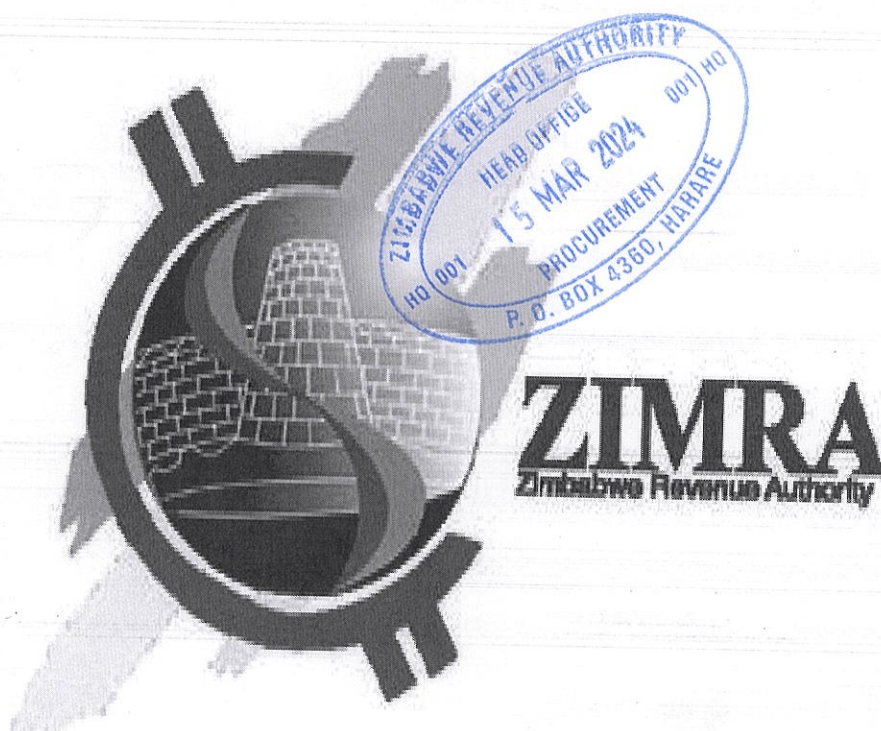


Government of Zimbabwe

BIDDING DOCUMENT
FOR
THE PROCUREMENT OF NON-CONSULTANCY SERVICES

ZIMRA TENDER No. NCB 10/2024



MARCH 2024

BIDDING DOCUMENT FOR THE PROVISION OF CLEANING SERVICES.
PROCUREMENT REFERENCE No: ZIMRA TENDER No. NCB 10/2024

PROVISION OF CLEANING SERVICES

PROCUREMENT REFERENCE NUMBER: ZIMRA TENDER NO. NCB 10/2024

PROCURING ENTITY: ZIMBABWE REVENUE AUTHORITY

DATE OF ISSUE: March 15, 2024

CLOSING DATE: April 16, 2024

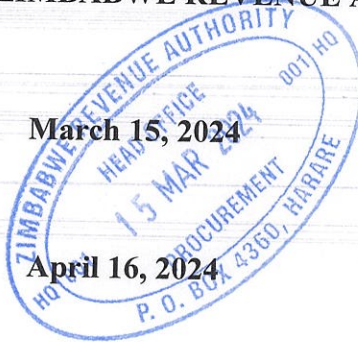


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Part 1: Bidding Procedures

Part 2: Statement of Requirements

Part 3: Contract



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: ZIMRA TENDER NO. NCB 10/2024

Preparation of Bids

You are requested to bid for the Provision of Cleaning Services to ZIMRA for a period of two years by completing and submitting the following documents;

1. The Bid Submission Sheet in this Part;
2. The Statement of Requirements in Part 2;
3. A copy of every document necessary to demonstrate eligibility in terms of section 28 (1) of the Regulations;
4. Proof of supplier registration with the Procurement Regulatory Authority of Zimbabwe (PRAZ).
5. Proof of payment of bid security/bond.
6. A copy of company registration documents namely CR 14, CR6 (CR5 and CR6) and a Certificate of Incorporation or equivalent documents.
7. A valid tax clearance certificate (ITF 263).
8. Company Profile.
9. At least three (3) reference letters showing bidders' direct experience in the provision of cleaning services.
10. A valid NSSA registration certificate.
11. Bidders must show the cost breakdown including materials, labour and any other costs associated with the provision of the cleaning services.
12. Bidders must provide a proof of registration with NEC and also to attach prevailing NEC rates

You are also required to pay the administration fee of **SS\$350.00** 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 (*as amended*). The above stated fees 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)

BIDDING DOCUMENT FOR THE PROVISION OF CLEANING SERVICES.
PROCUREMENT REFERENCE: RESTRICTED TENDER NO. NCB 10/2024

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 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 Unit
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 five (5) days** from the date of publication and responses to questions / queries will be made in writing to all prospective bidders **at least five (5) days before tender closing.**

Pre-bid meeting

There shall be **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.

- The percentage of preference to be given to domestic providers is seven and a half per cent (7,5%).
- Any additional preference to be given to women-owned businesses is seven and a half per cent (7, 5%).
- 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 preference is a set of company documents from the Registrar of Companies.

Validity of Bids

The minimum period for which the Bidder’s bid must remain valid is **90 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.

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:	April 16, 2024	Deadline Time:	10:00 hours Harare Time GMT+2 hours
Submission address:	The Director, Procurement Management Unit 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 bid submission address on the date of the tender closing and/or any other time suggested.

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;
 - (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 **USD250.00** 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 **90 days** after the end of the bidding period.

Any bid not accompanied by a Bid Security 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 **USD250.00** which is valid for **90 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.
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 **USD250.00** for the Bid Security that shall be Refundable at the end of the bid validity period plus another **USD150.00 for Domestic Bidders** 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 as amended). 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;

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

BIDDING DOCUMENT FOR THE PROVISION OF CLEANING SERVICES.
PROCUREMENT REFERENCE: RESTRICTED TENDER NO. NCB 10/2024

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 **US\$350.00** for contracts subject to review by the Special Procurement Oversight Committee.

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 meet the below requirements.

Eligibility Criteria

Evaluation Parameter

Compliant / Non-Compliant

Registration with the Procurement Regulatory Authority of Zimbabwe – a valid PRAZ Registration Certificate.	
A valid tax clearance certificate.	
A valid NSSA certificate.	
Company profile accompanied by registration documents (CR14, CR6 etc.)	
A minimum of three (3) references in form of reference letters	
Bidders <u>must</u> submit a fully completed & signed bid	

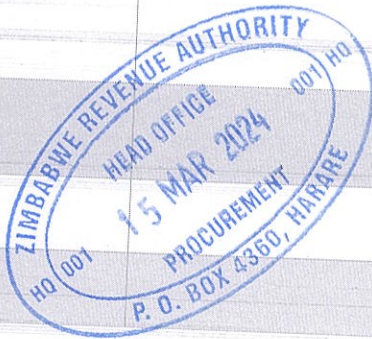
submission sheet.	
Provide proof of registration with the National Employment Council (NEC).	
Bid Security	
Bid Administration Fee (where applicable)	
SPOC Fee Certificate	
Public Liability Insurance (US\$2,5 million or Zimbabwe Dollars equivalent)	

Technical Criteria

This shall be done using the technical specifications sheet and bidders should comply with number of cleaners and all equipment stated in **Annexure A**

Evaluation Parameter	Compliant / Non-Compliant
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Bidders <u>must</u> show the cost breakdown and rates in the format shown on Annexure B .	
Bidders <u>must</u> clearly indicate the number of cleaners & cost per site including the grand total per lot. A summary of costs per cost inclusive of any other payable duties/taxes is also a must (Annexure A).	
Bidders <u>must</u> submit a fully completed technical specification and compliance sheet	
Cash flow Statement (past immediate quarter)	
A detailed deployment plan upon contract award	



Financial Criteria

Financial evaluation shall be done using the prices submitted by bidders.

Currency:

Bids should be priced in United States Dollars (US\$). Payment shall be made in Zimbabwean Dollars (ZWL), using the prevailing interbank rate on the date of payment as published by the Reserve Bank of Zimbabwe (www.rbz.co.zw).

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.

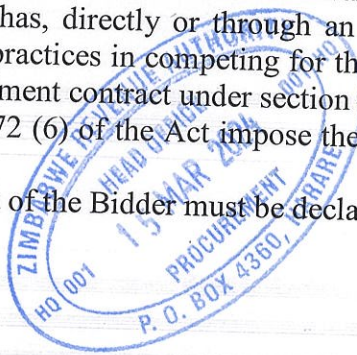
Right to Reject

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;
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.



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:		
		

ZIMBABWE REVENUE AUTHORITY
HEAD OFFICE
15 MAR 2024
PROCUREMENT
HQ 001
P.O. BOX 4550, HARARE

PART 2: STATEMENT OF REQUIREMENTS

List of Services and Price Schedule

Procurement Reference Number: _____

Bidder's Name: _____

Bidder's Reference Number: _____

Currency of Bid: US\$

The contract is for a period twenty (24) months.

Lot No ¹	Description of Services	Input Quantity	Unit of Measure	Unit Rate	Monthly Price ¹	Total Price ²
Lot 1	Region 1 Kurima House - Head Office Region 1 Domestic Taxes, Region 1 Customs & Excise; Harare Port ZB Centre - Head Office Other Stations MCO Belgravia Contract Centre Central Stores RGMI Airport <i>See Annexures for more details on deployments</i>					
Lot 2	Region 1 Environs Marondera Bindura Chinhoyi Nyamapanda Chirundu Kariba Mukumbura Kanyemba <i>See Annexures for more details on deployments</i>					
Lot 3	Forbes Border Post & Region 3 ZIMRE Centre Mutare, Rusape Forbes Border Post, Mutare Customs House, Chipinge,					

BIDDING DOCUMENT FOR THE PROVISION OF CLEANING SERVICES.

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PART 3 CONTRACT

	Mount Selinda <i>See Annexures for more details on deployments</i>					
Lot 4	Region 2 <i>See Annexures for more details on deployments</i>					
Lot 5	Masvingo & Region 3 Masvingo, Gweru, Kwekwe, Kadoma, Zvishavane, Chiredzi, Sango, Rutenga <i>See Annexures for more details on deployments</i>					
Lot 6	Beitbridge Border Post <i>See Annexures for more details on deployments</i>					
		Other additional costs (be specific)				
		VAT				
		Total				

Mandatory Notes:

Note 1: Prices to include VAT and any other taxes applicable.

Note 2: Bidder cannot bid in a lot where it is providing other services i.e. security services; tax consultants services etc.

Note 3: Award will be made on a lot by lot basis to a **maximum** of three (3) lots.

Note 4: Any request for additional deployments to be awarded to the service provider covering the respective lot through the direct procurement method whereas no such deployments shall be effected unless approved by the Accounting Officer and/or Special Procurement Oversight Committee (SPOC Review).

Note 5: The cost for further deployments with respect to **Note 4** above **aligned to the prevailing rates** at the time the contract variation is agreed upon.

Note 6: **All requirements shall** be subject to confirmation after contract award whereas any identified non-conformity not addressed within contractual obligations shall lead to the ultimate termination of the signed 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.

Note 2: It is the responsibility of the service provider to deploy all the necessary tools of trade to ensure cleanliness always.

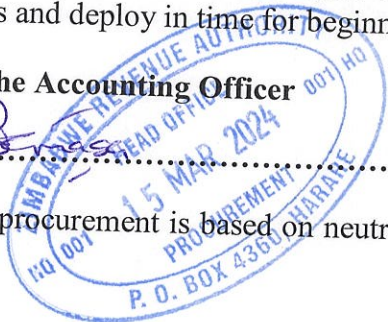
Note 3: Contractor to provide bin liners.

