



**ZIMBABWE REVENUE AUTHORITY
COMMISSIONER GENERAL**

WRITE TO:
THE COMMISSIONER GENERAL
ZIMBABWE REVENUE
AUTHORITY
PO BOX 4360
HARARE

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CALL AT:
RECEPTION
6th FLOOR ZB CENTRE
CORNER KWAME NKRUMAH
AVE/ FIRST STREET
HARARE

IN REPLY PLEASE QUOTE:
NCB 29/2021

24 August ,2021

Attention : All Bidders

**ADDENDUM NO.2 TO ZIMRA TENDER NO NCB 29/2021 FOR THE PROVISION OF
CLEANING SERVICES FOR A PERIOD OF TWO YEARS**

Reference is made to the above mentioned tender with closing date of **Tuesday , 07 September 2021**.
Please take note of the below questions and answers as raised by some bidders .

Question 1

On page 5 NCB29/2021 of the Invitation to Tender , the administration fee of ZW\$ 8,000.00 must be paid for review by Special Procurement Oversight and page 10 also states that an administration fee of ZW\$ 16,000.00 should be paid for Special Procurement Oversight .Which one is correct?

Answer

An administration fee of **ZW\$ 8,000.00** should be paid and NOT **ZW\$ 16,000.00** for review by Special Procurement Oversight

Question 2

Can we have estimate measurements for Lot 3 according to tender document.

Answer

We do not have estimate measurements for Lot 3. The information about number of cleaners and equipment should guide you on estimating measurements.

Annexure B and C of the Invitation to Tender

The original bidding document is erroneously written “Provision of Cash In Transit & Static Security Services for a period of 2 years” and this should be “Provision of Cleaning services for a period of 2 years” as tabled below ,

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 Cleaning 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:	<i>[Title or other appropriate designation]</i>

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 Cleaning 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:	<i>[Title or other appropriate designation]</i>

- All other requirements including closing date remain unchanged as per the Bidding Document and Addendum 1.

Yours Sincerely



T Shonhiwa (Mr.)
Director Procurement Management Unit
ZIMRA