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

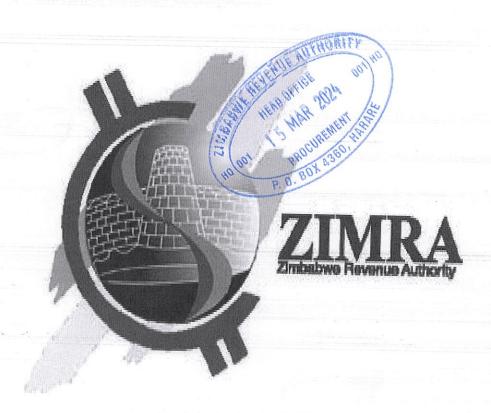
Government of Zimbabwe

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

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

Table of Contents:

Part 1: Bidding Procedures NUTHORITY

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

You are also required to pay the administration fee of \$\\$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. HEAD OFF

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)

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 \underline{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.

- (b) Any additional preference to be given to women-owned businesses is seven and a half per cent (7, 5%)].
- (c) Eligibility for the margin of preference will be based on the following factors namely ownership, location of bidder or production facilities, origin of labour, raw material or components, extent of proposed sub-contracting or association with local partners and any other relevant factors.

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

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 April 16, 2024 Deadline Fime: 10:00 hours Harare Time			
	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:	f Bids in the sealed envelopes shall be deposited in a tender bo situated at the above address. All the bidders should record the bids in the tender submission register situated thereto, in the formal prescribed in the register.			

Bid opening

Bidders and their representatives <u>may</u> 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

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

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 Part2Statement 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
 - the price of the Goods and the cost of delivery to the final destination, (i) including the relevant INCOTERM, as stated in the Delivery Schedule;
 - the custom duties to be paid on the Goods on entry in Zimbabwe, if not (ii) already included;
 - Any other applicable import taxes; (iii)
 - any sales and other taxes due within Zimbabwe which will be payable on (iv) the Goods, if not already included;
 - Any rebate or mark-up of the local agent or representative.
- for Related Services, (other than inland transportation and other services required (b) 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

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:

PROCUREMENT REFERENCE: RESTRICTED TENDER No. NCB 10/2024

- 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
- 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

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

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

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

ompliant / Non-Compliant

Registration with the Procurement Regulatory Authority of Zimbabwe – a valid PRAZ Registration Certificate.	- Tron-Computant
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	

PROCUREMENT REFERENCE: RESTRICTED TENDER NO. NCB 10/2024

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

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,

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

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.

The second secon

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 an	ed on behalf of the HERDORF MINE	\ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \
Company	A S WOOLHENDERSTOR	
Address:	Halau P. O. BOX	
••••		

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

PART 3 CONTRACT

PART 2: STATEMENT OF REQUIREMENTS

List of Services and Price Schedule	
Procurement Reference Number:	
Bidder's Name:	
Bidder's Reference Number:	
Currency of Bid:	US\$

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

Lot No ¹	Description of Services	Input Quantity	Unit of Measure	Unit Rate	Monthly	Total Price
	Region 1	Qualitity	Measure	Nate	Price ¹	
Lot 1	Kurima House - Head					
	Office					
	Region 1 Domestic Taxes,					
	Region 1 Customs &		Prince of the control			
	Excise; Harare Port				1 1	
					1 1	
	Other Stations	- 17	HORITY			
	MCO	WUE AU	OHI	\		
	Belgravia	SEVEN EICH	001			
	Contract Centre	BOT PROCE	1054			
	Central Stores	HER MAR	W /35/			
	RGMI Airport	15/11	QEME! JER		1 1	
	See Annexures for more	OO' PROT	2601		To a Percella	
	details on deployments	1/80 Y	D.S.			
	Region 1 Environs	P 0.	H24 A360 HARRY			
Lot 2	Marondera					
	Bindura				1	
	Chinhoyi				1	
7 = 211	Nyamapanda				-	
	Chirundu					
	Kariba	Control Parish and a Control of Control of Control		11745	entranta de la composición dela composición de la composición dela composición dela composición dela composición de la c	
	Mukumbura					
	Kanyemba					
12	See Annexures for more		-			
	details on deployments					
	Forbes Border Post &					
ot 3	Region 3					
	ZIMRE Centre Mutare,			1		
	Rusape					
	Forbes Border Post,					
	Mutare Customs House,					
	Chipinge,					

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

PART 3	CONTRACT		
	Mount Sel		

	Mount Selinda See Annexures for more details on deployments		
Lot 4	Region 2 See Annexures for more details on deployments		
Lot 5	Masvingo & Region 3 Masvingo, Gweru, Kwekwe, Kadoma,		
	Zvishavane, Chiredzi, Sango, Rutenga See Annexures for more details on deployments		
Lot 6	Beitbridge Border Post See Annexures for more details on deployments		
	ON HEAD OF MEAD OF	Other additional costs (be specific) VAT	
	ST HEAD WAS MY	REME HAR	

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 <u>maximum</u> 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 <u>aligned to the prevailing rates</u> 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.

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

PART 3 **CONTRACT**

Technical Specification and Compliance Sheet

Name of Bidder:

Bidder's Reference Number:

The Goods and Related Services must comply with following Technical Specifications and Standards: [Columns a and b are completed by the Procuring Entity. Column c must be completed by the Bidder to indicate the full specification of the items offered and their compliance with the specification required (in Column b)]

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

	A	В	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.

I declare that the procurement is based on neutral and fair technical requirements and bidder qualifications.	Declaration by the Accounting Officer of the
I declare that the procurement is based on neutral and fair technical requirements and bidder qualifications.	R STERROPPIN 2024
I declare that the procurement is based on neutral and fair technical requirements and bidder qualifications.	The state of the s
	I declare that the procurement is based on neutral and fair technical requirements and bidde qualifications.

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

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

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 o	of the Contractor
Signed:	BEILT OFFICE DOLL
Name:	HER MAIN GENERAL STEEL
In the capacity of:	[Title or other appropriate designation]
	No PO.

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

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 Authorised representatives:
and 8.1	1. The authorised representative of the Procuring Entity is Director, Procurement Management Unit Zimbabwe Revenue Authority, 10th Floor, ZB Centre, Corner First Street/Kwame Nkrumeh, Account
	Switchboard: +263 242 790 811-4 Ext. 317, Mobile: +263 719 524 266, Direct: +263 242 707711 E-Mail: procurement@zimra.co.zw 2. The authorised representative of the Contractor is {names and contact details, including address for delivery of notices}.
	details, including address for delivery of notices?
GCC 7.4	Ineligible countries: Only Zimbabwean companies are legible to participate
GCC 18.1	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
	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.
GCC 19.1	Commencement of Services: The date or period of time for commencement of services is from date of contract signature
GCC 20.1	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
GCC 22.3	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

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 is 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 at the little of the l
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.

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

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	DIPHORITY

2
3 201
1 OF WELLER OF
1 54 1 10 01 2000
7 3 Her MAR HIT SE
S S IIREM HIGH
12 04 PHOCO 38001
HO OF BOX

Place	Area To Be	Minimum	Areas Need To Be Cleaned
	Covered	Equipment Required	20 De Cleaned

PART 3	CONTRACT
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HEAD OFFIC		3 x scrubbing	Keeping office floors, walls and window
	A TOTILATO	madring	respired filled floors, walls and window
House		machines	clean all the time through Scrubbing
Operational	kitchens		Sweeping, Mopping & Polishing
Hours:	passage	6, 6 x sanitary bins	77-18 & Tollshing
Sun – Sat	stair		Keeping Toilets' Floors, Urinary, Walls,
	cases,	6 x soap dispensers	Wash basins and Pans clean and sprayed
0600hrs –	open are	a,	with disinfectants all the time
1500hrs	refuse		with disfillectants all the time
	area,		Dusting
No. of	basemen	t	Dusting furniture and equipment daily
Cleaners: 6	and		D
	offices		Provision of Sanitary bin liners Daily
1 = 1 = 1	omecs		
	1 st floor		Dispose sanitary bins daily
	2 nd floor		
	5 th floor		Emptying office bins thrice a day
	3 th floor		i y g o mee onis unice a day
	· ·		Removing cob webs in offices weekly
			Cleaning of internal windows daily
			Dusting furniture and equipment daily
			Cleaning and scrubbing of corridor three times a week.
		ON HEAD OF HER	Cleaning, scrubbing and emptying of bins
	CONTROL CONTRO	WUE AU	in Basement once a week
		CHE STORY	do de
		Jak all of	Cleaning and management of refuse area
		ST HER MAR	daily.
	The second secon	18 18	THE THE
		Too's PROC	Maintaining
		(0) by	Maintaining of flowers garden daily.
HEAD OFFICE	Public areas,	1 x scrubbing machine	TZ · O
KURIMA	corridors,	1 A serubbing machine	Keeping floors, walls and windows clean
ANNEX	passages, toilets,	I2 x sanitary bins	all the time through Scrubbing, Sweening
WING	kitchen	12 x saintary bins	Mopping & Polishing
perational	***************************************	1	
lours:		4 x soap dispensers	Keeping Toilets' Floors, Urinary, Walls,
un – Sat			wash basins and Pans clean and sprayed
600hrs –			with disinfectants all the time.
500hrs			ma mino.
J J J J J J J J J J J J J J J J J J J			Provision of soap dispenser
o of			or pour arphoriser
o. of			Provision of air freshener dispenser
leaners: 4			an Hesheller dispenser
*			Provision of Sanitary bins in all ladies' toilets