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

.....

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



BIDDING DOCUMENT FOR THE PROVISION OF CLEANING SERVICES.

PROCUREMENT REFERENCE NO: ZIMRA TENDER NO. NCB 10/2024

PART 3 CONTRACT

PART 3 CONTRACT

Contract Agreement

Procurement Reference: ZIMRA National Tender No. NCB 10/2024

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)].
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



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PART 3 CONTRACT

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: *[Title or other appropriate designation]*

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

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: ZIMRA Tender No. NCB 10/2024

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

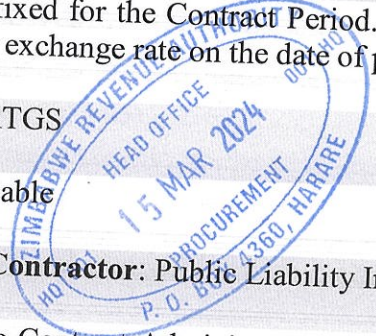
GCC reference	Special Conditions
GCC 3.6 and 8.1	<p>Authorised representatives:</p> <p>1. The authorised representative of the Procuring Entity is Director, Procurement Management Unit Zimbabwe Revenue Authority, 10th Floor, ZB Centre, Corner First Street/Kwame Nkrumah Avenue, Harare, Zimbabwe</p> <p>Switchboard:+263 242 790 811-4 Ext. 317, Mobile:+263 719 524 266, Direct: +263 242 707711</p> <p>E-Mail: procurement@zimra.co.zw</p> <p>2. The authorised representative of the Contractor is {names and contact details, including address for delivery of notices}.</p>
GCC 7.4	<p>Ineligible countries: Only Zimbabwean companies are legible to participate</p>
GCC 18.1	<p>Liquidated Damages: Liquidated Damages in terms of section 88 of the Act shall apply. In the case of delays in the delivery or non-performance, 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</p> <p>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.</p>
GCC 19.1	<p>Commencement of Services: The date or period of time for commencement of services is from date of contract signature</p>
GCC 20.1	<p>Completion of Services: The date for completion of Services or the period within which the Services are required to be performed is twenty four (24) months from the effective date of appointment</p>
GCC 22.3	<p>Payment schedule: The structure of payments shall be: (On Acceptance: The Contract Price shall be paid to the Contractor within thirty (30) days after the date of the acceptance certificate for the respective services</p>

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PART 3 CONTRACT

	issued by the Procuring Entity. For any other necessary payments, the Contractor must avail a bank guarantee of the equivalent amount from a reputable registered commercial bank redeemable in Zimbabwe.
GCC 23.1	Price adjustment: Prices will be fixed for the Contract Period. However, the US\$ prices will track the RBZ interbank exchange rate on the date of payment.
GCC 24.2	Payment procedure: Transfer or RTGS
GCC 24.1	Performance Security: Not Applicable
GCC 28.1	Insurance to be taken out by the Contractor: Public Liability Insurance
GCC 35.1	Contract Administration Fee: The Contract Administration Fee set out in Part V of the Fifth Schedule of the Regulations is due upon the signing of the Contract.



BIDDING DOCUMENT FOR THE PROVISION OF CLEANING SERVICES.

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PART 3 CONTRACT

ANNEXURE A:

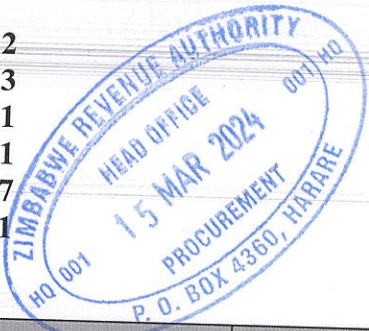
Total Number of Cleaners: 51

Lot 1: Region 1

Head Office	10
Region 1 Domestic Taxes	10
Region 1 Customs & Excise	2
Harare Port	4
ZB Centre Head Office	10

Other Stations

Medium Clients Office	2
Belgravia	3
Contract Centre	1
Central Stores	1
RGMI Airport	7
Lynton Flats	1



Place	Area To Be Covered	Minimum Equipment Required	Areas Need To Be Cleaned
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BIDDING DOCUMENT FOR THE PROVISION OF CLEANING SERVICES.

PROCUREMENT REFERENCE NO: ZIMRA TENDER NO. NCB 10/2024

PART 3 CONTRACT

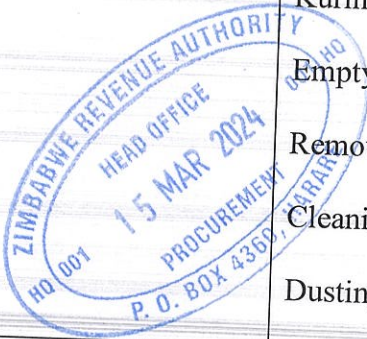
<p>HEAD OFFICE - KURIMA HOUSE Operational Hours: Sun – Sat 0600hrs – 1500hrs</p> <p>No. of Cleaners: 6</p>	<p>- Public areas toilets, kitchens, passages, stair cases, open area, refuse area, basement and offices</p> <p>1st floor 2nd floor 5th floor</p>	<p>3 x scrubbing machines</p> <p>6 x sanitary bins</p> <p>6 x soap dispensers</p>	<p>Keeping office floors, walls and windows clean all the time through Scrubbing, Sweeping, Mopping & Polishing</p> <p>Keeping Toilets' Floors, Urinary, Walls, Wash basins and Pans clean and sprayed with disinfectants all the time</p> <p>Dusting furniture and equipment daily</p> <p>Provision of Sanitary bin liners Daily</p> <p>Dispose sanitary bins daily</p> <p>Emptying office bins thrice a day</p> <p>Removing cob webs in offices weekly</p> <p>Cleaning of internal windows daily</p> <p>Dusting furniture and equipment daily</p> <p>Cleaning and scrubbing of corridor three times a week.</p> <p>Cleaning, scrubbing and emptying of bins in Basement once a week</p> <p>Cleaning and management of refuse area daily</p> <p>Maintaining of flowers garden daily.</p>
<p>HEAD OFFICE KURIMA ANNEX WING Operational Hours: Sun – Sat 0600hrs – 1500hrs</p> <p>No. of Cleaners: 4</p>	<p>Public areas, corridors, passages, toilets, kitchen</p>	<p>1 x scrubbing machine</p> <p>12 x sanitary bins</p> <p>4 x soap dispensers</p>	<p>Keeping floors, walls and windows clean all the time through Scrubbing, Sweeping, Mopping & Polishing</p> <p>Keeping Toilets' Floors, Urinary, Walls, Wash basins and Pans clean and sprayed with disinfectants all the time.</p> <p>Provision of soap dispenser</p> <p>Provision of air freshener dispenser</p> <p>Provision of Sanitary bins in all ladies' toilets</p>

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			Dusting furniture and equipment daily
			Dispose sanitary bins daily
			Maintenance of open space between Kurima House and Annex
			Emptying office bins thrice a day
			Removing cob webs in offices weekly
			Cleaning internal of windows daily
			Dusting furniture and equipment daily



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PART 3 CONTRACT

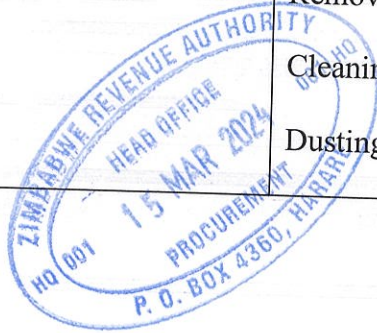
<p>HEAD OFFICE ZB CENTRE</p> <p><i>Operational Hours: Sun – Sat 0600hrs – 1500hrs</i></p> <p><i>No. of Cleaners: 10</i></p>	<p>Public areas; toilets, kitchen, corridors</p> <p>Public Areas and pool office; 1st floor; 3rd floor; 5th floor; 6th floor; 7th floor; 8th floor; 9th floor; 10th floor; 11th floor & 12th floor</p>	<p>2 x scrubbing machines</p> <p>3 x Hoovers</p> <p>6 x soap dispensers</p>	<p>Keeping floors, walls and windows clean all the time through Scrubbing, Sweeping, Mopping & Polishing</p> <p>Keeping Toilets' Floors, Urinary, Walls, Wash basins and Pans clean and sprayed with disinfectants all the time</p> <p>Provision of Sanitary bins in all ladies' toilets</p> <p>Dispose sanitary bins daily</p> <p>Dispose trolley and public bin liners daily</p> <p>Provision of air freshener dispenser</p> <p>Provision of soap dispenser</p> <p>Emptying office bins twice a day</p> <p>Removing cob webs in offices weekly</p> <p>Cleaning interior of windows daily</p> <p>Dusting furniture and equipment daily</p>
<p>KURIMA HOUSE REGION 1 DOMESTIC TAXES</p> <p><i>Operational Hours: Sun – Sat 0600hrs – 1500hrs</i></p> <p><i>No. of Cleaners: 12</i></p>	<p>Public areas & offices; 3rd floor; 4th floor; 6th floor; Ground Floor (CCU and Reception Area) & Old mutual Centre</p>	<p>4 x Scrubbing machines</p> <p>5 x sanitary bins</p> <p>10 x soap dispensers</p>	<p>Keeping floors, walls and windows clean all the time through Scrubbing, Sweeping, Mopping & Polishing</p> <p>Keeping Toilets' Floors, Urinary, Walls, Wash basins and Pans clean and sprayed with disinfectants all the time</p> <p>Dusting furniture and equipment daily</p> <p>Provision of Sanitary bins in all ladies' toilets</p> <p>Dispose sanitary bins daily</p> <p>Provision of air freshener dispenser</p> <p>Provision of soap dispenser</p> <p>Emptying office bins twice a day</p>

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PART 3 CONTRACT

			Removing cob webs in offices weekly Cleaning windows daily Dusting furniture and equipment daily
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BIDDING DOCUMENT FOR THE PROVISION OF CLEANING SERVICES.

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PART 3 CONTRACT

<p>KURIMA HOUSE REGION 1 – CUSTOMS & EXCISE</p> <p><i>Operational Hours: Sun – Sat 0600hrs – 1500hrs</i></p> <p><i>No. of Cleaners: 6</i></p>	<p>Public Areas and offices; Cash office; 7th floor; 8th floor</p> <p><i>(Regional Office and Harare Port)</i></p>	<p>3 x scrubbing machines</p>	<p>Keeping floors, walls and windows clean all the time through Scrubbing, Sweeping, Mopping & Polishing</p> <p>Keeping Toilets' Floors, Urinary, Walls, Wash basins and Pans clean and sprayed with disinfectants all the time</p> <p>Dusting furniture and equipment daily</p> <p>Provision of Sanitary bins in all ladies' toilets</p> <p>Dispose sanitary bins daily</p> <p>Provision of air freshener dispenser</p> <p>Provision of soap dispenser</p> <p>Emptying office bins thrice a day</p> <p>Removing cob webs in offices weekly</p> <p>Cleaning windows daily</p> <p>Dusting furniture and equipment daily</p>
<p>HEAD OFFICE LYNTON FLATS</p> <p><i>Operational Hours: Sun – Sat 0600hrs – 1500hrs</i></p> <p><i>No. of Cleaners: 1</i></p>	<p>Public Areas; Stair cases & refuse area</p>	<p>Garden tools: Lawn mower Wheel barrow Hedge cutter Hoe Rack Shovel Horse pipe Hard broom</p>	<p>Landscaping/gardening services once a week</p>
<p>HEAD OFFICE CENTRAL STORES ENFIELD WAREHOUSE</p>	<p>Public Areas & offices; Central Stores</p>	<p>1 x scrubbing machine</p>	<p>Keeping office floors, walls and windows clean all the time through Scrubbing, Sweeping, Mopping & Polishing</p> <p>Keeping Toilets' Floors, Urinary, Walls, Wash basins and Pans clean and sprayed with disinfectants all the time</p>

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PART 3 CONTRACT

<div>Operational Hours: Sun – Sat 0600hrs – 1500hrs No. of Cleaners: 1</div>		<div> 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</div>
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BIDDING DOCUMENT FOR THE PROVISION OF CLEANING SERVICES.

