700 – 1630hrs (Mon – Fri) Operational Hours: 0700 – 1200hrs (Sat)</p>	<p>Offices Toilets Garden</p>	<p>1 x scrubbing machine x set garden tools</p>	<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

606 Baobab Rd (Shares the cleaners with 609 Baobab)	Offices Toilets Garden	Lawn mower 1 x Scrubber 2x hoover garden tools	<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
Sango Border Post Cleaners: 2 Operational Hours: 0600 – 1800hrs (Mon – Fri) Operational Hours: 0600 – 1800hrs (Sat)	Offices Toilets grounds	2x hoes 2x slashers 1x wheelbarrow 1x scrubbing machine 1x floor polisher/shiner 1x mower/grass cutter	<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. <ul style="list-style-type: none"> ➤ 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
Buffalo Range Airport (Cleaners from Chiredzi Town Office will cover Airport)	Chiredzi Town Office Toilets	2 x scrubbing machines 1 x hoover 1xGrass cutting machine/mower	<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.
ZIMRE Centre Building, Masvingo No. of Cleaners: 5 Operational Hours: 0700 – 1630hrs (Mon – Fri) Operational Hours: 0700 – 1200hrs (Sat)	Offices Passages Grounds warehouse	2 x scrubbing machines 1 x hoover 1xGrass cutting machine/mower	<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 ➤ Fumigation of NRZ Customs state ware house 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 No. of Cleaners: 2 Operational Hours: 0700 – 1630hrs x 1 cleaner (Mon – Fri) Operational Hours: 0800 – 1600hrs x 1 cleaner (Mon – Fri) Operational Hours: 0700 – 1200hrs x 2 (Sat)	Offices Warehouse	1 x scrubbing machine 1 x floor polisher 1x wheelbarrow 2x slashers 2x hoes 1x grass cutter/mower	➤ 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

No. of Cleaners: 68

Operational Hours: Shift 1 (0600 – 1700hrs); Shift 2 (1700 – 0600hrs) (Mon – Sun including Public Holidays)

Operational Hours: 0800 – 1700hrs (Mon - Sun including Public Holidays) NB: For Town Office

Place	Area to be cleaned	Minimum Equipment Required	Areas To Be Covered
Beitbridge Border Post	Toilets Offices Passages Walls	1 x scrubbing machine 6 x soap dispenser 3 x sanitary bin 1 x set garden tools	➤ All public areas only and halls [ground and 1 st 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

			<p>border complex and beyond the Beitbridge border post including all other places where there are transit sheds, warehouses or container depots</p> <ul style="list-style-type: none"> ➤ Malala and Lutumba tollgates ➤ Toilets are to be visited, 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

	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
Mhlahlandlela Office No. of Cleaners: 8 Operational Hours: 0600 – 1500hrs (Mon – Fri) Operational Hours: 0600 – 1000hrs (Sat)	Ground Floor Block C, 1 st Floor Block C & D, 2 nd Floor Block C & D, 3 rd Floor Block C & D, 4 th Floor Block D, 5 th Floor Block D & E, 6 th Floor	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	Cleaning to be done on Monday to Saturday excluding public holidays <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

	Block C & D, Training Rooms, Library, Computer Lab & Stair cases		<ul style="list-style-type: none"> 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
Bulawayo Port No. of Cleaners: 5 Operational Hours: 0600 – 1500hrs (Mon – Fri) Operational Hours: 0600 – 1000hrs (Sat) Operational Hours: 0600 – 1000hrs (Sun – DPC Only) Operational Hours: 0600 – 1000hrs (Public Holidays – DPC Only)	(Reception area, DPC big office, Private Imports & Motor Registration area, Cash Office, Ground Offices, Staff toilets, Staircases, 1 st floor Corridor, 2 nd floor corridor, Ports Manager's office, Kitchen, Boardroom, 2 nd floor offices, Fenced Car Park Area & Backyard area	1 x scrubbing machine 3 x soap dispensers 2 x sanitary bins 5 x brooms 3 x cleaning mops & wringer set 1 x hoover	<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
Condep Offices/NRZ Warehouse No. of Cleaners: 1 Operational Hours: 0600 – 1500hrs (Mon – Fri) Operational Hours: 0600 – 1000hrs (Sat)	(Offices, Foyer/ passage, Toilets, Kitchen, Ground maintenance)	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;	Offices to be cleaned daily from Monday to Saturday <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