		Dusting furniture and equipment daily
		Dispose sanitary bins daily
	AUTHOR	Maintenance of open space between Kurima House and Annex
		Emptying office bins thrice a day
1964 (17 Palatinis)	SWE HEAD OF FICE 2024	Removing cob webs in offices weekly
	OO'S PROCURENT	Cleaning internal of windows daily
	P. O. BOX A36	Dusting furniture and equipment daily

PART 3	CONTRACT		
HEAD OFFICE ZB CENTRE Operational Hours: Sun – Sat 0600hrs – 1500hrs No. of Cleaners: 10	Public areas; toilets, kitchen, corridors Public Areas and pool office; 1 st floor; 3 rd floor; 5 th floor; 6 th floor; 7 th floor; 8th floor; 9 th floor; 10 th floor; 11 th floor & 12 th floor	2 x scrubbing machines 3 x Hoovers 6 x soap dispensers	Keeping floors, walls and windows clear 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
		HOOT PROCUE	Removing cob webs in offices weekly
HOUSE REGION 1 DOMESTIC TAXES F Perational R R 8	4 th floor; 6 th loor; Ground Floor (CCU and	4 x Scrubbing machines 5 x sanitary bins 10 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 twice a day

	Removing cob webs in offices weekly
-	Cleaning windows daily
	Dusting furniture and equipment daily
	S Whitehey the
	nd bot PROCK 43601

PART 3	CONTRACT

PART 3	CONTRACT		
Kurima House Region 1 Customs & Excise	8 th floor	3 x scrubbing machines	Keeping floors, walls and windows clear all the time through Scrubbing, Sweeping Mopping & Polishing Keeping Toilets' Floors, Urinary, Walls,
Operational Hours: Sun – Sat	(Regional Office and Harare Port)		Wash basins and Pans clean and sprayed with disinfectants all the time
0600hrs – 1500hrs	* *		Dusting furniture and equipment daily
No. of			Provision of Sanitary bins in all ladies' toilets
Cleaners: 6			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
HEAD	D 11:		Dusting furniture and equipment daily
OFFICE LYNTON FLATS	Public Areas; Stair cases & refuse area	Garden tools: Lawn mower Wheel barrow Hedge cutter	Landscaping/gardening services once a week
Operational Hours: Sun – Sat 1600hrs – 500hrs		Hoe Rack Shovel Horse pipe Hard broom	AUTHORITY BOTHOO REE DENEMY TERES
lo. of Eleaners: 1		Holos P. O	80V 43601
HEAD OFFICE CENTRAL	Public Areas & offices; Central Stores	1 x scrubbing machine	Keeping office floors, walls and windows clean all the time through Scrubbing, Sweeping, Mopping & Polishing
STORES ENFIELD WAREHOU SE			Keeping Toilets' Floors, Urinary, Walls, Wash basins and Pans clean and sprayed with disinfectants all the time

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

PART 3 CONTRACT

Operational Hours:	Dusting furniture and equipment daily
Sun – Sat 0600hrs – 1500hrs	Provision of Sanitary bins in all ladies' toilets
To. of	Dispose sanitary bins daily
Cleaners: 1	Provision of air freshener dispenser
	Provision of soap dispenser
	Emptying office bins thrice a day
	Removing cob webs in offices weekly
	Ha and PROCHES Cleaning windows daily
a a	Dusting furniture and equipment daily

PART 3	CONTRACT

HEAD	Offices And	1 x Scrubbing machine	V V G
OFFICE CONTACT	Toilets	2 x sanitary bins	all the time through Scrubbing Sweening
CENTRE			Mopping & Polishing
Operational Hours:		4 x soap dispensers	Keeping Toilets' Floors, Urinary, Walls, Wash basins and Pans clean and sprayed
Sun – Sat			with disinfectants all the time
0600hrs – 1500hrs			Dusting furniture and equipment daily
No. of Cleaners: 1			Provision of Sanitary bins in all ladies' toilets
			Dispose sanitary bins daily
			Provision of air freshener dispenser
		WENUE AU	Provision of soap dispenser
		213 120	Emptying office bins thrice a day
	·	S WILL	Removing cob webs in offices weekly
		10 00' PROC	Cleaning windows interior daily
		1.	Dusting furniture and equipment daily
Management		2 <u></u>	One Cleaner is required
MEDIUM CLIENT	All offices	1 x Scrubbing	Keeping office floors, walls and windows
OFFICE	Kitchen	machines	clean all the time through Scrubbing,
(OLD		2 x sanitary bins	Sweeping, Mopping & Polishing
MUTUAL BUILDING)	Corridors and Passages	2 x hoover	Keeping Toilets' Floors, Urinary, Walls,
perational Iours:	Indian and		Wash basins and Pans clean and sprayed with disinfectants all the time
un – Sat	Ladies and gents toilets		
600hrs – 500hrs	A second	t	Provision of Sanitary bins in all ladies' coilets
o. of		I	Dispose sanitary bins daily
leaners: 2	1	F	Provision of air freshener dispenser
	-	P	rovision of soap dispenser
		E	imptying office bins twice a day
		R	emoving cob webs in offices weekly

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

PART 3 CONTRACT

LARGE	A11 a CC		Cleaning windows interior daily Dusting furniture and equipment daily
CLIENT OFFICE (BELGRAVI A) Operational Hours: Sun – Sat 0600hrs –	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 window 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
No. of Cleaners:3		HO OUT PROPERTY OF BOOK	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.

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

PART 3 CONTRACT

HARARE	Offices &	1 x floor polisher	Vaccin Co
AIRPORT		1 x moor ponsiter	Keeping Offices and State
AGS		1 x Sanitary bin	Warehouse floors, walls and
-1988 L	State warehouse	1 A Saintary Dill	windows clean all the time through
Operational	, and the disc	2 v Soon Diam	Scrubbing, Sweeping, Mopping &
Hours:	Scanners	2 x Soap Dispenser	S Polishing
Sun – Sat			-
0600hrs –			Dusting furniture and equipment
1500hrs			daily
No. of			Emptying office bins thrice a day
Cleaners: 7			Removing och well i gg
			Removing cob webs in offices weekly
			Cleaning windows daily
		HEVERUE AUTHORITY	Dusting furniture and equipment daily
		HEAD OFFICE TOO	Deep cleaning of corridors and offices once every week.
RGM	Office	1x floor polisher	Vaccion OCC
INTERNATI	12/0		Keeping Offices, Kitchen, Arrivals
ONAL	Cubicles	P. O. 80X 43	desk and six cubicles' floors, walls
AIRPORT		The state of the s	and windows clean all the time
			through Scrubbing, Sweeping,
Operational			Mopping & Polishing
Hours:			Dusting framit
Sun – Sat			Dusting furniture and equipment daily
0600hrs –	2		daily
1500hrs			Emerica CC 1:
			Emptying office bins twice a day
No. of			Removing cob webs in offices
Cleaners:	1		weekly
included above			Cleaning windows daily

			Deep cleaning of corridors and cubicles once every week.
€.			onco every week.
HARARE	Offices 1x	Floor Polisher	Vooring OCC
AIRPORT		1 1001 1 UIISHEI	Keeping Offices, Banking Hall and
NHS	Scanner Room	1 x scrubber	State Warehouse floors, walls and
			windows clean all the time through
perational	State Ware		Scrubbing, Sweeping, Mopping & Polishing
ours:	house		1 OTISHING

Sun – Sat 0600hrs –	Dusting furniture and equipment
1500hrs	VENUE AUTHORITY daily
Vo. of Cleaners:	Emptying office bins thrice a day
included above	Removing cob webs in offices weekly
	Ha los PROCUME

HARARE	Offices	2 x sanitary bins	Keeping Offices, Kitchen floors
AIRPORT			and cubicles, walls and windows
AIRFREIGH	Kitchen	4 x soap dispensers	clean all the time through
T BUILDING			Scrubbing, Sweeping, Mopping &
0	Toilets	1 x Scrubbing	Polishing
Operational	= = = -,	Machine	- Choimig
Hours:			Keeping Toilets' Floors, Urinary,
Sun – Sat		1x Hoover	Walls, Wash basins and Pans clear
0600hrs –	0 1 10 CELLULA AL.		and sprayed with disinfectants all
500hrs		1x Set Garden Tools.	the time
To. of			
cleaners:		-51 d 4	Dusting furniture and equipment
ncluded above			daily
iciauea apove			
		NITA	Provision of Sanitary bins in all
		WE HILE AR	ladies' toilets
		SAME HEAD OFFICE	00,)
-		SWE HEAD OF THE 20	Dispose sanitary bins daily
		BY MAIN	Provision of air freshener dispense
		To an CURE	110vision of air freshener dispense
		HO OUT PROCES	Provision of soap dispenser
		P. O. BOX A	of soup dispenser
The state of the s			Emptying office bins thrice a day
		115 =	
			Removing cob webs in offices
			weekly
			Cleaning windows daily
			creaming windows daily
			Dusting furniture and equipment
			daily
			Litter picking surrounding Customs
-			yard
			Swaming the same 1 G
			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
	-	, J	Removing cob webs in office
			corridors daily
	9		