PROCUREMENT REFERENCE NO: ZIMRA TENDER NO. NCB 10/2024

PART 3 CONTRACT

HEAD OFFICE CONTACT CENTRE <i>Operational Hours: Sun – Sat 0600hrs – 1500hrs</i> <i>No. of Cleaners: 1</i>	Offices And Toilets	1 x Scrubbing machine 2 x sanitary bins 4 x soap dispensers	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 interior daily Dusting furniture and equipment daily One Cleaner is required
MEDIUM CLIENT OFFICE (OLD MUTUAL BUILDING) <i>Operational Hours: Sun – Sat 0600hrs – 1500hrs</i> <i>No. of Cleaners: 2</i>	All offices Kitchen Corridors and Passages Ladies and gents toilets	1 x Scrubbing machines 2 x sanitary bins 2 x hoover	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 twice a day Removing cob webs in offices weekly

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			Cleaning windows interior daily Dusting furniture and equipment daily
LARGE CLIENT OFFICE (BELGRAVIA) <i>Operational Hours: Sun – Sat 0600hrs – 1500hrs</i> <i>No. of Cleaners:3</i>	All offices Kitchen Corridors and Passages Ladies and gents toilets	1x Scrubbing machines 4 x sanitary bins 8 x soap dispensers 1x Hoover Machine	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 twice a day Removing cob webs in offices weekly Cleaning windows daily Dusting furniture and equipment daily.

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PART 3 CONTRACT

HARARE AIRPORT AGS <i>Operational Hours:</i> <i>Sun – Sat</i> <i>0600hrs – 1500hrs</i> <i>No. of Cleaners: 7</i>	Offices & Corridors State warehouse Scanners	1 x floor polisher 1 x Sanitary bin 2 x Soap Dispensers	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.
RGM INTERNATIONAL AIRPORT <i>Operational Hours:</i> <i>Sun – Sat</i> <i>0600hrs – 1500hrs</i> <i>No. of Cleaners: included above</i>	Office Cubicles	1x floor polisher	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 twice a day Removing cob webs in offices weekly Cleaning windows daily Deep cleaning of corridors and cubicles once every week.
HARARE AIRPORT NHS <i>Operational Hours:</i>	Offices Scanner Room State Ware house	1x Floor Polisher 1 x scrubber	Keeping Offices, Banking Hall and State Warehouse floors, walls and windows clean all the time through Scrubbing, Sweeping, Mopping & Polishing

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PART 3 CONTRACT

<i>Sun – Sat 0600hrs – 1500hrs</i>			Dusting furniture and equipment daily Emptying office bins thrice a day Removing cob webs in offices weekly
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HARARE AIRPORT AIRFREIGHT BUILDING	Offices Kitchen Toilets	2 x sanitary bins 4 x soap dispensers 1 x Scrubbing Machine 1x Hoover 1x Set Garden Tools.	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 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
Operational Hours: Sun – Sat 0600hrs – 1500hrs No. of Cleaners: included above			



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HARARE CENTRAL SORTING OFFICE <i>Operational Hours: Sun – Sat 0600hrs – 1500hrs</i> <i>No. of Cleaners: included above</i>	Offices Kitchen	1 x sanitary bin 2 x Soap Dispenser 1x Floor Polisher	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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ZIMBABWE REVENUE AUTHORITY
HQ 001 HEAD OFFICE
15 MAR 2024
PROCUREMENT
P.O. BOX 4360, HARARE

BIDDING DOCUMENT FOR THE PROVISION OF CLEANING SERVICES.
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PART 3 CONTRACT

Lot 2, Region 1 Environs

Total Number Of Cleaners: 37

Marondera	2
Bindura	1
Chinhoyi	1
Nyamapanda	10
Chirundu	16
Kariba	5
Mukumbura	1
Kanyemba	1



Place	Area To Be Covered	Minimum Equipment Required	Areas Need To Be Cleaned
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PART 3 CONTRACT

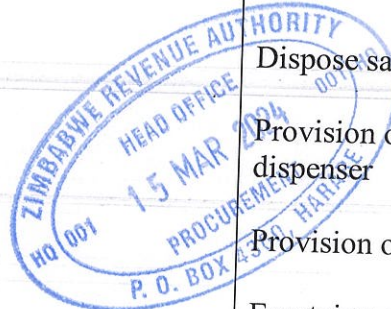
<p>BINDURA</p> <p><i>Operational Hours:</i> Sun – Sat 0600hrs – 1500hrs</p> <p><i>No. of Cleaners:</i> 1</p>	<p>4 Offices and a Kitchen</p> <p>Gents and Ladies Toilets</p>	<p>1 x Scrubbing machines</p> <p>1 x sanitary bins</p> <p>2 x soap dispensers</p>	<p>Keeping office floors, walls and windows clean all the time through Scrubbing, Sweeping, Mopping & Polishing</p> <p>Keeping Toilets' Floors, Urinary, Walls, Wash basins and Pans clean and sprayed with disinfectants all the time</p> <p>Provision of Sanitary bins in all ladies' toilets</p> <p>Dispose sanitary bins daily</p> <p>Provision of air freshener dispenser</p> <p>Provision of soap dispenser</p> <p>Emptying office bins twice a day</p> <p>Removing cob webs in offices weekly</p> <p>Cleaning windows daily</p> <p>Dusting furniture and equipment daily</p>
<p>CHINHOYI</p> <p><i>Operational Hours:</i> Monday – Friday 0600hrs – 1500hrs</p> <p><i>Operational Hours:</i> Sat 0700hrs – 1100hrs</p> <p><i>No. of Cleaners:</i> 1</p>	<p>8 Offices and a Kitchen</p> <p>2 x Warehouse</p> <p>Gents and Ladies Toilets</p>	<p>1 x Scrubbing machines</p> <p>1 x sanitary bins</p> <p>2 x soap dispensers</p>	<p>Keeping office floors, walls and windows clean all the time through Scrubbing, Sweeping, Mopping & Polishing</p> <p>Keeping Toilets' Floors, Urinary, Walls, Wash basins and Pans clean and sprayed with disinfectants all the time</p> <p>Provision of Sanitary bins in all ladies' toilets</p> <p>Dispose sanitary bins daily</p> <p>Provision of air freshener dispenser</p> <p>Provision of soap dispenser</p>

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			<p>Emptying office bins twice a day</p> <p>Removing cob webs in offices weekly</p> <p>Cleaning windows interior daily</p> <p>Dusting furniture and equipment daily</p>
<p>MARONDERA</p> <p><i>Operational Hours:</i> Monday – Friday 0600hrs – 1500hrs</p> <p><i>Operational Hours:</i> Sat 0700hrs – 1100hrs</p> <p><i>No. of Cleaners:</i> 2</p>	<p>Office</p> <p>Kitchen</p> <p>Toilets</p>	<p>1 x Scrubbing machines</p> <p>1 x sanitary bins</p> <p>2 x soap dispensers</p>	<p>Keeping office floors, walls and windows clean all the time through Scrubbing, Sweeping, Mopping & Polishing</p> <p>Keeping Toilets' Floors, Urinary, Walls, Wash basins and Pans clean and sprayed with disinfectants all the time</p> <p>Provision of Sanitary bins in ladies' toilets</p> <p>Dispose sanitary bins daily</p> <p>Provision of air freshener dispenser</p> <p>Provision of soap dispenser</p> <p>Emptying office bins twice a day</p> <p>Removing cob webs in offices weekly</p> <p>Cleaning windows interior daily</p> <p>Dusting furniture and equipment daily.</p>



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<p>Chirundu Border Post</p> <p><i>Operational Hours:</i> Sun – Sun 0600hrs – 0600hrs</p> <p><i>No. of Cleaners: 16</i></p>	<p>Offices And Toilets ; Ground Floor [Including Windows]</p>	<p>1 x Scrubbing /Polishing</p> <p>2 x sanitary bins</p> <p>2 x soap dispensers</p> <p>2 x mopping buckets.</p> <p>2 x mops.</p> <p>1 x Hoover</p>	<p>Keeping office floors, walls and windows clean all the time through Scrubbing, Sweeping, Mopping & Polishing</p> <p>Keeping Toilets' Floors, Urinary, Walls, Wash basins and Pans clean and sprayed with disinfectants all the time</p> <p>Dusting furniture and equipment daily</p> <p>Provision of Sanitary bins in all ladies' toilets</p> <p>Dispose sanitary bins daily</p> <p>Provision of air freshener dispenser</p> <p>Provision of soap dispenser</p> <p>Emptying office bins twice a day</p> <p>Removing cob webs in offices weekly</p> <p>Cleaning windows daily</p> <p>Dusting furniture and equipment daily</p>
	<p>First Floor Offices And Toilets; [Including Windows]</p> <p>Cubicles.</p>	<p>1 x Scrubbing /Polishing machine</p> <p>2 x sanitary bins.</p> <p>2 x mopping buckets</p>	<p>Keeping office floors, walls and windows clean all the time through Scrubbing, Sweeping, Mopping & Polishing</p> <p>Keeping Toilets' Floors, Urinary, Walls, Wash basins and Pans clean and sprayed with disinfectants all the time</p> <p>Dusting furniture and equipment daily</p>

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			<p>Provision of Sanitary bins in all ladies' toilets</p> <p>Dispose sanitary bins daily</p> <p>Provision of air freshener dispenser</p> <p>Provision of soap dispenser</p> <p>Emptying office bins twice a day</p> <p>Removing cob webs in offices weekly</p> <p>Cleaning windows daily</p> <p>Dusting furniture and equipment daily</p>
	<p>Office Corridors</p> <p>Stair Cases</p> <p>Banking Halls</p> <p>Reception Area</p>	<p>Hoovers</p> <p>Scrubbers</p>	<p>Keeping Reception area, Stair cases, Banking Hall and Office corridors ever clean all the time through Scrubbing, Sweeping, Mopping & Polishing</p> <p>Dusting furniture and equipment daily</p> <p>Emptying office bins thrice a day</p> <p>Removing cob webs in office corridors daily</p> <p>Cleaning windows interior daily</p> <p>Dusting furniture and equipment daily</p> <p>Deep cleaning of corridors and stair cases once every week.</p> <p>Dusting and polishing rails daily</p> <p>Deep cleaning of banking halls ceiling once per quarter</p>

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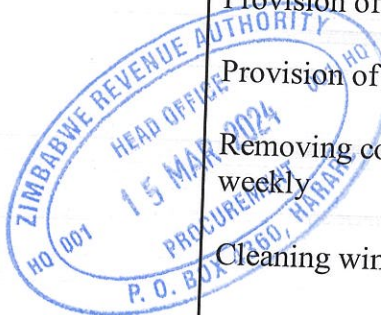
	Public Toilets Outside Car Park. Yard. Water Storm Drainages.	2 x Soap Dispensers Garden Tools	Provision of sanitary bins Emptying sanitary bins daily Emptying yard bins daily Clearing water storm drainages daily Cutting shrubs and grass in the yard weekly. Sweeping outside car park daily. Picking litter in the yard daily. Cleaning windows daily.
	Canteen Reception Toilets; Basement [Including Windows], Search Bays [Entry And Exit]	2 x soap dispensers 2 x mopping buckets 1 x Hoover	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 interior daily Keeping Exit and Entry Search bays clean all the time Deep cleaning of search bay roof