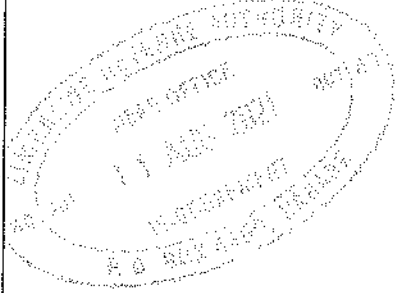
			<ul style="list-style-type: none"> ➤ Provision of air freshener dispenser ➤ Provision of soap dispensers ➤ Emptying office bins once a day ➤ Removing cob webs in offices weekly ➤ Cleaning windows weekly ➤ Maintenance of car pound and cutting grass
J M Nkomo Cargo Office & New Terminal No. of Cleaners: 1 Operational Hours: 0600 – 1500hrs (Mon – Fri) Operational Hours: 0600 – 1500hrs (Sat) Operational Hours: 0600 – 1500hrs (Sun) Operational Hours: 0600 – 1500hrs (Public Holidays)	J M Nkomo Cargo Office (Open Office, Foyer/ Reception Area, Kitchen, Toilets, Cash Office) New Terminal <ul style="list-style-type: none"> ➤ Offices ➤ Baggage scanner 	1 x scrubbing machine 2 x soap dispensers 1 x sanitary bin 2 x brooms 2 x mops,	To be cleaned daily from Monday to Sunday <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
Gwanda Office/ Warehouse No. of Cleaners: 1 Operational Hours: 0600 – 1500hrs (Mon – Fri) Operational Hours: 0600 – 1000hrs (Sat)	(Offices, Kitchen, Toilets, Passage & Stair case)	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;	To be cleaned daily from Monday to Sunday <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
Mlambapele Border Post No. of Cleaners: 1 Operational Hours: 0600 – 1500hrs	(Offices, Staff & Public Toilets & Border yard)	2 x soap dispenser 2 x sanitary bins 2 x brooms 1 x grass cutter 1 x shovels	<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,

<p>(Mon – Fri) Operational Hours: 0600 – 1500hrs (Sat) Operational Hours: 0600 – 1500hrs (Sun) Operational Hours: 0600 – 1500hrs (Public Holidays)</p>		<p>1 x wheel burrows 1 x racks 2 x hoes 1 x cleaning mops and wringer set;</p>	<p>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</p>
<p>Plumtree Border Post No. of Cleaners: 18 Operational Hours: 0600 – 2200hrs Shift Work (Mon – Fri) Operational Hours: 0600 – 12200hrs Shift Work (Sat) Operational Hours: 0600 – 2200hrs Shift Work (Sun) Operational Hours: 0600 – 2200hrs Shift Work (Public Holidays)</p>	<p>(Entrance & Exit banking halls, 1st floor & Ground Floor offices, 1st 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 & Entrance & Exit Public Toilets</p>	<p>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</p>	<p>➤ 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 (indoor and outdoor) ➤ Cleaning of perimeter fence including bush clearing – within 10 meters of the perimeter fence outside the border.</p>
<p>Mangwe Flats No.Of Cleaners: 4 Operational Hours: 0800 – 1700hrs (Mon – Fri) Operational Hours: 0800 – 1700hrs</p>	<p>(Stair cases, Yard)</p>	<p>1 x scrubbing machine 2 x brooms 2 x mops 2 x grass cutters 2 x shovels 2 x wheel burrows 2 x racks</p>	<p>➤ Grass cutting (landscaping) ➤ Cleaning drains ➤ Maintaining lawn, flowers and plants ➤ Cleaning of stair cases</p>

(Sat) Operational Hours: 0800 – 1700hrs (Sun) Operational Hours: 0800 – 1700hrs (Public Holidays)		3 x hoes	
Mphoengs Border Post No. of Cleaners: 4 Operational Hours: 0800 – 1700hrs (Mon – Fri) Operational Hours: 0800 – 1700hrs (Sat) Operational Hours: 0800 – 1700hrs (Sun) Operational Hours: 0800 – 1700hrs (Public Holidays)	(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.
Maitengwe Border Post No. of Cleaners: 10 Operational Hours: 0800 – 1700hrs (Mon – Fri) Operational Hours: 0800 – 1700hrs (Sat) Operational Hours: 0800 – 1700hrs (Sun) Operational Hours: 0800 – 1700hrs (Public Holidays)	<ul style="list-style-type: none"> ➤ 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

			<ul style="list-style-type: none"> ➤ 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 No. of Cleaners: 4 Operational Hours: 0600 – 1500hrs (Mon – Fri) Operational Hours: 0600 – 1500hrs (Sat) Operational Hours: 0600 – 1500hrs (Sun) Operational Hours: 0600 – 1500hrs (Public Holidays)	(Entrance & Exit banking halls, Offices, Staff Toilets, Public Toilets, Border yard, Border Perimeter fence, Search bays, Scanner Sheds & Warehouse)	1 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 3 x wheel burrows 2 x racks 3 x hoes	<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 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
Victoria Falls ZB Offices No. of Cleaners: 1 Operational Hours: 0700 – 1600hrs (Mon – Fri) Operational Hours: 0700 – 1100hrs (Sat)	(Offices, Staff Toilets, Stair cases, Kitchen & Reception area) NB: Cleaner at Town and	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	<ul style="list-style-type: none"> ➤ 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