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

PART 3 CONTRACT

HARARE	Offices	1 x sanitary bin	Keening Offices and With 1
CENTRAL SORTING OFFICE	Kitchen	2 x Soap Dispenser	Keeping Offices and Kitchen floors, walls and windows clean all the time through Scrubbing,
Operational		1x Floor Polisher	Sweeping, Mopping & Polishing
Hours:			Dusting furniture and equipment daily
Sun – Sat 0600hrs –	¥1	-	daily
1500hrs =		THE A	JTHORITY HO
No. of	2	REVERY	LE NOT
Cleaners:	3.80	SANT HEAD IN	A DOLLAR STATE OF THE STATE OF
included above		TO ST HERD MY	WENTER HARIN
		HO CO'S PRO	N 43601

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

PART 3 CONTRACT

Lot 2, Region 1 Environs

Total Number Of Cleaners: 37

Marondera	2	
Bindura	1	
Chinhoyi	1	
Nyamapanda	10	FUORITY
Chirundu	16	THE AUTHON HO
Kariba	5	CAEMO ICE DO.
Mukumbura	1	THE REVENUE WAS STORY OF THE PROPERTY OF THE P
Kanyemba	1	THE WAR MENT SEE
		on PROCURENT 350, HE
DI	AND DESCRIPTION OF THE PERSON	

Place	Area To Be	Date:	
		Minimum Equipment	Areas Need To Be Cleaned
	Covered	Required	

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

PART 3 CONTRACT

BINDURA	4 Offices and a	1 x Scrubbing machines	Keeping office floors, walls and
Operational	Kitchen		windows clean all the time through
		1 x sanitary bins	Scrubbing, Sweeping, Mopping &
Hours:	Gents and		Polishing Polishing
Sun – Sat	Ladies Toilets	2 x soap dispensers	1 ononing
0600hrs – 1500hrs			Keeping Toilets' Floors, Urinary, Walls, Wash basins and Pans clea
No. of Cleaners:			and sprayed with disinfectants all the time
			AND DESCRIPTION OF THE PROPERTY OF THE PROPERT
			Provision of Sanitary bins in all ladies' toilets
	2 P+1"		Dispose sanitary bins daily
			Provision of air freshener dispenser
			Provision of soap dispenser
		WILL AUTH	Emptying office bins twice a day
		The Hell White The	Removing cob webs in offices weekly
		S 15 CURE	Cleaning windows daily
7 v		Ha day P.O. BOX	Dusting furniture and equipment daily
CHINHOYI	8 Offices and a	1 x Scrubbing machines	Keeping office floors, walls and
	Kitchen		windows clean all the time through
Operational	Trade on the second of the sec	1 x sanitary bins	Scrubbing, Sweeping, Mopping &
Hours:	2 x Warehouse		Polishing
10nday – Friday		2 x soap dispensers	- Choming
600hrs –	Gents and	T Princeto	Keening Toilet-', El
500hrs	Ladies Toilets		Keeping Toilets' Floors, Urinary, Walls, Wash basins and Pans clean
perational			and sprayed with disinfectants all
Jours:			the time
Sat			
700hrs –	70		Provision of Sanitary bins in all
100hrs			ladies' toilets
211111			Dispose sanitary bins daily
o of Clagrana			
o. of Cleaners:		,	Provision of air freshener dispenser
			Provision of soap dispenser

PART 3	CONTRACT

	AL DELEGATION OF THE PARTY OF T		
		1 m = 1 m	
			Emptying office bins twice a day
			Removing cob webs in offices weekly
	-		Cleaning windows interior daily
			Dusting furniture and equipment daily
MARONDERA	Office	1 x Scrubbing machines	Keeping office floors, walls and
Operational Hours:	Kitchen	1 x sanitary bins	windows clean all the time through Scrubbing, Sweeping, Mopping &
Monday – Friday	Toilets	2 x soap dispensers	Polishing
0600hrs – 1500hrs			Keeping Toilets' Floors, Urinary, Walls, Wash basins and Pans clear
Operational Hours:			and sprayed with disinfectants all the time
Sat 0700hrs –			Provision of Sanitary bins in ladies' toilets
100hrs		JENUE AU	HORITY
No. of Cleaners:		STRANTE REVENUE AU STRANTE REVENUE AU MAR ODT OROCU	024
		HEAD MAR	Provision of soap dispenser
		P. O. BUA	Emptying office bins twice a day
			Removing cob webs in offices weekly
			Cleaning windows interior daily
		*	Dusting furniture and equipment daily.

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

PART 3 CONTRACT

Chirundu Border Post	Offices And Toilets; Ground Floor [Including	1 x Scrubbing /Polishing	Keeping office floors, walls and windows clean all the time thro
Operational Hours:	Windows]	2 x sanitary bins	Scrubbing, Sweeping, Mopping Polishing
Sun – Sun 0600hrs –		2 x soap dispensers	
0600hrs		2 x mopping buckets.	Walls, Wash basins and Pans cleand sprayed with disinfectants at the time
No. of			the time
Cleaners: 16		2 x mops.	Dusting furniture and equipmendaily
		1 x Hoover	
			Provision of Sanitary bins in all ladies' toilets
	, .		Dispose sanitary bins daily
			Provision of air freshener dispens
			Provision of soap dispenser
		CVENUE	Emptying office bins twice a day
		BOWLE HELD OF	Removing cob webs in offices weekly
		I HO!	Cleaning windows daily
		P. O.	Dusting furniture and equipment daily
	First Floor	1 x Scrubbing	Keeping office floors, walls and
¥	Toilets;	Polishing machine	windows clean all the time through Scrubbing, Sweeping, Mopping &
	[Including Windows]	2 x sanitary bins.	Polishing
	Cubicles.	x mopping buckets	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 dispen
			Provision of soap dispenser
9			Emptying office bins twice a day
			200
			Removing cob webs in offices weekly
	9		Cleaning windows daily
			Dusting furniture and equipment daily
	Office Countil		· · · · · · · · · · · · · · · · · · ·
	Office Corridors	Hoovers	Keeping Reception area, Stair
	Stair Cases	Scrubbers	cases, Banking Hall and Office corridors ever clean all the time
	Banking Halls		through Scrubbing, Sweeping, Mopping & Polishing
e	Reception Area		Dusting furniture and equipment
		VENUE A	daily 7 / an ha
		WE BE AD OFFI	Emptying office bins thrice a day
		State HEAD OF EN	Removing cob webs in office
	E 5		corridors daily
		P. O. BC	Cleaning windows interior daily
			Dusting furniture and equipment daily
			Deep cleaning of corridors and stair cases once every week.
			Dusting and polishing rails daily
			Deep cleaning of banking halls ceiling once per quarter

PART 3	CONTRACT
	CONTINACI

	Public Toilets	2 x Soap Dispensers	Provision of sanitary bins
	Outside Car Park.	Garden Tools	Emptying sanitary bins daily
	Yard.	3	Emptying yard bins daily
	Water Storm		Clearing water storm drainages daily
	Drainages.		Cutting shrubs and grass in the yard weekly.
			Sweeping outside car park daily.
	The state of the s		Picking litter in the yard daily.
			Cleaning windows daily.
	Canteen	2 x soap dispensers	Keeping Reception and Canteen floors, walls and windows clean all
, ea .	Reception	2 x mopping buckets	the time through Scrubbing, Sweeping, Mopping & Polishing
	Toilets;	1 x hoover	1 3, and provide a constant
	Basement [Including Windows],	-	Keeping Toilets' Floors, Urinary, Walls, Wash basins and Pans clean and sprayed with disinfectants all
-	Search Bays		the time
	[Entry And Exit]	13.	Dusting furniture and equipment daily
	2 1 2 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		Provision of Sanitary bins in all ladies' toilets
		100001	Dispose sanitary bins daily
		P. (Provision of air freshener dispenser
			Provision of soap dispenser
2		,	Removing cob webs in offices weekly
			Cleaning windows interior daily
		1	Keeping Exit and Entry Search pays clean all the time
		I	Deep cleaning of search bay roof

		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 bucket 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
	HO OO' PRO P. O. B	Dispose sanitary bins daily Provision of air freshener dispenser Provision of soap dispenser
Workshops &	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

			daily
		-	Provision of Sanitary bins in all ladies' toilets
			Dispose sanitary bins daily
			Provision of air freshener dispens
			Provision of soap dispenser
			Removing cob webs in offices weekly
			Cleaning windows interior daily
			Keeping Scanner shed clean all the time
	Gate House I	1	
¥ ,	Office, Toilet	1 x soap dispensers Scrubber	Keeping Office floor, walls and windows clean all the time through Scrubbing, Sweeping, Mopping & Polishing
		SARWE REVENUE A	and sprayed with disinfectants all the time
		HO OOT PROCU	60, 81
		F. 0.	Removing cob webs in offices weekly
			Cleaning windows daily
	Gate House 2 Office, Toilet	1 x soap dispensers.	Keeping Office floor, walls and windows clean all the time through Scrubbing, Sweeping, Mopping & Polishing
			Keeping Toilets' Floors, Urinary, Walls, Wash basins and Pans clean and sprayed with disinfectants all the time

A STATE OF THE STA		Provision of air freshener dispense
		Provision of soap dispenser
	da a	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
9	ZIMBARA ZIMBARA	Removing cobwebs weekly.