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			ceiling, once per quarter Cleaning walls on search bay demarcation once per month. Dusting furniture and equipment daily
	Scanners Offices & Toilets; Exit Side. [Including Windows] Scanner Room	2 x soap dispensers 2 x mopping buckets 1 x Sanitary bin	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
	Scanner Workshops & Offices Toilets; Including Windows	2x soap dispensers 1 x sanitary bin	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



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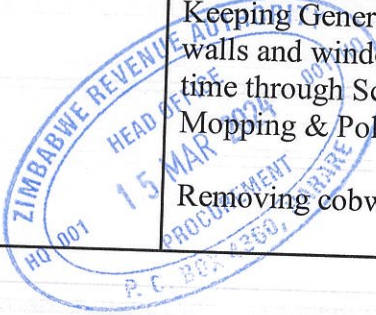
			<p>daily</p> <p>Provision of Sanitary bins in all ladies' toilets</p> <p>Dispose sanitary bins daily</p> <p>Provision of air freshener dispenser</p> <p>Provision of soap dispenser</p> <p>Removing cob webs in offices weekly</p> <p>Cleaning windows interior daily</p> <p>Keeping Scanner shed clean all the time</p>
	Gate House I Office, Toilet	<p>1 x soap dispensers</p> <p>Scrubber</p>	<p>Keeping Office floor, walls and windows clean all the time through Scrubbing, Sweeping, Mopping & Polishing</p> <p>Keeping Toilets' Floors, Urinary, Walls, Wash basins and Pans clean and sprayed with disinfectants all the time</p> <p>Provision of air freshener dispenser</p> <p>Provision of soap dispenser</p> <p>Removing cob webs in offices weekly</p> <p>Cleaning windows daily</p>
	Gate House 2 Office, Toilet	1 x soap dispensers.	<p>Keeping Office floor, walls and windows clean all the time through Scrubbing, Sweeping, Mopping & Polishing</p> <p>Keeping Toilets' Floors, Urinary, Walls, Wash basins and Pans clean and sprayed with disinfectants all the time</p>

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PART 3 CONTRACT

			Provision of air freshener dispenser Provision of soap dispenser Removing cob webs in offices weekly Cleaning windows daily
	Generator Room	1 Room	Keeping Generator Room floors, walls and windows clean all the time through Scrubbing, Sweeping, Mopping & Polishing weekly Removing cobwebs weekly.



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PART 3 CONTRACT

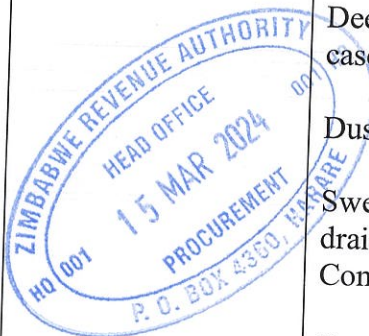
KARIBA BORDER COMPLE X <i>Operational Hours: Sun – Sat 0600hrs – 1500hrs</i> <i>No. of Cleaners: 3</i>	Offices	2 x sanitary bins	Keeping office floors, walls and windows clean all the time through Scrubbing, Sweeping, Mopping & Polishing
	Corridors	4 x soap dispensers	Keeping Toilets' Floors, Urinary, Walls, Wash basins and Pans clean and sprayed with disinfectants all the time
	Clearing Hall	1 x scrubbing machine	Dusting furniture and equipment daily
	Gents' Toilet (Staff)	1 x set garden tools	Provision of Sanitary bins in all ladies' toilets
	Ladies' Toilet (Staff)		Dispose sanitary bins daily
	Public Toilets (Ladies')		Provision of air freshener dispenser
	Public Toilets (Gents)		Provision of soap dispenser
	Ground, Yard, and Car Park		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 surrounding the customs yard.
KARIBA MOST HIGH COMPLE X	Ground Floor- Reception area, Conference room, Sun lounge, Client Care Office, Laundry,	2x sanitary bins 1x soap dispensers 1 x scrubbing machine	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

BIDDING DOCUMENT FOR THE PROVISION OF CLEANING SERVICES.

PROCUREMENT REFERENCE NO: ZIMRA TENDER NO. NCB 10/2024

PART 3 CONTRACT

<p><i>Operational Hours:</i> Monday – Friday 0600hrs – 1500hrs</p> <p><i>Operational Hours:</i> Sat 0700hrs – 1100hrs</p> <p><i>No. of Cleaners:</i> 2</p>	<p>Backroom, Toilets: 4 x toilets (Reception, CCU, Laundry, Conference room) First Floor- Boardroom, Balcony East and West, Dining Room, Kitchen/ Canteen, Toilets: Gents, and Ladies toilet Second Floor- Flat Station Manager's Office +Domestic taxes offices Passage and Stair cases Toilets</p>	<p>1 x floor polisher</p>	<p>and sprayed with disinfectants all the time</p> <p>Dusting furniture and equipment daily</p> <p>Provision of Sanitary bins in all ladies' toilets</p> <p>Dispose sanitary bins daily</p> <p>Provision of air freshener dispenser</p> <p>Provision of soap dispenser</p> <p>Emptying office bins thrice a day</p> <p>Cleaning windows daily</p> <p>Litter picking surrounding Customs yard</p> <p>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</p> <p>Removing cob webs in office corridors daily</p> <p>Deep cleaning of corridors and stair cases once every week.</p> <p>Dusting and polishing rails daily</p> <p>Sweeping car park and storm drains surrounding Most High Complex</p> <p>Keeping the yard surrounding Most High ever free from any form of litter</p>
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BIDDING DOCUMENT FOR THE PROVISION OF CLEANING SERVICES.

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PART 3 CONTRACT

NYAMAPAN DA BORDER POST <i>Operational Hours: Sun – Sat 0600hrs – 1500hrs</i> <i>No. of Cleaners: 10</i>	Offices	1 x scrubbing machine 1 x floor Polisher	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
	Verandas and corridors	1 x scrubbing machine 1 x scrubber	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	1x set garden tools lawn mower	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

BIDDING DOCUMENT FOR THE PROVISION OF CLEANING SERVICES.

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PART 3 CONTRACT

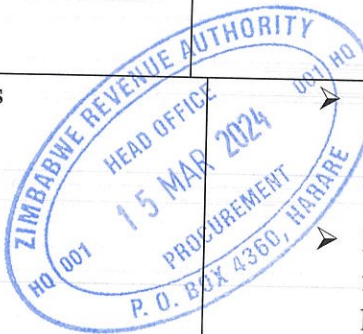
			outside the perimeter fence and at station manager house
			Disposal of bins and picking of papers.
	Toilets (staff and public toilets)	6 x soap dispenser 1 x scrubber	Keeping Toilets' Floors, Urinary, Walls, Wash basins and Pans clean and sprayed with disinfectants all the time Provision of Sanitary bins in all ladies' toilets Dispose sanitary bins daily Provision of air freshener dispenser Provision of soap dispenser
	Generator Room	1 x scrubber	Keeping Generator Room floors, walls and windows clean all the time through Scrubbing, Sweeping, Mopping & Polishing weekly Removing cobwebs weekly
	Borehole	Hard broom	Slashing of grass, sweeping ground, picking litter and maintaining the road to the borehole.
	Warehouse	Scrubbers Hoovers Polisher	Keeping the State Ware house and Cottage floors, walls and windows clean all the time through Scrubbing, Sweeping, Mopping & Polishing
	Scanner Shade		Keeping the Scanner Shade floor and walls clean all the time
	Solar Shade		Keeping the Solar Shade floor and walls clean all the time
	Search Bay		Keeping Exit and Entry Search bays clean all the time Deep cleaning of search bay roof ceiling, once per quarter

BIDDING DOCUMENT FOR THE PROVISION OF CLEANING SERVICES.

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PART 3 CONTRACT

			Cleaning walls on search bay demarcation once per month.
Mukumbura Border Offices <i>Operational Hours:</i> <i>Sun – Sat</i> <i>0600hrs – 1500hrs</i> <i>No. of Cleaners: 1</i>	Border offices and the clearing halls	Brooms Mops	<ul style="list-style-type: none"> ➤ Daily floor cleaning and airfreshening offices ➤ Daily cleaning of floors in the travellers halls ➤ Periodic cleaning of walls in office and travellers halls ➤ Daily emptying of office bins
	Staff toilet and public toilets	Water buckets Soaps Toilets detergents	<ul style="list-style-type: none"> ➤ Daily cleaning of staff toilets ➤ Cleaning of public toilets
	Ground maintenance Border Complex	Wheel barrow Axe Hoes	<ul style="list-style-type: none"> ➤ Daily sweeping of the yard ➤ Thorn bush clearing ➤ Weeding off grass
Kanyemba Border Offices <i>Operational Hours:</i> <i>Sun – Sat</i> <i>0600hrs – 1500hrs</i> <i>No. of Cleaners: 1</i>	Border offices and the clearing halls	Brooms Mops	<ul style="list-style-type: none"> ➤ Daily floor cleaning and airfreshening offices ➤ Daily cleaning of floors in the travellers halls ➤ Periodic cleaning of walls in office and travellers halls ➤ Daily emptying of office bins

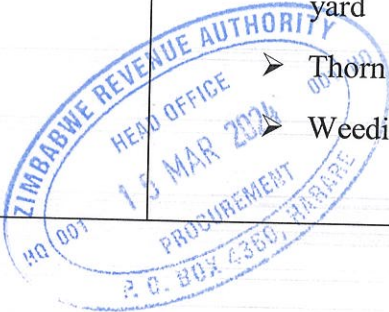


BIDDING DOCUMENT FOR THE PROVISION OF CLEANING SERVICES.

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PART 3 CONTRACT

	Staff toilet and public toilets	Water buckets Soaps Toilets detergents	<ul style="list-style-type: none">➤ Daily cleaning of staff toilets➤ Cleaning of public toilets
	Ground maintenance Border Complex	Wheel barrow Axe Hoes	<ul style="list-style-type: none">➤ Daily sweeping of the yard➤ Thorn bush clearing➤ Weeding off grass



BIDDING DOCUMENT FOR THE PROVISION OF CLEANING SERVICES.

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PART 3 CONTRACT

Lot 3, Forbes & Region 3

Total Number of Cleaners: 30

Forbes Border Post	18
Zimre Centre, Mutare	5
Rusape	1
Mutare Customs House	2
Chipinge	2
Mount Selinda	2



BIDDING DOCUMENT FOR THE PROVISION OF CLEANING SERVICES.