	ZB Offices to alternate quarterly		<p>and sprayed with disinfectants all the time.</p> <ul style="list-style-type: none"> ➤ Provision of Sanitary bins in all ladies' toilets
<p>Victoria Falls Town Offices No. of Cleaners: 1 Operational Hours: 0700 – 1600hrs (Mon – Fri) Operational Hours: 0700 – 1100hrs (Sat)</p>	(Offices, Staff Toilets, Kitchen, Reception area & Yard)	<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 1 x grass cutter 1 x hoe</p>	<ul style="list-style-type: none"> ➤ Daily sweeping, bin emptying, tiding 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 ➤ Fumigation once per quarter ➤ Maintaining lawn and flowers (landscaping) ➤ Fumigation of cockroaches and rats to be done once per quarter
<p>Falls International Airport No. of Cleaners: 1 Operational Hours: 0700 – 1600hrs (Mon – Fri) Operational Hours: 0700 – 1600hrs (Sat) Operational Hours: 0700 – 1600hrs (Sun) Operational Hours: 0700 – 1600hrs (Public Holidays)</p>	(Offices, Reception area, Kitchen, Toilets, Cash office, Baggage scanner)	<p>1 x scrubbing machine 2 x soap dispenser 1 x sanitary bin 2 x brooms 2 x cleaning mops and wringer set;</p>	<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
<p>Kazungula Border Post No. of Cleaners: 4 Operational Hours: 0600 – 1500hrs (Mon – Fri) Operational Hours: 0600 – 1500hrs</p>	(Entrance & Exit Banking halls, Office, Staff Toilets, Public Toilets & Yard)	<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</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,

<p>(Sat) Operational Hours: 0600 – 1500hrs (Sun) Operational Hours: 0600 – 1500hrs (Public Holidays)</p>		<p>3 x wheel burrows 2 x racks 3 x hoes 3 x Rods</p>	<p>Walls, Wash basins and Pans clean and sprayed with disinfectants all the time</p> <ul style="list-style-type: none"> ➤ 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 ➤ 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>Provision of Sanitary bins in all ladies' toilets</p>
<p>Kazungula Mess (Cleaners the same at the border)</p>	<p>(Yard) NB: Team at border to do the work)</p>	<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>	<p>➤ Maintenance of the yard.</p> 
<p>Pandamatenga Border Post No. of Cleaners: 1 Operational Hours: 0700 – 1600hrs (Mon – Fri) Operational Hours: 0700 – 1600hrs (Sat) Operational Hours: 0700 – 1600hrs (Sun) Operational Hours:</p>	<p>(Entrance & Exit Banking halls, Offices, Staff Toilets, Public Toilets & Yard)</p>	<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

<p>0700 – 1600hrs (Public Holidays)</p>			<p>ladies' toilets</p> <ul style="list-style-type: none"> ➤ 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 ➤ 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
<p>Hwange Office No. of Cleaners: 1 Operational Hours: 0700 – 1600hrs (Mon – Fri) Operational Hours: 0700 – 1600hrs (Sat)</p>	<p>(Offices, Staff Toilets, Kitchen & Reception area)</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 grass cutter</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 ➤ Emptying office bins twice a day ➤ Removing cob webs in offices weekly ➤ Cleaning windows daily
<p>Binga Office No. of Cleaners: 1 Operational Hours: 0700 – 1600hrs (Mon – Fri) Operational Hours:</p>	<p>(Offices, Immigration Houses & Yard)</p>	<p>1 x scrubbing machine 1 x soap dispenser 2 x sanitary bins 2 x brooms 2 x cleaning mops and wringer set;</p>	<ul style="list-style-type: none"> ➤ Monthly deep cleaning of the floors, tidying 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.

0700 – 1600hrs (Sat) Operational Hours: 0700 – 1600hrs (Sun) Operational Hours: 0700 – 1600hrs (Public Holidays)		1 x grass cutter 3 x shovels 3 x wheel burrows	➤ Disposal of litter. ➤ Provision of Sanitary bins in all ladies' toilets
---	--	--	--

Change of Closing Date:

The closing date has been extended from **August 31, 2021** and the new closing date shall be **September 07, 2021 at 10:00Hours (CAT)** to afford bidders ample time to prepare their bids.

NB: All the other requirements in the bidding document remains unchanged.

Thank you

pp



T. Shonhiwa
Director, Procurement Management