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

Kariba Bordei	Offices	2 x sanitary bins	Keeping office floors, walls and
COMPLI X	E Corridors	4 x soap dispensers	windows clean all the time throug Scrubbing, Sweeping, Mopping & Polishing
Operational	Clearing Hall	1 x scrubbing	
Hours:	Gents' Toilet	machine	Keeping Toilets' Floors, Urinary,
Sun – Sat	(Staff)	1 x set garden tools	Walls, Wash basins and Pans clear
0600hrs –		TA Set garden tools	and sprayed with disinfectants all the time
1500hrs	Ladies' Toilet		the time
No of	(Staff)		Dusting furniture and equipment
No. of Cleaners: 3	Dulalia Tail	The second secon	daily
Cleuners. 3	Public Toilets (Ladies')		Provision of Sanitary bins in all
	Public Toilets		ladies' toilets
	(Gents)		Dispose sanitary bins daily
	Ground, Yard, and Car Park		Provision of air freshener dispense
			Provision of soap dispenser
			Emptying office bins thrice a day Removing cob webs in offices
			weekly Cleaning windows daily
	A 50		Dusting furniture and equipment daily
			Litter picking surrounding Customs
- 		TSIME HEAD OF	Sweeping the ground, Car Parks and terraces twice a day
		HO DO'S PER DO STATE OF THE POOL	Gardening—maintenance of lawn, flowers and trimming of bushes surrounding the customs yard.
KARIBA	Ground Floor-	2x sanitary bins	Variation of the control of the cont
Most	Reception area,	2A Saintary DHS	Keeping office floors, walls and
HIGH	Conference	1x soap dispensers	windows clean all the time through Scrubbing, Sweeping, Mopping &
COMPLE	room, Sun		Polishing
X	lounge, Client	1 x scrubbing	C
	Care Office, Laundry,	machine	Keeping Toilets' Floors, Urinary,
	Lucilai y,		Walls, Wash basins and Pans clean

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

Operational	Backroom,	1 x floor polisher	and sprayed with disinfectants all
Hours:	Toilets: 4 x	1	the time
Monday –	toilets		the time
Friday	(Reception,		Danstin C :
0600hrs –	CCU, Laundry,		Dusting furniture and equipment
1500hrs	Conference		daily
	room)		
Operational	First Floor-		Provision of Sanitary bins in all
Hours:	Boardroom,		ladies' toilets
Sat			
0700hrs –	Balcony East		Dispose sanitary bins daily
1100hrs =	and West,	- ·	j daily
TTOOMS	Dining Room,		Provision of air freshener dispense
N T C	Kitchen/		are the first of all fresheller dispenses
No. of	Canteen,		Provision of som 1:
Cleaners: 2	Toilets: Gents,		Provision of soap dispenser
	and		Frank : CC 1
	Ladies		Emptying office bins thrice a day
	toilet		
	Second Floor-		Cleaning windows daily
	Flat Station		
,	Manager's		Litter picking surrounding Customs
	Office		yard
	+Domestic taxes		Sweeping the ground, Car Parks
	offices		and terraces twice a day
	Passage and		Keeping Reception area, Stair
	Stair cases		cases and Office comit
	Toilets	H	cases, and Office corridors ever
			clean all the time through
			Scrubbing, Sweeping, Mopping &
			Polishing
,	ji u		
	85		Removing cob webs in office
-			1 1 11
		SOME RELIEBILE AUTHORITY SOME REPROPERCE MARK 2024 PROCUREMENT TO PROCUREMENT TO PROCURE OF THE PROCURE OF TH	
		THORITY	Deep cleaning of corridors and stair
-		WE AUTHOR	cases once every week.
		VEND CE OF	
		E BE OFFID OUT	Dusting and polishing rails daily
		WHEAD AR LOW	by and ponsining rails daily
1.5	/a	or PROCHEMENT	Sweeping car park and storm
	N. S.	CURE!	drains surrounding Manustorm
	12	and PROVESSO	drains surrounding Most High
	14	P. O. BOX	Complex
		4.0.	TZ .
	87		Keeping the yard surrounding Most
			High ever free from any form of
			litter
			5

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

NYAMAPAN DA BORDER		1 x scrubbing machine	Keeping office floors, walls and windows clean all the time through
Post Operational		1 x floor Polisher	Scrubbing, Sweeping, Mopping & Polishing
Hours: Sun – Sat 0600hrs –			Dusting furniture and equipment daily
1500hrs			Emptying office bins thrice a day
No. of Cleaners: 10			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
A	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
		A REVERULE AND OFFICE	Scrubbing, Sweeping, Mopping & Polishing
		HEAR MAR	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

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

		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 clear and sprayed with disinfectants all the time
Form of the second of the seco		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
	JUE	time through Scrubbing, Sweeping, Mopping & Polishing weekly
	AR BEVER	Removing cobwebs weekly
Borehole	Hard broom	Slashing of grass, sweeping ground, picking litter and maintaining the road to the borehole.
Warehouse	Scrubbers Hoovers	Keeping the State Ware house and Cottage floors, walls and windows
	Polisher	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

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

			Cleaning walls on search bay demarcation once per month.
Mukumbura Border Offices Operational Hours: Sun – Sat 0600hrs – 1500hrs No. of Cleaners: 1	Border offices and the clearing halls	Brooms Mops	 Daily floor cleaning and airfreshnening 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	 Daily cleaning of staff toilets Cleaning of public toilets
	Ground maintenance Border Complex	Wheel barrow Axe	Daily sweeping of the yardThorn bush clearing
		Hoes	Weeding off grass
Kanyemba Border Offices Operational	Border offices and the clearing halls	Brooms	Daily floor cleaning and airfreshnening offices Daily cleaning of floors in the travellers
Hours: Sun – Sat 9600hrs – 1500hrs		Ha DO' PRO	Daily cleaning of
No. of Cleaners: 1			 Periodic cleaning of walls in office and travellers halls
			Daily emptying of office bins

Staff toilet and public toilets	Water buckets Soaps	Daily cleaning of staff toilets
	Toilets detergents	Cleaning of public toilets
Ground	Wheel barrow	Daily sweeping of the
maintenance Border Complex	Axe	WE AUTHORITY PART
•	TT	Thorn bush clearing
Per	Hoes HEN	Weeding off grass

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

PART 3 CONTRACT

Lot 3, Forbes & Region 3

Total Number of Cleaners: 30

Forbes Border Post Zimre Centre, Mutare Rusape Mutare Customs House Chipinge Mount Selinda

18

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

ZIMRE CENTRE MUTARE	Offices	2 y combbin~	Classing of 7D CD
ZIMRE CENTRE MUTARE Operational Hours: Monday — Friday 0600hrs — 1500hrs Operational Hours: Sat 0700hrs — 1100hrs No. of Cleaners: 5	Offices Toilets	2 x scrubbing machines 2 x hoovers 10 x sanitary bins 1x grass cutter	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. Maintenance and cleaning of surrounding pavements, generator room and grounds. Cleaning all foyers and water storm drainages. Sweeping, dump moping daily, machine buffing and scrubbing all offices. Cleaning of Passages /elevator foyers, dusting desks, windows, window seals and glass doors from ground to 7th Floor. Cleaning of 7th Floor Balcony. Cleaning of all staircases.
		REVENUE AUTHORI HEAD OFFICE	Balcony.
	TIMBABUT	PROCHEMENT PROCHEMENT	Empting sanitary bins, supplying sanitary plastics, cleaning and disinfecting all waste receptacles. Deep cleaning of carpets,
			sofas and chairs whenever necessary. Customs Warehouse Cleaning the State

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

PART 3

CONTRACT

	warehouse, toilets and cottage.
	Sweeping, dump moping daily, machine buffing,
	dusting desks and scrubbing as necessary.
	Arranging goods in the warehouse on request.
	Assisting in loading/offloading and
	arranging items scheduled for the warehouse and rummage sales.
 SWE HEAD DEPICE AUTHO	all Antonios
S WINEW	Deep cleaning of offices at least once per quarter
HO OUT PROCE	yearly.