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PART 3 CONTRACT

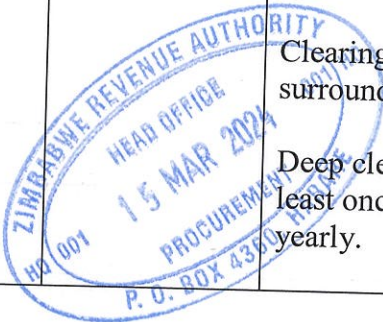
<p>ZIMRE CENTRE MUTARE</p> <p><i>Operational Hours:</i> <i>Monday – Friday</i> <i>0600hrs – 1500hrs</i></p> <p><i>Operational Hours:</i> <i>Sat</i> <i>0700hrs – 1100hrs</i></p> <p>NO. OF CLEANERS: 5</p>	<p>Offices Toilets</p>	<p>2 x scrubbing machines</p> <p>2 x hoovers</p> <p>10 x sanitary bins</p> <p>1x grass cutter</p>	<p>Cleaning of ZIMRE Centre offices, reception area, banking halls, kitchens and toilets at ground floor, 1st floor warehouse, 2nd , 3rd , 4th floor, 5th floor, 6th floor and all balconies.</p> <p>Maintenance and cleaning of surrounding pavements, generator room and grounds.</p> <p>Cleaning all foyers and water storm drainages.</p> <p>Sweeping, dump moping daily, machine buffing and scrubbing all offices.</p> <p>Cleaning of Passages /elevator foyers, dusting desks, windows, window seals and glass doors from ground to 7th Floor.</p> <p>Cleaning of 7th Floor Balcony.</p> <p>Cleaning of all staircases.</p> <p>Toilets cleaning sanitizing and supplying channel blocks.</p> <p>Emptying sanitary bins, supplying sanitary plastics, cleaning and disinfecting all waste receptacles.</p> <p>Deep cleaning of carpets, sofas and chairs whenever necessary.</p> <p>Customs Warehouse</p> <p>Cleaning the State</p>
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BIDDING DOCUMENT FOR THE PROVISION OF CLEANING SERVICES.

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PART 3 CONTRACT

			<p>warehouse, toilets and cottage.</p> <p>Sweeping, dump moping daily, machine buffing, dusting desks and scrubbing as necessary.</p> <p>Arranging goods in the warehouse on request.</p> <p>Assisting in loading/offloading and arranging items scheduled for the warehouse and rummage sales.</p> <p>Clearing grass on the surrounding areas/ yard</p> <p>Deep cleaning of offices at least once per quarter yearly.</p>
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BIDDING DOCUMENT FOR THE PROVISION OF CLEANING SERVICES.

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PART 3 CONTRACT

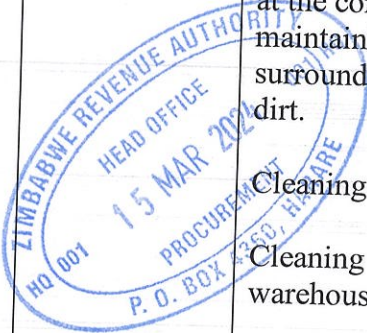
RUSAPE OFFICE <i>Operational Hours:</i> <i>Monday – Friday</i> <i>0600hrs – 1500hrs</i> <i>Operational Hours:</i> <i>Sat</i> <i>0700hrs – 1100hrs</i> NO. OF CLEANERS: 1	Offices Toilets	1 x scrubbing machine 1*hoover 2*sanitary bins	Office, kitchen, toilet and generator room cleaning. Sweeping, dump moping daily, machine buffing, dusting desks and scrubbing as necessary. Cleaning of Windows and Window seals. Emptying, cleaning and disinfecting all waste receptacles. Deep cleaning of offices at least once half yearly.
FORBES BORDER POST <i>OPERATIONAL HOURS:</i> <i>MON -SUN 24HRS</i> <i>06.00AM-06.00PM</i> <i>06.00PM -06.00AM</i> NO. OF CLEANERS: 18	Offices Toilets Grounds	4 x scrubbing machine 1 x set garden tools 4 x floors polisher/shiner 6*sanitary bins	Cleaning of ground floor and 1st floor offices at Forbes border Post, Green Motor Services (GMS) BAK Storage and Bullwark depot. Cleaning of all toilets and provision of sanitary plastics. Sweeping, dump moping daily, machine buffing, dusting desks and scrubbing as necessary. 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 goods scheduled for the warehouse and rummage sales.

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PART 3 CONTRACT

			<p>Cleaning of passages, windows, window seals and glass doors.</p> <p>Cleaning of 1st Floor Balcony.</p> <p>Cleaning of staircases.</p> <p>Deep cleaning of offices at least once half yearly.</p> <p>Disposal of ladies sanitary bins daily.</p> <p>Maintaining fire guards.</p> <p>Cleaning the baggage scanner.</p> <p>GMS ,BAK and Bullwark Container Depots</p> <p>Cleaning of ZIMRA offices at the container depots and maintaining the immediate surrounding area free from dirt.</p> <p>Cleaning of 4 x toilets.</p> <p>Cleaning of 3 State warehouses</p> <p>Cleaning the mobile scanner and its surrounding areas.</p>
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BIDDING DOCUMENT FOR THE PROVISION OF CLEANING SERVICES.

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PART 3 CONTRACT

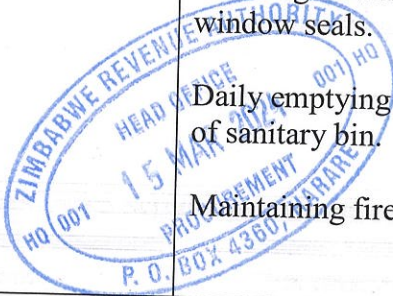
<p>MUTARE CUSTOMS HOUSE</p> <p><i>OPERATIONAL HOURS:</i></p> <p><i>MON-SUN 24HRS</i> <i>06.00AM-06.00PM</i> <i>06.00PM-06.00AM</i></p> <p><i>No. OF CLEANERS: 2</i></p>	<p>Offices Toilets Grounds</p>	<p>1 x scrubbing machine</p> <p>1*hoover</p> <p>2*sanitary bins</p>	<p>Cleaning of offices, passages, windows, window seals and doors.</p> <p>Cleaning of 1st Floor Balcony.</p> <p>Cleaning of staircases.</p> <p>Deep cleaning at least once half yearly.</p> <p>Disposal of ladies sanitary bins daily.</p> <p>Maintaining lawn and watering flowers.</p> <p>Cleaning and maintaining surrounding pavements and grounds.</p>
<p>MT SELINDA</p> <p><i>OPERATIONAL HOURS:</i></p> <p><i>MON-SUN 24HRS</i> <i>06.00AM-06.00PM</i> <i>06.00PM-06.00AM</i></p> <p><i>No. OF CLEANERS: 2</i></p>	<p>Offices Garden Toilets</p>	<p>1 x scrubbing machine</p> <p>1x grass cutter</p> <p>1*garden tools set</p> <p>1*sanitary bin</p>	<p>Cleaning of Mt Selinda Border Post banking halls ,offices ,kitchen ,warehouse and toilets.</p> <p>Maintenance and cleaning of Grounds up to the staff quarters.</p> <p>Watering flowers.</p> <p>Assisting in loading and arranging goods scheduled for the warehouse and auction.</p> <p>Toilets cleaning and sanitizing.</p> <p>Cleaning of Passages, Windows, and Window seals.</p> <p>Daily emptying and disposal of sanitary bin.</p> <p>Maintaining fire guards.</p>

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PART 3 CONTRACT

CHIPINGE <i>OPERATIONAL HOURS:</i> <i>MON- FRI</i> <i>0730HRS – 17.00HRS</i> <i>No. of CLEANERS: 2</i>	Offices Toilets Grounds	1 x scrubbing machine 1*hoover 1x set garden tools	Cleaning of offices, kitchen, passages and toilets. Maintenance and cleaning of grounds. Watering flowers. Toilets cleaning and sanitizing. Cleaning of windows, and window seals. Daily emptying and disposal of sanitary bin. Maintaining fire guards.
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BIDDING DOCUMENT FOR THE PROVISION OF CLEANING SERVICES.

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PART 3 CONTRACT

Lot 4, Region 2

Total Number of Cleaners: 66

Mhlahlandlela Office	10
Bulawayo Port	3
Condep Offices/Nrz Warehouse	2
J M Nkomo Cargo Office	1
Gwanda	1
Mlambapele Border	1
Plumtree Border Post	22
Mangwe Flats	3
Maitengwe	3
Mphoengs Border Post	3
Victoria Falls Border Post	6
Victoria Falls Zb Offices	1
Victoria Falls Town Offices	1
Vic Falls International Airport	1
Kazungula Border Post	6
Pandamatenga Border Post	1
Hwange Office	1
Binga Office	1



Place	Area to be cleaned	Minimum Equipment Required	Areas To Be Covered
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PART 3 CONTRACT

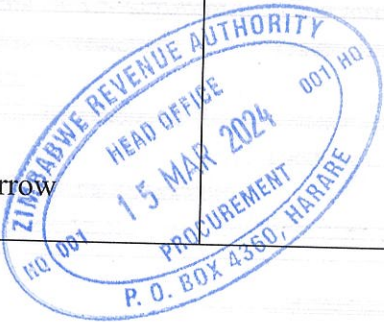
<p>MHLAHL ANDLELA OFFICE</p> <p><i>Operational Hours: Sun – Sat 0730hrs – 1530hrs</i></p> <p><i>No. of Cleaners: 10</i></p>	<p>Ground Floor Block C, 1st Floor Block C & D, 2nd Floor Block C & D, 3rd Floor Block C & D, 4th Floor Block D, 5th Floor Block D & E, 6th Floor Block C & D, Training Rooms, Library, Computer Lab, Stair cases & Staff toilets.</p>	<p>8 x Sanitary Bins</p> <p>2 x Scrubbing machines</p> <p>1 x hoover</p> <p>14 Soap Dispensers</p> <p>3 x cleaning mop buckets and wringer set</p> <p>5 x brooms</p>	<p>Cleaning to be done on Monday to Saturday excluding public holidays</p> <p>Keeping office floors, walls and windows clean all the time through Scrubbing, Sweeping, and Mopping & Polishing.</p> <p>Dusting furniture and equipment daily.</p> <p>Provision of Sanitary bins in all ladies' toilets.</p> <p>Dispose sanitary bins daily.</p> <p>Cleaning of staff toilets twice a day.</p> <p>Provision of air freshener dispenser</p> <p>Provision of soap dispensers</p> <p>Emptying office bins twice a day.</p> <p>Removing cobwebs in offices weekly.</p> <p>Cleaning windows weekly</p> <p>Cleaning and scrubbing of stair cases daily.</p>
	<p>Guard rooms at entry gates. Cleaning of ground inside and outside the perimeter durawall and</p>	<p>Feather Duster</p> <p>Mops</p> <p>Vacuum Cleaner</p> <p>Soft Broom</p> <p>Rack</p> <p>Grass Trimmer</p>	<p>Cleaning of the perimeter fence including bush clearing during the vegetative season.</p> <p>All bushes and grass inside the yard and within 2 metres of the perimeter dura wall outside should be cleared to the ground.</p> <p>Cleaning of grounds to be done quarterly.</p>

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PART 3 CONTRACT

		Slashers	
		Axes	
		Spades	
		Wheel barrow	



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PART 3 CONTRACT

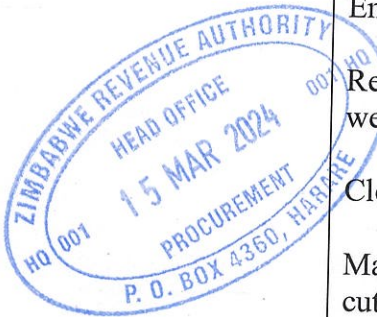
<p>BULAWA YO PORT</p> <p><i>Operational Hours: Monday – Friday 0600hrs – 1500hrs</i></p> <p><i>Operational Hours: Sat 0700hrs – 1100hrs</i></p> <p><i>No. of Cleaners: 3</i></p>	<p>(Reception area, DPC big office, Private Imports & Motor Registration area, Cash Office, Ground Offices, Staff toilets, Staircases, 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</p> <p>3 x soap dispensers</p> <p>2 x sanitary bins</p> <p>5 x brooms</p> <p>5 x cleaning mops & wringer set</p> <p>1 x Hoover</p> <p>1 x shining machine</p> <p>Bin liners</p> <p>Cleaning window machine</p>	<p>Cleaning of DPC big office Monday to Sunday daily including public holidays.</p> <p>Other offices (cleaning to be done from Monday to Saturday daily)</p> <p>Keeping office floors, walls and windows clean all the time through Scrubbing, Sweeping, Mopping & Polishing</p> <p>Dusting furniture and equipment daily</p> <p>Provision of Sanitary bins in all ladies' toilets</p> <p>Dispose sanitary bins daily</p> <p>Provision of air freshener dispenser</p> <p>Provision of soap dispensers</p> <p>Emptying office bins twice a day</p> <p>Removing cob webs in offices weekly</p> <p>Cleaning windows weekly</p> <p>Cleaning and scrubbing of stair cases daily</p> <p>Cleaning of backyard three times a week</p> <p>Cleaning fenced car park three times a week</p>
<p>CONDEP OFFI CES/N RZ WAR EHOU SE</p>	<p>(Offices, Foyer/ passage, Toilets, Kitchen, Ground maintenance)</p>	<p>1 x scrubbing machine⁴</p> <p>2 x soap dispensers;</p> <p>1 x sanitary bin</p> <p>2 x brooms,</p>	<p>Offices to be cleaned daily from Monday to Saturday</p> <p>Keeping office floors, walls and windows clean all the time through Scrubbing, Sweeping, Mopping & Polishing</p>

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PART 3 CONTRACT

<i>Operational Hours: Monday – Friday 0600hrs – 1500hrs</i>		2 x cleaning mops and wringer set; 1 x Scrubbing machine; 1x cleaning window machine Bin liners	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
<i>Operational Hours: Sat 0700hrs – 1100hrs</i>			
<i>No. of Cleaners: 2</i>			



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PART 3 CONTRACT

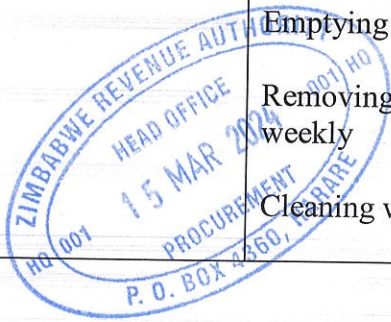
<p>J M NKOMO CARGO OFFICE</p> <p><i>Operational Hours: Sun – Sat 0730hrs – 1530hrs</i></p> <p><i>No. of Cleaners: 1</i></p>	<p>J M Nkomo Cargo Office (Open Office, Foyer/ Reception Area, Kitchen, Toilets, Cash Office</p> <p>New Terminal</p> <ul style="list-style-type: none"> ➤ Offices ➤ Baggage scanner 	<p>1 x scrubbing machine</p> <p>2 x soap dispensers</p> <p>1 x sanitary bin</p> <p>2 x brooms</p> <p>2 x mops,</p> <p>1 x shining machine</p> <p>1 x cleaning window machine</p> <p>Bin liners</p>	<p>To be cleaned daily from Monday to Sunday</p> <p>Keeping office floors, walls and windows clean all the time through Scrubbing, Sweeping, Mopping & Polishing</p> <p>Dusting furniture and equipment daily</p> <p>Provision of Sanitary bins in ladies' toilet</p> <p>Dispose sanitary bin daily</p> <p>Provision of air freshener dispenser</p> <p>Provision of soap dispensers</p> <p>Emptying office bins once a day</p> <p>Removing cob webs in offices weekly</p> <p>Cleaning windows weekly</p> <p>Grass cutting once per month</p>
<p>GWANDA</p> <p><i>Operational Hours: Sun – Sat 0730hrs – 1530hrs</i></p> <p><i>No. of Cleaners: 1</i></p>	<p>(Offices, Kitchen, Toilets, Passage & Stair case</p>	<p>1 x scrubbing machine</p> <p>2 x soap dispenser</p> <p>1 x sanitary bin</p> <p>2 x brooms</p> <p>2 x mops,</p> <p>1 x cleaning mops and wringer set;</p> <p>1 x cleaning window machine</p> <p>1 x bin lanners</p>	<p>To be cleaned daily from Monday to Sunday</p> <p>Keeping office floors, walls and windows clean all the time through Scrubbing, Sweeping, Mopping & Polishing</p> <p>Dusting furniture and equipment daily</p> <p>Provision of Sanitary bins in ladies' toilet</p> <p>Dispose sanitary bin daily</p> <p>Provision of air freshener dispenser</p>

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PART 3 CONTRACT

			Provision of soap dispensers
			Emptying office bins once a day
			Removing cob webs in offices weekly
			Cleaning windows weekly



BIDDING DOCUMENT FOR THE PROVISION OF CLEANING SERVICES.

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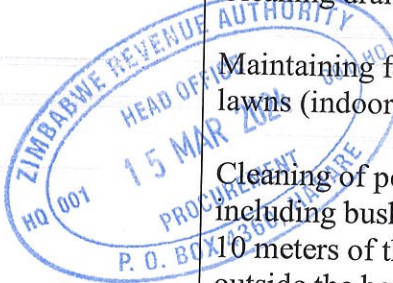
PART 3 CONTRACT

<p>MLAMBA PELE BORDER</p> <p><i>Operational Hours: Sun – Sat 0730hrs – 1530hrs</i></p> <p><i>No. of Cleaners: 1</i></p>	<p>(Offices, Staff & Public Toilets & Bordr yard</p>	<p>2 x soap dispenser</p> <p>2 x sanitary bins</p> <p>2 x brooms</p> <p>1 x grass cutter</p> <p>1 x shovels</p> <p>1 x wheel burrows</p> <p>1 x racks</p> <p>2 x hoes</p> <p>1 x cleaning mops and wringer set;</p> <p>1 x cleaning window machine</p> <p>Bin liners</p>	<p>Daily sweeping, bin emptying, tidying the furniture in the offices</p> <p>Keeping the yard surrounding clean and removing of any form of litter.</p> <p>Keeping toilets' floors, urinary, walls, wash basins and pans clean and sprayed with disinfectants all the time.</p> <p>Provision of sanitary bins for ladies' toilets</p> <p>Disposal of sanitary bins</p> <p>Maintenance of yard, lawn and flowers</p>
<p>PLUMTRE E BORDER POST</p> <p><i>Operational Hours: Sun – Sat 0600hrs – 1400hrs 1400hrs to 2200hrs</i></p> <p><i>No. of Cleaners: 22</i></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</p> <p>6 x soap dispenser</p> <p>3 x sanitary bin</p> <p>2 x brooms</p> <p>2 x cleaning mops and wringer set;</p> <p>1 x hoover</p> <p>3 x grass cutters</p> <p>3 x shovels</p> <p>2 x racks</p> <p>3 x hoes</p>	<p>Keeping office floors, walls and windows clean all the time through Scrubbing, Sweeping, Mopping & Polishing</p> <p>Keeping toilets' floors, urinary, walls, wash basins and pans clean and sprayed with disinfectants all the time</p> <p>Urinary systems to have channel blocks everyday</p> <p>Dusting furniture and equipment daily</p> <p>Provision of Sanitary bins in ladies' toilet</p> <p>Dispose sanitary bin daily</p> <p>Provision of air freshener dispenser</p> <p>Provision of soap dispensers</p>

BIDDING DOCUMENT FOR THE PROVISION OF CLEANING SERVICES.
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PART 3 CONTRACT

			<p>Emptying office bins twice a day</p> <p>Removing cob webs in offices weekly</p> <p>Cleaning windows weekly</p> <p>Grass cutting (landscaping)</p> <p>Cleaning drains</p> <p>Maintaining flowers, plants & lawns (indoor and outdoor)</p> <p>Cleaning of perimeter fence including bush clearing – within 10 meters of the perimeter fence outside the border.</p>
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BIDDING DOCUMENT FOR THE PROVISION OF CLEANING SERVICES.

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PART 3 CONTRACT

MANGWE FLATS <i>Operational Hours: Sun – Sat 0800hrs – 1700hrs</i> <i>No. of Cleaners: 3</i>	(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	Grass cutting (landscaping) Cleaning drains Maintaining lawn, flowers and plants Cleaning of stair cases
MAITENG WE BORDER POST <i>Operational Hours: Sun – Sat 0800hrs – 1700hrs</i> <i>No. of Cleaners: 3</i>	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	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

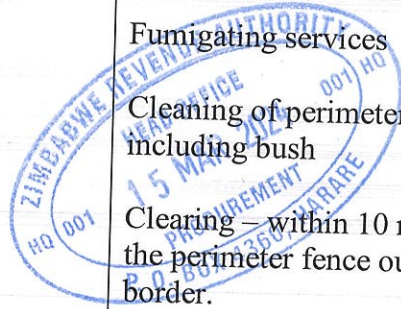


BIDDING DOCUMENT FOR THE PROVISION OF CLEANING SERVICES.

PROCUREMENT REFERENCE NO: ZIMRA TENDER NO. NCB 10/2024

PART 3 CONTRACT

			<p>Grass cutting (landscaping)</p> <p>Cleaning drains</p> <p>Fumigating services</p> <p>Cleaning of perimeter fence including bush</p> <p>Clearing – within 10 meters of the perimeter fence outside the border.</p>
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BIDDING DOCUMENT FOR THE PROVISION OF CLEANING SERVICES.

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PART 3 CONTRACT

<p>MPHOEN GS BORD ER POST</p> <p><i>Operational Hours: Sun – Sat 0700hrs – 1600hrs</i></p> <p><i>No. of Cleaners:3</i></p>	<p>Entrance & Exit Banking halls, Offices, Staff Toilets, Public Toilets, Yard.</p>	<p>1 x scrubbing machine</p> <p>4 x soap dispenser</p> <p>3 x sanitary bins</p> <p>2 x brooms</p> <p>2 x mops,</p> <p>3 x grass cutters</p> <p>3 x shovels</p> <p>3 x wheel burrows</p> <p>2 x racks</p> <p>3 x hoes</p> <p>3 x Rods</p>	<p>Keeping office floors, walls and windows clean all the time through Scrubbing, Sweeping, Mopping & Polishing</p> <p>Keeping toilets' floors, urinary, walls, wash basins and pans clean and sprayed with disinfectants all the time</p> <p>Urinary systems to have channel blocks everyday</p> <p>Dusting furniture and equipment daily</p> <p>Provision of Sanitary bins in ladies' toilet</p> <p>Dispose sanitary bin daily</p> <p>Provision of air freshener dispenser</p> <p>Provision of soap dispensers</p> <p>Emptying office bins once a day</p> <p>Removing cob webs in offices weekly</p> <p>Cleaning windows weekly</p> <p>Grass cutting (landscaping)</p> <p>Cleaning drains</p> <p>Cleaning of perimeter fence including bush</p> <p>Clearing – within 10 meters of the perimeter fence outside the border.</p>
<p>VICTORI A FALLS BORDER POST</p>	<p>(Entrance & Exit banking halls, Offices, Staff Toilets, Public Toilets, Border yard,</p>	<p>1 x scrubbing machine</p> <p>6 x soap dispenser</p> <p>3 x sanitary bin</p>	<p>Daily sweeping of the yard and bin emptying.</p> <p>Keeping the yard surrounding clean and removing of any form of litter.</p>