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

RUSAPE OFFICE	Offices	1 x scrubbing	Office, kitchen, toilet and
0	Toilets	machine	generator room cleaning.
Operational Hours:	40		8
Monday – Friday		1*hoover	Sweeping, dump moping
0600hrs — 1500hrs		la	daily, machine buffing,
		2*sanitary	dusting desks and scrubbin
Operational Hours:		bins	as necessary.
Sat			as necessary.
0700hrs – 1100hrs			Cleaning of Windows and
			Window seals.
NO. OF CLEANERS: 1	8		window sears.
		8	Empty in 1
			Emptying, cleaning and
			disinfecting all waste
	*		receptacles.
	= =		
			Deep cleaning of offices at
			least once half yearly.
FORDER BODDER BOST	0.00		
FORBES BORDER POST	Offices	4 x scrubbing	Cleaning of ground floor
Open amount House	Toilets	machine	and 1st floor offices at
OPERATIONAL HOURS:	Grounds	10	Forbes border Post, Green
16		1 x set garden	Motor Services (GMS)
MON -SUN 24HRS		tools	BAK Storage and Bullwark
06.00AM- 06.00 PM			depot.
06.00 <i>РМ -06.00</i> АМ		4 x floors	1
		polisher/shiner	Cleaning of all toilets and
No. of Cleaners: 18			provision of sanitary
		6*sanitary	plastics.
			prastics.
		bins REVENUE AUTHO	Sweeping, dump moping
		VENUE	daily machine by Co
	1	E HE OFFICE ON	daily, machine buffing,
	1	WE HEAD OFFICE MAR 2021	dusting desks and scrubbing
	19	MAIN	as necessary.
		OUT PROCUREM	Hir.
	land.	aot PROCULAGE	Maintenance and cleaning
	I h	P. O. BOX 436	of Grounds from exit area
		A DECEMBER OF THE PARTY OF THE	up to the truck inn area.
	1 1		Clearing of Water Storm
	1		drainages.
			Watering indoor and
			outdoor flowers.
		©)	Assisting in loading and
			arranging goods scheduled
			for the warehouse and
	1	1	rummage sales.

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

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

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

MUTARE CUSTOMS HOUSE	Offices	1 x scrubbing	Cleaning of offices,
Open (market)	Toilets	machine	passages, windows, window
OPERATIONAL HOURS:	Grounds		seals and doors.
Mov. Com 24		1*hoover	· Company Chamber Street Company
MON -SUN 24HRS		k-unikan	Cleaning of 1st Floor
06.00AM-06.00PM		2*sanitary	Balcony.
06.00PM -06.00AM		bins	20-2602-001
No. of Cleaners: 2			Cleaning of staircases.
110. 01 CLEANVERD. 2			Door I
	-		Deep cleaning at least once half yearly.
	2		nan yearry.
			Disposal of ladies sanitary
			bins daily.
	7		
			Maintaining lawn and
		SWE REVENUE AUTHO	watering flowers.
		VENUE	Cleaning and maintaining
		E RES OFFICE ON	surrounding pavements and
	/	HEAD OFFICE MAR 20	grounds.
7 F C	MA	2 2 Mr. SEN	
MT SELINDA	Offices	1 x scrubbing	Cleaning of Mt Selinda
Open (grover Heave	Garden	machine	Border Post banking halls
OPERATIONAL HOURS:	Toilets	P. 0.	,offices ,kitchen ,warehouse
MON -SUN 24HRS		1x grass cutter	and toilets.
06.00AM-06.00PM	-	14 1	
06.00PM - 06.00AM		1*garden tools	Maintenance and cleaning
		set	of Grounds up to the staff
No. of Cleaners: 2		1*sanitary bin	quarters.
		1 Sumary om	Watering flowers.
		* mal k	ratering nowers.
			Assisting in loading and
			arranging goods scheduled
	1		for the warehouse and
			auction.
	* T		T- il / l
		1.0	Toilets cleaning and
		-	sanitizing.
			Cleaning of Passages,
a		11	Windows, and Window
		9	seals.
8		*	
		-	Daily emptying and disposal
			of sanitary bin.
			Maintaining fine and
			Maintaining fire guards.

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

Offices	1 x scrubbing	Cleaning of offices, kitchen
Toilets	machine	passages and toilets.
Grounds	1*hoover	Maintenance and cleaning
		of grounds.
		Water
	10015	Watering flowers.
		Toilets cleaning and
		sanitizing.
		Cleaning of windows, and
	ENT	window seals.
	NE REVE	Daily emptying and disposa
	STATE HEAD	of sanitary bin.
	19	Maintaining fire guards.
	Hall	BOX 4360 me guards.
	The state of the s	Toilets Grounds 1*hoover 1x set garden tools

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

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
	-

STANK REVENUE AUTHORITY

MAR 2024 DOT HEAD OFFICE MAR 2024 DOT HOR PROCUREMENT HEAD OF FICE AUTHORITY

PROCUREMENT ASSOCIATION OF THE PROCUREMENT HEAD OF FICE AUTHORITY

PROC

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

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

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

	Slashers
- 1 - 200 (K. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1. 1.	Axes NUE AUTHORITY
The second secon	Spades Spades 2024 00
	Wheel barrow

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

BULAWA	(Reception area,	1 x scrubbing machine	Cleaning of DPC big office
YO Port	DPC big office, Private Imports & Motor Registration	3 x soap dispensers	Monday to Sunday daily including public holidays.
Operational Hours:	area, Cash Office, Ground Offices,	2 x sanitary bins	Other offices (cleaning to be done from Monday to Saturday
Monday – Friday	Staff toilets, Staircases, 1 st floor	5 x brooms	daily)
0600hrs – 1500hrs	Corridor, 2 nd floor corridor, Ports Manager's office,	5 x cleaning mops & wringer set	Keeping office floors, walls an windows clean all the time
Operational Hours:	Kitchen, Boardroom, 2 nd floor offices,	1 x hoover	through Scrubbing, Sweeping, Mopping & Polishing
Sat 0700hrs –	Fenced Car Park Area & Backyard	1 x shining machine	Dusting furniture and equipment daily
1100hrs	area	Bin liners	
No. of Cleaners: 3		Cleaning window machine	Provision of Sanitary bins in all ladies' toilets
			Dispose sanitary bins daily
			Provision of air freshener dispenser
,		to the second of	Provision of soap dispensers
			Emptying office bins twice a day
			Removing cob webs in offices weekly
		au'	Cleaning windows weekly
		A REPENDENCE	Cleaning and scrubbing of stair cases daily
		IMBH S	Cleaning of backyard three times
9		40 00 P. O. P	Cleaning fenced car park three times a week
CONDEP	(Offices, Foyer/	1 x scrubbing machine4	Offices to be cleaned daily from
	passage, Toilets, Kitchen, Ground	2 x soap dispensers;	Monday to Saturday
WAR EHOU	maintenance)	1 x sanitary bin	Keeping office floors, walls and windows clean all the time
SE	1	2 x brooms,	through Scrubbing, Sweeping, Mopping & Polishing

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

Operational Hours: Monday –	2 x cleaning mops and wringer set;	Dusting furniture and equipmen daily
Friday 0600hrs — 1500hrs	1 x Scrubbing machine; 1x cleaning window machine	Provision of Sanitary bins in ladies' toilet Dispose sanitary bin daily
Operational Hours: Sat 0700hrs –	Bin liners	Provision of air freshener dispenser
No. of		Provision of soap dispensers
Cleaners: 2	STANKE HEAD OFFICE AUTHORITY OF THE MARK MENT HEAD OFFICE HEAD OFFICE AUTHORITY OF THE MENT HEAD OFFICE AUTHORITY OF THE MENT HEAD OFFICE AUTHORITY HEAD O	Emptying office bins once a day Removing cob webs in offices weekly
	HO OOT PROCUREMENT P. O. BOX 4350 HIR	Cleaning windows weekly Maintenance of car pound and
	P. O. 80A	cutting grass

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

Ј М Nкомо	J M Nkomo Cargo Office (Open Office,	1 x scrubbing machine	To be cleaned daily from Monday to Sunday
CARGO OFFICE	Foyer/ Reception Area, Kitchen,	2 x soap dispensers	
Operational	Toilets, Cash Office	1 x sanitary bin	Keeping office floors, walls and windows clean all the time
Hours: Sun – Sat	New Terminal Offices	2 x brooms	through Scrubbing, Sweeping, Mopping & Polishing
0730hrs – 1530hrs	Baggage scanner	2 x mops,	Dusting furniture and equipmen
No. of		1 x shining machine	daily
Cleaners: 1		1 x cleaning window machine	Provision of Sanitary bins in ladies' toilet
		Bin liners	Dispose sanitary bin daily
			Provision of air freshener dispenser
4		SOUTH PROCUREMENT PROCUREMENT	Provision of soap dispensers
		K REVENUE	Emptying office bins once a day
		HO OUT PROCUREMENT	Removing cob webs in offices weekly
	5 - 2 - 2 - 2 - 2 - 2 - 2 - 2 - 2 - 2 - 	P. O. BOX 4360	Cleaning windows weekly
		The state of the s	Grass cutting once per month
GWANDA Operational	(Offices, Kitchen, Toilets, Passage	1 x scrubbing machine	To be cleaned daily from Monday to Sunday
Hours: Sun – Sat	& Stair case	2 x soap dispenser	
0730hrs – 1530hrs		1 x sanitary bin	Keeping office floors, walls and windows clean all the time
Vo. of	,	2 x brooms	through Scrubbing, Sweeping, Mopping & Polishing
Cleaners: 1		2 x mops,	Dusting furniture and equipment daily
		1 x cleaning mops and	dany
		wringer set;	Provision of Sanitary bins in ladies' toilet
		1 x cleaning window machine	Dispose sanitary bin daily
		1 x bin linners	Provision of air freshener dispenser