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PART 3 CONTRACT

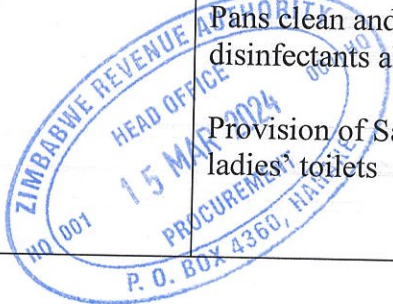
<p><i>Operational Hours:</i> <i>Sun – Sat</i> <i>0730hrs – 1530hrs</i></p> <p><i>No. of Cleaners: 6</i></p>	<p>Border Perimeter fence, Search bays, Scanner Sheds & Warehouse</p>	<p>2 x brooms</p> <p>2 x cleaning mops and wringer set;</p> <p>1 x Hoover</p> <p>3 x grass cutters</p> <p>3 x shovels</p> <p>3 x wheel burrows</p> <p>2 x racks</p> <p>3 x hoes</p>	<p>Keeping office floors, walls through Scrubbing, Sweeping, Mopping & Polishing</p> <p>Keeping Toilets' Floors, Urinary, Walls, Wash basins and Pans clean and sprayed with disinfectants all the time</p> <p>Dusting furniture and equipment daily</p> <p>Provision of Sanitary bins in all ladies' toilets</p> <p>Dispose sanitary bins daily</p> <p>Provision of air fresheners dispenser and refiling the dispenser</p> <p>Provision of soap dispenser and refiling the dispenser</p> <p>Provision of channel blocks in gent's toilets</p> <p>Emptying office bins twice a day</p> <p>Removing cob webs in offices weekly</p> <p>Cleaning windows daily</p> <p>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>VICTORIA FALLS ZB OFFICES</p>	<p>(Offices, Staff Toilets, Stair cases, Kitchen & Reception area)</p> <p>NB: Cleaner at</p>	<p>1 x scrubbing machine</p> <p>2 x soap dispenser</p> <p>1 x sanitary bin</p>	<p>Daily sweeping, bin emptying, tidying the furniture in the offices and window cleaning as and when necessary + walls & doors</p> <p>Keeping the yard surrounding</p>

BIDDING DOCUMENT FOR THE PROVISION OF CLEANING SERVICES.

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PART 3 CONTRACT

<i>Operational Hours: Sun – Sat 0730hrs – 1530hrs No. of Cleaners: 1</i>	Town and ZB Offices to alternate quarterly	2 x brooms 2 x cleaning mops and wringer set; 1 x hoover	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
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BIDDING DOCUMENT FOR THE PROVISION OF CLEANING SERVICES.

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PART 3 CONTRACT

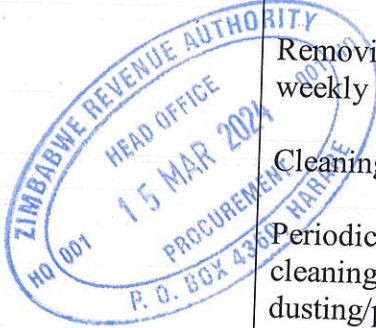
VICTORIA FALLS TOWN OFFICES <i>Operational Hours: Sun – Sat 0730hrs – 1530hrs</i> <i>No. OF CLEANERS: 1</i>	(Offices, Staff Toilets, Kitchen, Reception area & Yard)	1 x scrubbing machine 2 x soap dispenser 1 x sanitary bin 2 x brooms 2 x cleaning mops and wringer set; 1 x Hoover 1 x grass cutter 1 x hoe	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 Maintaining lawn and flowers (landscaping)
VIC FALLS INTERNATIONAL AIRPORT <i>Operational Hours: Sun – Sat 0730hrs – 1530hrs</i> <i>No. of Cleaners: 1</i>	(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;	Daily sweeping, bin emptying, tidying 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 <i>Operational Hours: Sun – Sat 0730hrs –</i>	(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	Daily sweeping of the yard and bin emptying. Keeping the yard surrounding clean and removing of any form of litter. Keeping office floors, walls

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PART 3 CONTRACT

1530hrs No. of Cleaners: 6		2 x cleaning mops and wringer set;	through Scrubbing, Sweeping, Mopping & Polishing
		3 x grass cutters	Keeping Toilets' Floors, Urinary, Walls, Wash basins and Pans clean and sprayed with disinfectants all the time
		3 x shovels	
		3 x wheel burrows	Dusting furniture and equipment daily
		2 x racks	
		3 x hoes	Provision of Sanitary bins in all ladies' toilets
		2 x Rods	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

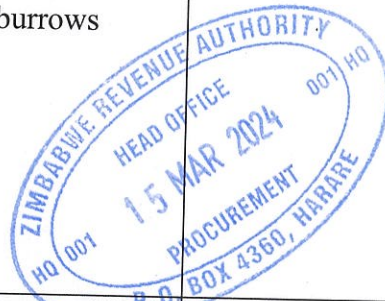


BIDDING DOCUMENT FOR THE PROVISION OF CLEANING SERVICES.

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PART 3 CONTRACT

	KAZUNGULA MESS (Yard) NB: Team at border to do the work)	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	Maintenance of the yard
PANDAM ATENGA BORDER POST <i>Operational Hours:</i> <i>Sun – Sat</i> <i>0730hrs – 1530hrs</i> <i>No. OF CLEANERS:</i> <i>1</i>	(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 1 x Hoover 2 x cleaning mops and wringer set; 2 x grass cutters	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

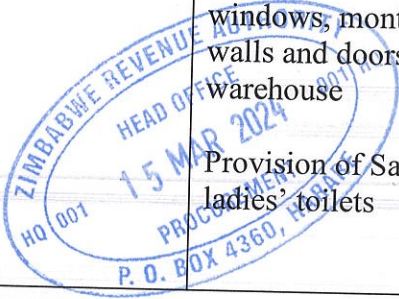


BIDDING DOCUMENT FOR THE PROVISION OF CLEANING SERVICES.

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PART 3 CONTRACT

			<p>Provision of soap dispenser and refilling</p> <p>Provision of channel blocks in gents toilets</p> <p>Emptying office bins twice a day</p> <p>Removing cob webs in offices weekly</p> <p>Cleaning windows daily</p> <p>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>Provision of Sanitary bins in all ladies' toilets</p>
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PART 3 CONTRACT

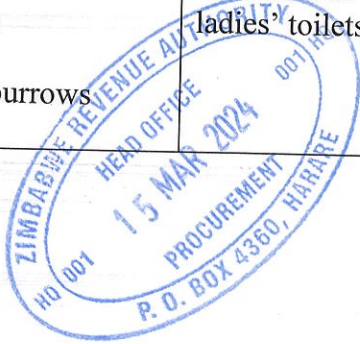
<p>HWANGE OFFICE</p> <p><i>Operational Hours: Sun – Sat 0730hrs – 1530hrs</i></p> <p>No. OF CLEANERS: 1</p>	<p>(Offices, Staff Toilets, Kitchen & Reception area)</p>	<p>1 x scrubbing machine</p> <p>2 x soap dispenser</p> <p>1 x sanitary bin</p> <p>2 x brooms</p> <p>2 x cleaning mops and wringer set;</p> <p>1 x grass cutter</p>	<p>Daily sweeping of the yard and bin emptying.</p> <p>Keeping the yard surrounding clean and removing of any form of litter.</p> <p>Keeping office floors, walls through Scrubbing, Sweeping, Mopping & Polishing</p> <p>Keeping Toilets' Floors, Urinary, Walls, Wash basins and Pans clean and sprayed with disinfectants all the time</p> <p>Dusting furniture and equipment daily</p> <p>Provision of Sanitary bins in all ladies' toilets</p> <p>Dispose sanitary bins daily</p> <p>Provision of air freshener dispenser and refilling</p> <p>Provision of soap dispenser and refilling</p> <p>Provision of channel blocks in gents' toilets</p> <p>Emptying office bins twice a day</p> <p>Removing cob webs in offices weekly</p> <p>Cleaning windows daily</p>
<p>BINGA OFFICE</p> <p><i>Operational Hours: Sun – Sat 0730hrs – 1530hrs</i></p>	<p>(Offices, Immigration Houses & Yard)</p>	<p>1 x scrubbing machine</p> <p>1 x soap dispenser</p> <p>2 x sanitary bins</p> <p>2 x brooms</p> <p>2 x cleaning mops and</p>	<p>Monthly deep cleaning of the floors, tidying the furniture in the house and window cleaning as and when necessary + walls & doors</p> <p>Keeping the yard surrounding clean and removing of any form of litter.</p>

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PART 3 CONTRACT

No. of Cleaners: 1		wringer set; 1 x grass cutter 3 x shovels 3 x wheel burrows	Disposal of litter. Provision of Sanitary bins in all ladies' toilets
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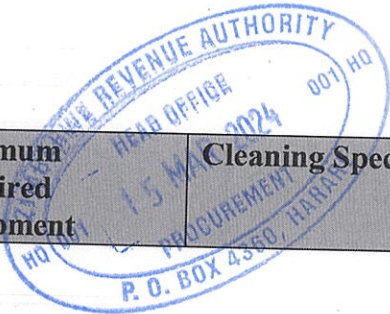
PART 3 CONTRACT

Lot 5: Masvingo & Region 3

Total Number of Cleaners: 23

Masvingo	5
Chiredzi	5
Zvishavane	2
Gweru	4
Kwekwe	2
Kadoma	2
Rutenga	1
Sango Border Post	2

Place	Areas to be cleaned	Minimum Required Equipment	Cleaning Specifications
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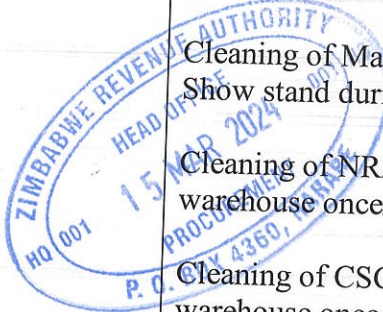


BIDDING DOCUMENT FOR THE PROVISION OF CLEANING SERVICES.

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PART 3 CONTRACT

ZIMRE CENTRE MASVINGO <i>Operational Hours:</i> <i>Monday – Friday</i> <i>0600hrs – 1500hrs</i> <i>Operational Hours:</i> <i>Sat</i> <i>0700hrs – 1100hrs</i> NO. OF CLEANERS: 5	Offices Warehouses Car Park Toilets	1 x scrubbing machines 2 x hoovers 16 x soap dispensers 8x sanitary bins 4 Bucket gear for drying mops 1 Window cleaning kit	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 office walls as per need Deep cleaning of office carpets once per quarter 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. Cleaning of Masvingo Zimra Show stand during Show period Cleaning of NRZ Customs state warehouse once/per week Cleaning of CSC Customs state warehouse once/per week Cleaning of Industrial Carpound once/per week Grass and shrub cutting at Industrial car pound once the grass is visibly overgrown Cleaning of Oliver street stands once a week
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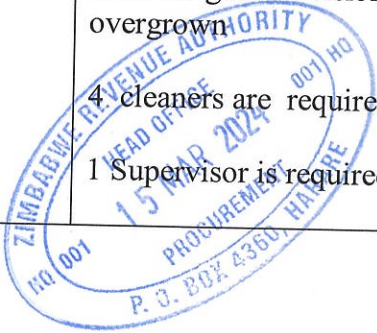


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PART 3 CONTRACT

			<p>Grass and shrub cutting at Oliver street stands once the grass is visibly overgrown</p> <p>Cleaning of LAPF car park once a week</p> <p>Grass cutting at LAPF car park once the grass is visibly overgrown</p> <p>4 cleaners are required.</p> <p>1 Supervisor is required</p>
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PART 3 CONTRACT

KWEKWE CAIPF BUILDING 2ND AND 3RD FLOORS. <i>Operational Hours:</i> <i>Monday – Friday</i> <i>0600hrs – 1500hrs</i> <i>Operational Hours:</i> <i>Sat</i> <i>0700hrs – 1100hrs</i> <i>No. of Cleaners: 2</i>	Offices toilets	1 x Hoover 1x scrubbing machine	Daily cleaning of all 23 offices and 2 toilets (Ladies and gents). Cleaning of all windows and window sills once every week. Cleaning of 1x Kitchen room. Dusting of all office furniture daily. Deep cleaning of all offices once every month. Disposal of sanitary bins in ladies' toilets once every week. Cleaning of toilets x 2 toilets everyday (with putting things like channel boxes and air fresheners included) Emptying office bins twice daily. 2 cleaners will be required.
KADOMA OFFICE <i>Operational Hours:</i> <i>Monday – Friday</i> <i>0600hrs – 1500hrs</i> <i>Operational Hours:</i> <i>Sat</i> <i>0700hrs – 1100hrs</i> <i>No. of Cleaners: 2</i>	Offices toilets	1x wheelbarrow 2x hoes 1x scrubbing machine 1x Hoover 1x rake	Daily cleaning of all offices. 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 once a week. Maintenance of Gardens and yard. Emptying office bins twice daily. 2 cleaners required.