	Provision of soap dispensers
	Emptying office bins once a da
	Removing cob webs in offices
A 32000000000000000000000000000000000000	weekly Cleaning windows weekly
	Cleaning windows weekly

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

MLAMBA	,	2 x soap dispenser	Daily sweeping, bin emptying,
PELE	Public Toilets &		tiding the furniture is 41.
BORDER	Bordr yard	2 x sanitary bins	tiding the furniture in the office
Operational		- 11 Sufficiency Office	Vocation (1 1
Hours:		2 x brooms	Keeping the yard surrounding
Sun – Sat	539	2 x brooms	clean and removing of any forn
0730hrs -		1	of litter.
1530hrs		1 x grass cutter	
13301113		The second secon	Keeping toilets' floors, urinary,
No. of		1 x shovels	walls, wash basins and pans
Cleaners: 1			clean and sprayed with
Cleaners: 1		1 x wheel burrows	disinfectants all the time.
	-		dir the time.
		1 x racks	Provision of sanitary bins for
		3 3	ladies' toilets
		2 x hoes	ladies tollets
	-	_ 11 110 05	Digmass 1 . C
		1 x cleaning mops and	Disposal of sanitary bins
			77.1
	el el	wringer set;	Maintenance of yard, lawn and
		1 1	flowers(HORIT)
	2	1 x cleaning window	ENEMO ICE GOTHO
	, fi st 1	machine	AFFICE OL
			HEND OFFICE DOZA OOT HO
	84	Bin liners	MAN CHI SE
	- 12	Bin liners	HEAD OFFICE 2024 OU
PLUMTRE	(Entrance & Exit	2 x scrubbing machine	Keeping office floors, walls and
E	banking halls, 1st	Simplific	windows clean all the time
BORDER	floor & Ground	6 x soap dispenser	through Countil in G
Post	Floor offices, 1st	on soup dispenser	through Scrubbing, Sweeping,
	floor corridors,	3 x sanitary bin	Mopping & Polishing
Operational	Toilets, Kitchen,	3 x saintary bin	17
Hours:	Boardroom,	2 ** 1	Keeping toilets' floors, urinary,
Sun – Sat	Reception area,	2 x brooms	walls, wash basins and pans
0600hrs –	Station Manager'		clean and sprayed with
	Station Manager's	2 x cleaning mops and	disinfectants all the time
	Office, Border yard,	wringer set;	=
	Border Perimeter		Urinary systems to have channel
	fence, Entrance &	1 x hoover	blocks everyday
	Exit, Search bays,	1 5 - × 0	
	Scanner Sheds, Anti-	3 x grass cutters	Ducting furniture and
	Smuggling area,	8-335 03:2015	Dusting furniture and equipment
	Warehouses,	3 x shovels	daily
	Entrance & Exit	3 A SHOVEIS	D
	Public Toilets	2 v. 40 sla	Provision of Sanitary bins in
	2 33110 1 011013	2 x racks	ladies' toilet
		2 1	
		3 x hoes	Dispose sanitary bin daily
			Provision of air freshener
			dispenser
1			
			dispenser

	Emptying office bins twice a d
	Removing cob webs in offices weekly
	Cleaning windows weekly
	Grass cutting (landscaping)
	Cleaning drains
TO THE PARTY OF TH	Maintaining flowers, plants & lawns (indoor and outdoor)
) on	Cleaning of perimeter fence including bush clearing – within P. O. BO 10 meters of the perimeter fence outside the border.

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

MANGWE FLATS	(Stair cases, Yard)	1 x scrubbing machine	Grass cutting (landscaping)
		2 x brooms	Cleaning drains
Operational Hours:		2 x mops	Maintaining lawn, flowers and
Sun – Sat 0800hrs –		2 x grass cutters	plants
1700hrs		2 x shovels	Cleaning of stair cases
No. of Cleaners: 3		2 x wheel burrows	REVENUE AUTHORITA
			HEND OF SUSA
	-	2 x racks 3 x hoes	& WINGENENT BEREET
MAITENG	Entrance & Exit	1 x scrubbing machine	Keeping office floors, walls and
WE BORDER	Banking halls, Offices, Staff	4 x soap dispenser	windows clean all the time through Scrubbing, Sweeping,
Post	Toilets, Public Toilets, Yard.	3 x sanitary bins	Mopping & Polishing
Operational Hours:		2 x brooms	Keeping toilets' floors, urinary, walls, wash basins and pans
Sun – Sat 0800hrs –		2 x mops,	clean and sprayed with disinfectants all the time
1700hrs		3 x grass cutters	3
No. of Cleaners: 3		3 x shovels	Urinary systems to have channel blocks everyday
		3 x wheel burrows	Dusting furniture and equipment daily
		2 x racks	Provision of Sanitary bins in ladies' toilet
		3 x hoes	Dispose sanitary bin daily
		3 x Rods	Provision of air freshener
			dispenser
			Provision of soap dispensers
*		,	Emptying office bins once a day
			Removing cob webs in offices weekly
			Cleaning windows weekly

rass cutting (landscaping)
C (
eaning drains
migating services
eaning of perimeter fence
WEN GOY
earing — within 10 meters of perimeter fence outside the

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

MPHOEN GS	Entrance & Exit Banking halls,	1 x scrubbing machin	1 -6 -110015, wans and
BOR ER		4 x soap dispenser	windows clean all the time through Scrubbing, Sweeping,
Post		3 x sanitary bins	Mopping & Polishing
Operational Hours:		2 x brooms	Keeping toilets' floors, urinary, walls, wash basins and pans
Sun – Sat 0700hrs –		2 x mops,	clean and sprayed with disinfectants all the time
1600hrs		3 x grass cutters	Urinary systems to have channe blocks everyday
No. of		3 x shovels	overy day
Cleaners:3		3 x wheel burrows	Dusting furniture and equipment daily
		2 x racks	Provision of Sanitary bins in ladies' toilet
		3 x hoes	Dispose sanitary bin daily
		3 x Rods	1
	NA.		Provision of air freshener dispenser
	2		Provision of soap dispensers
		EVENUE AL	Emptying office bins once a day
		BOY MAR	Removing cob webs in offices weekly
		HO OO1 PROCUE	Cleaning windows weekly
		P. O. BOX A	Grass cutting (landscaping)
=			Cleaning drains
			Cleaning of perimeter fence including bush
			Clearing – within 10 meters of the perimeter fence outside the border.
VICTORI	(Entrance & Exit	1 x scrubbing machine	Daily sweeping of the yard and
A FALLS	banking halls,	6 x soap dispenser	bin emptying.
BORDER POST	Offices, Staff		Keeping the yard surrounding
	Toilets, Public Toilets, Border yard,	3 x sanitary bin	clean and removing of any form
	Toncis, Border yard,		of litter.

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

Operational	Border Perimeter	2 x brooms	
Hours: Sun – Sat 0730hrs – 1530hrs	fence, Search bays, Scanner Sheds & Warehouse	2 x cleaning mops and wringer set;	Keeping office floors, walls through Scrubbing, Sweeping, Mopping & Polishing
No. of Cleaners: 6		1 x hoover 3 x grass cutters 3 x shovels	Keeping Toilets' Floors, Urinary, Walls, Wash basins an Pans clean and sprayed with disinfectants all the time
		3 x wheel burrows	Dusting furniture and equipment daily
	*	2 x racks 3 x hoes	Provision of Sanitary bins in all ladies' toilets
			Dispose sanitary bins daily
			Provision of air fresheners dispenser and refiling the dispenser
		SOR HEAD OFFICE NAR 2007 MAR 2007 PROCURENT	Provision of soap dispenser and refiling the dispenser Provision of channel blocks in gent's toilets
		HO OOT PROCURENT P. O. BOX 23E	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
VICTORI A FALLS	(Offices, Staff Toilets, Stair cases, Kitchen & Reception	1 x scrubbing machine 2 x soap dispenser	Daily sweeping, bin emptying, tiding the furniture in the offices and window cleaning as and
ZB Offices	area)	1 x sanitary bin	when necessary + walls & doors
	NB: Cleaner at		Keeping the yard surrounding

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

Operational	Town and ZB	2 x brooms	clean and removing of any form
Hours:	Offices to alternate		of litter.
Sun – Sat	quarterly	2 x cleaning mops and	(S. S. S
0730hrs –		wringer set;	Disposal of litter.
1530hrs		1 1	
No. of	8	1 x hoover	Keeping Toilets' Floors,
Cleaners: 1			Urinary, Walls, Wash basins and
	-	THUE	Pans clean and sprayed with disinfectants all the time.
	i i	REVER	100
		BOWLE HERD OF	Provision of Sanitary bins in all
= = 1		188	ladies toilets
-		1 2	CURENT
		ha a by	0 A30

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

111111111111111111111111111111111111111	DNIRACI		
VICTORI A FALL	, , , , , , , , , , , , , , , , , , , ,	1 x scrubbing machine	1 0,
Town Offices	Reception area & Yard)	2 x soap dispenser	tiding the furniture in the office and window cleaning as and
	Talu)	1 x sanitary bin	when necessary + walls & door
Operational Hours: Sun – Sat 0730hrs –	50 E-0 E 0	2 x brooms	Keeping the yard surrounding clean and removing of any form of litter.
1530hrs		2 x cleaning mops and wringer set;	Disposal of litter.
NO. OF	7	1 x hoover	Keeping Toilets' Floors,
NERS:	S. D. S.	1 x grass cutter	Urinary, Walls, Wash basins and Pans clean and sprayed with
		1 x hoe	disinfectants all the time.
			Provision of Sanitary bins in all ladies' toilets
- *		The second	A second
			Maintaining lawn and flowers (landscaping)
VIC FALLS	(Offices, Reception	1 x scrubbing machine	Daily sweeping, bin emptying,
INTERNA TIONAL	area, Kitchen, Toilets, Cash office Baggage scanner)	2 x soap dispenser	tiding the furniture in the offices and window cleaning as and
AIRPORT Operational	- 1881ge semmer)	1 x sanitary bin this AU	when necessary
Hours: Sun – Sat		2 x cleaning mons and w	Keeping yard surroundings clean and removing any form of litter
0730hrs – 1530hrs	0 0	- in the mops and the	Disposar of fitter
No. of	S	P. O. BOX	Keeping toilets floors, urinary, wall, wash basins and pans clean
Cleaners: 1		2	and sprayed with disinfectants all the time
			Provision of sanitary bins in all ladies' toilets
KAZUNG ULA	(Entrance & Exit Banking halls,	1 x scrubbing machine	Daily sweeping of the yard and
BORDER	Office, Staff Toilets,	4 x soap dispenser	bin emptying.
POST Operational	Public Toilets & Yard		Keeping the yard surrounding
Hours:		5 x sanitary bins	clean and removing of any form of litter.
Sun – Sat 0730hrs –		2 x brooms	
			Keeping office floors, walls

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

1530hrs No. of	2 x cleaning mops and wringer set;	through Scrubbing, Sweeping, Mopping & Polishing
Cleaners: 6	3 x grass cutters 3 x shovels 3 x wheel burrows	Keeping Toilets' Floors, Urinary, Walls, Wash basins and Pans clean and sprayed with disinfectants all the time Dusting furniture and equipment
	2 x racks	daily
	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
	WITHOUT HO	Emptying office bins twice a day
	SANTE HELD OFFICE AUTHO	Removing cob webs in offices weekly
	130 61	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

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

	KAZUNGULA MESS	1 x scrubbing machine	Maintenance of the yard
	(Yard) NB: Team at border	4 x soap dispenser	
	to do the work)	5 x sanitary bins	
		2 x brooms	
To the service		2 x cleaning mops and wringer set;	
		3 x grass cutters	
		3 x shovels	
		3 x wheel burrows	TE AUTHORITY
	×	2 x racks	JOHNE MAR ME CONTROL
		3 x hoes 3 x Rods	OCHEWENT OF THE PARTY
		3 x Rods	ROCUREMENT HERE
PANDAM ATENGA BORDER POST Operational Hours: Sun – Sat 0730hrs – 1530hrs No. of CLEA NERS: 1	(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
		+ u*	Provision of air freshener dispenser and refilling

A STATE OF THE STA	
	Provision of soap dispenser and refilling
	Terming
	Provision of channel blocks in gents toilets
	Emptying office bins twice a da
	Removing cob webs in offices weekly
	Cleaning windows daily
	Periodic vacuum and wet
	cleaning of floors and
	dusting/polishing desks and litte
	disposal, weekly cleaning of
	windows, monthly scrubbing of walls and doors in the state
	wars and doors in the state
	Provision of Sanitary bins in all ladies' toilets
	Provision of Sanitary bins in all
· · · · · · · · · · · · · · · · · · ·	P. O. BOX 4360

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

HWANGE OFFICE	(Offices, Staff Toilets, Kitchen &	1 x scrubbing machine	Daily sweeping of the yard and bin emptying.
Operational Hours: Sun – Sat 0730hrs – 1530hrs No. of CLEANER S: 1	Reception area)	2 x soap dispenser 1 x sanitary bin 2 x brooms 2 x cleaning mops and wringer set; 1 x grass cutter	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 an Pans clean and sprayed with disinfectants all the time Dusting furniture and equipmen daily
	-		Provision of Sanitary bins in all ladies' toilets
			Dispose sanitary bins daily Provision of air freshener dispenser and refilling
		-	Provision of soap dispenser and refilling
			Provision of channel blocks in gents' toilets
		HO OUT PROCURENT	Emptying office bins twice a day Removing cob webs in offices weekly Cleaning windows daily
	Offices, mmigration Houses	1 x scrubbing machine	Monthly deep cleaning of the floors, tiding the furniture in the
	& Yard)	1 x soap dispenser 2 x sanitary bins	house and window cleaning as and when necessary + walls & doors
730hrs — 530hrs		2 x brooms 2 x cleaning mops and	Keeping the yard surrounding clean and removing of any form of litter.

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

No. of	wringer set;
Cleaners: 1	Disposal of litter.
	1 x grass cutter
	Provision of Sanitary bins in all
	Provision of Sanitary bins in all ladies toilets
*	2 m mb = 11
	3 x wheel burrows
	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
	100 Hr West EWEH ZEE
	S CHR. EO'.

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

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	Minimum	Cleaning Specifications
	cleaned	Required Equipment	S I WEEMEN ILEE

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

ZIMRE CENTRE MASVINGO	Offices Warehouses	1 x scrubbing machines	Deep cleaning of offices once every quarter.
Operational Hours:	Car Park Toilets	2 v h	Control of the Contro
Monday – Friday	TOHEIS	2 x hoovers	Cleaning of office windows,
0600hrs – 1500hrs		16 x soap dispensers	window seals and glass doors on all the offices (3rd, 5th floor, 6th floor & 7th floor. (once a week)
Operational Hours: Sat		8x sanitary bins	Cleaning of kitchen. (Daily)
0700hrs – 1100hrs		4 Bucket gear for	Cleaning of office walls as per
No. of Cleaners: 5		drying mops	need TANGER TO THE TOTAL PROPERTY OF THE TOT
		1 Window cleaning kit	Deep cleaning of office carpets once per quarter
			Hooving of office carpets once poweek.
		y _a - " , a " , a	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.
		EN'	Cleaning of Masvingo Zimra
		South REVE	Show stand during Show period
		100	Cleaning of NRZ Customs state warehouse once/per week
		Ha ao	Cleaning of CSC Customs state
_ 3			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

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

PART 3

CONTRACT

	Grass and shrub cutting at Oliver street stands once the grass is visibly overgrown
	Cleaning of LAPF car park once a week
	Grass cutting at LAPF car park once the grass is visibly overgrown or a required. 1 Supervisor is required

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

KWEKWE CAIPF	Offices	1 x hoover	Daily cleaning of all 23 offices a
BUILDING 2 ND AND 3 RD FLOORS.	toilets	1x scrubbing	2 toilets(Ladies and gents).
		machine	Cleaning of all windows and
Operational Hours:			window sills once every week.
Monday – Friday 0600hrs – 1500hrs			Cleaning of 1x Kitchen room.
Operational Hours: Sat			Dusting of all office furniture daily.
0700hrs – 1100hrs			J
No. of Cleaners: 2			Deep cleaning of all offices once every month.
			Disposal of sanitary bins in ladie
		The state of the s	toilets once every week.
*			Cleaning of to it - 2
			Cleaning of toilets x 2 toilets everyday (with putting things lik channel boxes and air fresheners included)
			Emptying office bins twice daily.
			2 cleaners will be required.
241	Offices coilets	1x wheelbarrow	Daily cleaning of all offices.
perational Hours:	corrects	2x hoes	and the property of the state o
Ionday – Friday		ZA HOCS	Cleaning of all windows and window sills once every week.
500hrs – 1500hrs		1x scrubbing	ones every week.
perational Hours:		machine 1x hoover	1 July 1
at 700hrs – 1100hrs		IN SUCO	Dusting of all office furniture daily.
o. of Cleaners: 2		1x rake P.O. BOX A	dully.
. of Cleaners. 2			Deep cleaning of all offices once every month.
			Disposal of Sanitary bins in
		14	ladies' toilets once a week.
			Maintenance of Gardens and yard.
-			Emptying office bins twice daily.
34			2 cleaners required.