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PART 3 CONTRACT

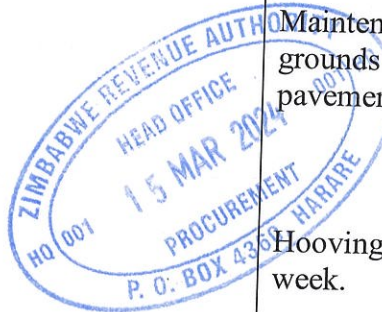
<p>ZIMRA MEGAWATT COMPLEX. 10TH STREET, GWERU.</p> <p><i>Operational Hours:</i> <i>Monday – Friday</i> <i>0600hrs – 1500hrs</i></p> <p><i>Operational Hours:</i> <i>Sat</i> <i>0700hrs – 1100hrs</i></p> <p><i>No. of Cleaners: 3</i></p>	<p>Offices Toilets</p>	<p>1x hoover</p> <p>1x wheel barrow</p> <p>1x hoe</p> <p>1x rake</p> <p>2x scrubbing machines</p>	<p>Deep cleaning of offices once every quarter.</p> <p>Daily cleaning of offices.</p> <p>Cleaning of office windows, window seals and glass doors on all the offices (Ground, M floor & 1st floor) (once a week)</p> <p>Cleaning of kitchens. (Daily)</p> <p>Cleaning of office walls as per need</p> <p>Deep cleaning of office carpets once per quarter (3 offices)</p> <p>Hooving of office carpets once per week.(3 offices)</p> <p>Disposal of ladies sanitary bins daily.</p> <p>Dusting of office furniture once per week/or as per need.</p> <p>Cleaning of Midlands Zimra Show stand during Show period</p> <p>3 cleaners are required.</p> <p>Supervisor is required</p>
<p>GWERU CUSTOMS WAREHOUSE.</p> <p><i>Operational Hours:</i> <i>Monday – Friday</i> <i>0600hrs – 1500hrs</i></p> <p><i>Operational Hours:</i> <i>Sat</i> <i>0700hrs – 1100hrs</i></p> <p><i>No. of Cleaners: 1</i></p>	<p>Offices Toilets</p>	<p>1 x scrubbing machine</p> <p>2 x hoovers</p> <p>12 x soap dispensers</p> <p>6 x sanitary bins</p> <p>3 Bucket gear for drying mops</p>	<p>Ground maintenance (including grass and shrub cutting) at Customs House warehouse as and when necessary.</p> <p>Cleaning warehouse once a month.</p>

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PART 3 CONTRACT

		1 Window cleaning kit	
609 BAOBAB ROAD, CHIREDDI <i>Operational Hours:</i> Monday – Friday 0600hrs – 1500hrs <i>Operational Hours:</i> Sat 0700hrs – 1100hrs <i>No. of Cleaners: 2</i>	Offices Toilets Garden	1 x scrubbing machine 1 x set garden tools	Daily Cleaning of all offices. Pruning of trees and shrubs Maintenance of flowers Watering of flowers. Maintenance of lawn at 609 baobab. Cleaning gutters 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
356 Chilonga Drive Chiredzi (DT) <i>Operational Hours:</i> Monday – Friday 0600hrs – 1500hrs <i>Operational Hours:</i> Sat 0700hrs – 1100hrs	Offices Toilets Garden	1xLawn mower 1 x Scrubber 2x hoovers garden tools	Daily Cleaning of all offices. Maintenance of flowers Watering of flowers. Cleaning of all windows and windowsills once every week. Cleaning of ladies and gents' toilets twice a day Dusting of all office furniture daily.

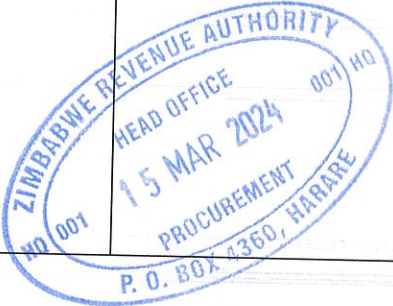


BIDDING DOCUMENT FOR THE PROVISION OF CLEANING SERVICES.

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PART 3 CONTRACT

No. of Cleaners: 2			Deep cleaning of all offices once every month. Disposal of Sanitary bins in ladies' toilets. Maintenance and cleaning of grounds
Rutenga <i>Operational Hours:</i> <i>Monday – Friday</i> <i>0600hrs – 1500hrs</i> <i>Operational Hours:</i> <i>Sat</i> <i>0700hrs – 1100hrs</i> <i>No. of Cleaners: 1</i>	Offices Toilets Garden	2 x scrubbing machines 1 x hoover 1xGrass cutting machine/mower	Cleaning of offices daily. Cleaning of all windows and windowsills once every week Yard Cleaning



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PROCUREMENT REFERENCE NO: ZIMRA TENDER NO. NCB 10/2024

PART 3 CONTRACT

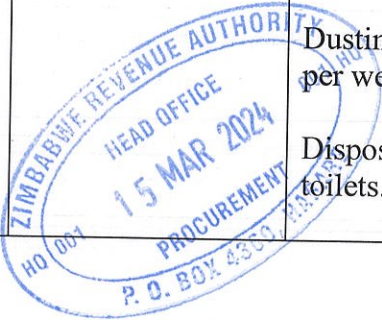
SANGO BORDER POST <i>Operational Hours:</i> <i>Sun – Sat</i> <i>0600hrs – 1500hrs</i> <i>No. of Cleaners: 2</i>	Offices Toilets grounds	2x hoes 2x slashers 1x wheelbarrow 1x scrubbing machine 1x floor polisher/shiner 1x mower/grass cutter	Daily cleaning of all offices. Maintenance of flowers Watering of flowers. Picking of papers around the yard twice daily and as when necessary Cleaning gutters 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
BUFFALO RANGE AIRPORT <i>Operational Hours:</i> <i>Sun – Sat</i> <i>0600hrs – 1500hrs</i> <i>No. of Cleaners: 1</i>	Chiredzi Town Office Toilets	2 x scrubbing machines 1 x hoover 1 x grass cutting machine/mower	Cleaning of offices daily. Cleaning of all windows and window sills once every week.
ZVISHAVANE <i>Operational Hours:</i> <i>Monday – Friday</i> <i>0600hrs – 1500hrs</i> <i>Operational Hours:</i> <i>Sat</i> <i>0700hrs – 1100hrs</i> <i>No. of Cleaners: 2</i>	Offices Warehouse and Toilets	1 x scrubbing machine 2 x sanitary bin 4 x soap dispensers 1 Bucket gear for drying mops 1 Window	Cleaning of Customs state warehouse once/per week Grass, shrubs ,trees cutting when its necessary Construction of Fireguards once per quarter Cleaning of office windows, window seals and glass doors on all the offices.

BIDDING DOCUMENT FOR THE PROVISION OF CLEANING SERVICES.

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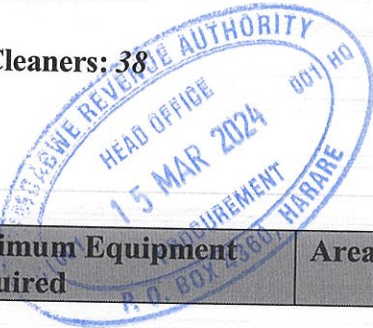
PART 3 CONTRACT

		cleaning kit	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. Disposal of sanitary bins in ladies' toilets.
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Lot 6: Beitbridge Border Post

Total Number of Cleaners: 38



Place	Area to be cleaned	Minimum Equipment Required	Areas To Be Covered
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MALINDI OFFICES POST <i>Operational Hours:</i> <i>Sun – Sat</i> <i>0730hrs – 1530hrs</i> <i>8 working hours per day</i> <i>No. of Cleaners: 3</i>	Offices	1 x Hoover 1x Scrubber Liquid Soap Tissue rolls 1x Polisher/Shiner	Mopping and cleaning of public places floors Cleaning of windows, toilets and kitchen
MESSES (37 HOUSES AND 8 FLATS) <i>Operational Hours:</i> <i>Sun – Sat</i> <i>0730hrs – 1530hrs</i> <i>NO. OF CLEANERS: 24</i>	Garden and drainages Perimeter fence Outside servitudes Staircases and corridors in case of flats	Shovel 100 Meters Horse pipe and watering cans 1 x Loan Mower Grass Trimmers Slashers Axes Spades	Cleaning drains, cutting grass, landscaping, maintaining lawns and flowers and plants, indoor or outdoor Watering flowers, plants and lawns Cleaning of the perimeter fence including bush clearing during the vegetative season
	Garages	Wheel barrows Hoes Mops , liquid soap Hard and soft brooms	All bushes and grass within 10metres of the perimeter fence outside should be cleared to the ground Weeding on the yards and along the servitudes of the messes Mopping and cleaning of public places floors and stair cases
MANICA OFFICES <i>Operational Hours:</i> <i>Sun – Sat</i> <i>0730hrs – 1530hrs</i> <i>No. of Cleaners: 3</i>	Offices	Hoover Scrubber Liquid Soap Tissue rolls	Mopping and cleaning of public places floors Cleaning of toilets and kitchens Cleaning of windows

BIDDING DOCUMENT FOR THE PROVISION OF CLEANING SERVICES.

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BEITBRIDGE TRANSIT SHED <i>Operational Hours:</i> <i>Sun – Sat</i> <i>0730hrs – 1530hrs</i> <i>No. of Cleaners: 3</i>	Offices	Hoover Scrubber Soap Tissue rolls	Mopping and cleaning of public places floors Cleaning of toilets and kitchens Cleaning of windows
CONDEP OFFICES AT SABOT <i>Operational Hours:</i> <i>Sun – Sat</i> <i>0730hrs – 1530hr</i> <i>No. OF CLEANERS: 3</i>	Offices Passages	Hoover Scrubber Soap Tissue rolls	Mopping and cleaning of public places floors Cleaning of toilets and kitchens Cleaning of windows
BEITBRIDGE TOWN OFFICE <i>Operational Hours:</i> <i>Mon – Fri</i> <i>0730hrs – 1530hrs</i> <i>Sat</i> <i>0730hrs – 1530hrs</i> <i>No. OF CLEANERS: 2</i>	Offices Passages	Hoover Scrubber Soap Tissue rolls Polisher/Shiner Cob web removers	Mopping and cleaning of public places floors Cleaning of toilets and kitchens and windows Applying floor polish and shining

BIDDING DOCUMENT FOR THE PROVISION OF CLEANING SERVICES.

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PART 3 CONTRACT

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: _____ US\$

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 (<i>Attach current NEC Rates</i>)				
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 US\$					
Annual Service Fee Incl. VAT in US\$					

For and on behalf of the Contractor

Signed:

Name:

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