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

ZIMRA MEGAWAT COMPLEX. 10 th STREET, GWERU	Toilets	1x hoover 1x wheel barrow	Deep cleaning of offices once every quarter.
Operational Hours: Monday – Friday 0600hrs – 1500hrs Operational Hours: Sat 0700hrs – 1100hrs		1x hoe 1x rake 2x scrubbing machines	Daily cleaning of offices. Cleaning of office windows, window seals and glass doors on all the offices (Ground, M floor &1st floor) (once a week)
No. of Cleaners: 3			Cleaning of kitchens. (Daily) Cleaning of office walls as per need Deep cleaning of office carpets once per quarter (3 offices) Hooving of office carpets once per week.(3 offices) Disposal of ladies sanitary bins daily.
		Sollie HEAD OFF	Dusting of office furniture once per week/or as per need. Cleaning of Midlands Zimra Show
GWERU CUSTOMS WAREHOUSE. Derational Hours: Monday – Friday 600hrs – 1500hrs	Offices Toilets	1 x scrubbing p. 0. machine 2 x hoovers	Ground maintenance (including grass and shrub cutting) at Customs House warehouse as and when necessary.
perational Hours: Sat 700hrs – 1100hrs O. of Cleaners: 1		12 x soap dispensers 6 x sanitary bins 3 Bucket gear for drying mops	Cleaning warehouse once a month.

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

			1 Window cleaning kit	
Operational Ho Monday – Frida 0600hrs – 1500	o ZI ours:	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
Operational Ho				Watering of flowers.
Sat 0700hrs – 1100				Maintenance of lawn at 609 baobab.
No. of Cleaners	: 2	0		Cleaning gutters
			£	Cleaning of all windows and window sills once every week.
pr -	*	5 5	×	Dusting of all office furniture daily.
		9		Deep cleaning of all offices once every month.
	1.8%)	• • • • • • • • • • • • • • • • • • • •		Disposal of Sanitary bins in ladies' toilets.
			STANK FIELLENVUE AUT	Brodites from exit area up to rear
			12/	Hooving of office carpets once per week.
				Cleaning of ladies and gents toilets twice a day
356 Chilonga Dr Chiredzi (DT) Operational Hour Monday – Friday 0600hrs – 1500hr Operational Hour Sat 0700hrs – 1100hrs	s:	Offices Foilets 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.

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

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 Operational Hours: Monday – Friday 0600hrs – 1500hrs Operational Hours: Sat 0700hrs – 1100hrs No. of Cleaners: 1	Offices Toilets Garden	WIN COT	Cleaning of offices daily. Cleaning of all windows and windowsills once every week Yard Cleaning WENUE AUTHORITA WENUE AUTHORITA PROCUREMENT AUGUST PROCUREMENT HARREST PROCUREMENT AUGUST PROCUREMENT A

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

SANGO BORDER POST Operational Hours:	Offices Toilets	2x hoes	Daily cleaning of all offices.
Sun – Sat 0600hrs – 1500hrs	grounds	2x slashers	Maintenance of flowers
No. of Cleaners:2		1x wheelbarrow	Watering of flowers.
		1x scrubbing machine	Picking of papers around the yard twice daily and as when necessary
		1x floor polisher/shiner	Cleaning gutters
		1x mower/grass cutter	Cleaning of staff and public toilet twice daily
		Cutter	Cleaning of all windows and window sills once every week.
			Dusting of all office furniture daily.
*		2001	Deep cleaning of all offices once every month.
		SANE HEAD OF THE AUTHORIS	Disposal of Sanitary bins in ladies toilets.
		PO BOX 4360 H	Maintenance and cleaning of grounds from exit area up to rear pavements
BUFFALO RANGE	Chiredzi Town	2 x scrubbing	Cleaning of offices daily.
AIRPORT Operational Hours:	Office	machines	g of others duriy.
Sun – Sat 600hrs – 1500hrs	Toilets	1 x hoover	Cleaning of all windows and window sills once every week.
lo. of Cleaners: 1		1 x grass cutting machine/mower	
ZVISHAVANE	Offices	1 x scrubbing	Cleaning of Customer 4.4
perational Hours:	Warehouse and Toilets	machine	Cleaning of Customs state warehouse once/per week
londay – Friday 600hrs – 1500hrs		2 x sanitary bin	Grass, shrubs ,trees cutting when its necessary
perational Hours:		4 x soap dispensers	,
at		1 Duolest - 0	Construction of Fireguards once
700hrs – 1100hrs		1 Bucket gear for drying mops	per quarter Cleaning of office windows,
o. of Cleaners: 2		1 Window	window seals and glass doors on all the offices.

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

 cleaning kit	
Applying floor/tile week	polish once per
Emptying office bin	ns daily
Cleaning of office need	walls as per
Dusting of office further week/or as per in	rniture once
Disposal of sanitary toilets.	bins in ladies'

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

PART 3 CONTRACT

Lot 6: Beitbridge Border Post

Total Number of Cleaners: 38 Lauthority

Minimum Equipment Place Area to be Areas To Be Covered cleaned

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

MALINDI OFFICES	Offices	1 x Hoover	Mopping and cleaning of public places floors
Post		1x Scrubber	public places 11001s
Operational Hours: Sun – Sat		Liquid Soap	Cleaning of windows,
0730hrs – 1530hrs 8 working hours per		Tissue rolls	toilets and kitchen
day No. of Cleaners: 3	= = = = = = = = = = = = = = = = = = = =	1x Polisher/Shiner	
MESSES (37 HOUSES AND 8		Shovel	Cleaning drains, cutting
HOUSES AND 8 FLATS)	drainages	100 M-4 II	grass, landscaping,
Operational Hours:		100 Meters Horse pipe	maintaining lawns and
Sun – Sat	Perimeter fence	and watering cans 1 x Loan Mower	flowers and plants, indoor or outdoor
0730hrs – 1530hrs		Grass Trimmers	
No. OF	Outside		Watering flowers, plants
CLEANERS: 24	servitudes	Slashers	and lawns
	Staircases and	Axes	Cleaning of the perimeter
	corridors in case		fence including bush
	of flats	Spades	clearing during the
	Garages	Wheel barrows	vegetative season
		Wheel ballows	All hughes and areas with:
		Hoes	All bushes and grass within 10metres of the perimeter
	l _o		fence outside should be
		Mops, liquid soap	cleared to the ground
			Weeding on the yards and
		LEAD HEAD MAR LOUIT SEL	along the servitudes of the
		Hard and soft brooms IE MAR PROCUEENEMENT HERE PROCUEENEMENT HE	messes
* = (#1 197m²)		10 101 PROV 43601	Monning and decision
2		P. O. BU	Mopping and cleaning of public places floors and
			stair cases
MANICA	Offices	Hoover	Mopping and cleaning of
OFFICES			public places floors
)		Scrubber	1 P-moon 110019
Operational Hours: Sun – Sat	-	Liquid Soon	Cleaning of toilets and
730hrs – 1530hrs		Liquid Soap	kitchens
To. of Cleaners: 3		Tissue rolls	Cleaning of windows
		·	

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

	Offices	Hoover	1		
BEITBRIDGE		1100461	Mopping and cleaning of public places floors		
TRANSIT SHED		Scrubber	public places 11001s		
Operational Hours:			Cleaning of toilets and		
Sun – Sat		Soap	kitchens		
0730hrs – 1530hrs		Tissue rolls	Cleaning of windows		
No. of Cleaners: 3					
CONDEP	Offices	Hoover	Mopping and cleaning of		
OFFICES AT SABOT	Passages	Scrubber	public places floors		
Operational Hours: Sun – Sat		Soap	Cleaning of toilets and kitchens		
0730hrs – 1530hr		Tissue rolls	Cleaning of windows		
No. of CLEANERS: 3	ia S				
BEITBRIDGE	Offices	Hoover	Mopping and cleaning of		
Town	Passages		public places floors		
OFFICE		Scrubber	r and places fields		
Operational Hours: Mon – Fri		Soap	Cleaning of toilets and kitchens and windows		
0730hrs – 1530hrs		Tissue rolls, AUTHORITY	Applying floor polish and		
Sat		Polisher/Shiner	shining		
0730hrs – 1530hrs		Cob web removers well as			
No. of CLEANERS: 2		Polisher/Shiner Cob web removers with the remover with the remo			
		Halan P.O. BOX 63			

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

PART 3 CONTRACT

ANNEXURE "B"

	ANNE	AUKE	DERENG			
Note to	o Bidders: Complete the currency of y tem listed below.	our quoi	tation and the	unit and to	al rates for	
Currency of Quotation/Contract:		US\$				
Bidder below.	rs should clearly show the breakdown c Failure to provide this will lead to au	of associa	nted costs requi	ired, as give	n in the table	
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		(220020)	Tec	and starr costs)	
2	Supervisory Costs					
3	Staff Costs (basic), Holiday and Sick pay (Attach current NEC Rates)					
4	Cover for Staff absences					
5	Repair, Recruitment and vetting costs					
6	Training (basic)					
7	Training (Specific to contract)					
8	Uniforms					
9	Equipment					
10	Consumables (please specify)		AUTHORI	TY		
11	Insurances		101	attent		
12	Other direct costs (please specify)	1	HEAD OFFICE MAR 2024	14.1		
13	Other overheads (please specify)	WBABWE BWE	1 5 MAN NEWENER	15 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
14	Profit	12/001	P. O. BOX 4360			
Monthly	Service Fee Incl. VAT in US\$	line	P. O. 80			
Annual S	Service Fee Incl. VAT in US\$					
or and	on behalf of the Contractor			-		
Signed						
Name:						
In the	capacity of: [Title or other appropr	iate desig	gnation]			