

ORIGINAL

G

Accountant's date-stamp

PLEASE
PRINT

To

Alizee
P. O Box
Harare

Notes for suppliers:

(1) Please provide the following stores/services to:

(2) If you are unable to supply in full, amend requisition and obtain a fresh one when stocks are available.

(3) ORIGINAL—Please submit with your invoice to:

ORIGINAL—Please submit with your invoice to:
UBH P.O. Box 958 Bulawayo

C.P.O. voucher number

(4) Delivery charges must be supported by rail or carrier's note.

[illegible]

		To be completed by supplier			
Quantity	Description and other details—tenders, etc.	Qty. supplied	@	\$	c

INTERNAL ORDER FORM

UNITED BULAWAYO HOSPITAL
P O Box 958
ASCOT
Bulawayo

Successful Bidder's
Name & Address
ALIZEE

Date 20/12/2024

Cost Centre...
Vote No...

BAL..... AMT COMMITTED VOTE

NATURE OF TENDER AND CURRENT LIMITS

ORDER VALUES SUBJECT TO REVIEW BY SPOC WILL EXCEED THE ABOVE THRESHOLDS – CLASS C CATEGORY									Yes	No
		Construction works \geq US\$200,000.00								
		Goods \geq US\$100,000.00								
		Consultancy & Non-consultancy services \geq US\$50,000.00								
	Request for Quotations	Tick	National Competitive Tender	Tick	International Competitive Tender	Tick	Restricted Tender	Tick	Direct Purchase (or Backup Service)	Tick
Construction works	\leq US\$20,000		\leq US\$200,000.00							
Goods	\leq US\$10,000		\leq US\$100,000.00							
Consultancy & Non Cons. services	\leq US\$5,000		\leq US\$50,000.00							

ORDER TRACKING RECORD

	Tender No	Annual Qty	Outstanding order Qty	Qty Ordered	Balance
N/A	UBH/STAFFIDS01/2024	N/A	N/A	N/A	N/A

CURRENT ORDER INFORMATION
(See attached Detailed Comparative Schedule)

Item	I. P. Ref. No.	Order Qty	Unit Size	Description of Goods	Unit Price Inc. VAT	Total Price Inc. VAT
1		500	Each	Staff Vehicle Stickers	\$2.30	\$3,450.00USD
PURPOSE OF GOODS: HOSPITAL USE: ADMIN					S TOTAL	\$3,450.00USD
					VAT	\$1,150.00USD
					TOTAL	\$3,450.00USD

MEMBERS OF THE EVALUATION COMMITTEE

up HOD: S. Ndlovu

Procurement Officer

END USER: S. Sibuya

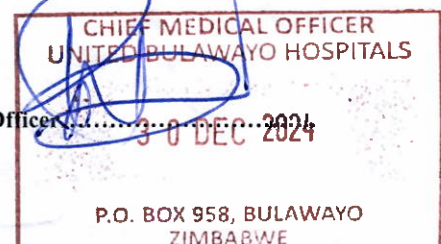
Finance

COMMENTS/ REMARKS

Seven companies namely Sign Flex, Que media, Jecha Lifestyles, Bold Spectrum, Lighthouse print, Alizee and Brillart responded to tender and all bidders were compliant to administrative requirements. Among the seven companies who qualified administrative evaluation five namely Sign Flex, Que Media, Jecha Lifestyles, Bold Spectrum, Lighthouse print did not qualify technical evaluation because they did not submit samples. However two bidders among the seven who responded managed to submit their samples, Brillart one of the two bidders who submitted samples failed technical evaluation because their samples were rejected while Alizee samples were accepted and qualified for technical evaluation and proceeded to financial stage. The committee recommends that tender be awarded to Alizee.

CHECKED BY DDPS

APPROVED BY: Accounting Officer



UNITED BULAWAYO HOSPITALS

COMPARATIVE SCHEDULE

TENDER NO:

UBH/STAFFIDS01/2024

DESCRIPTION:

SUPPLY AND DELIVERY OF STAFF ID CARDS

BID VALIDITY:

60 DAYS

TYPE OF TENDER

DOMESTIC COMPETITIVE

DATE OF PUBLICATION:

27 SEPTEMBER 2024

CLOSING DATE:

31 OCTOBER 2024

DATE OF EVALUATION:

20 NOVEMBER 2024

NO. OF BIDDERS:

7 (SEVEN)

SIGN FLEX

QUE MEDIA

JECHA LIFESTYLES

BOLD SPRECTUM MARKETING

BRILLART INCORPORATED

ALIZEE

LIGHTHOUSE PRINT

Observations

- (Seven) 7 companies responded to tender

EXAMINATION OF BIDS FOR ADMINISTRATIVE COMPLIANCE

A	ADMINISTRATIVE REQUIREMENTS	SIGN FLEX	QUE MEDIA	JECCHA LIFESTYLES	BOLD SPRECTUM	BRILLART	ALIZEE	LIGHTHOUSE
1	Attach electronic document	Yes	Yes	Yes	Yes	Yes	Yes	Yes
2	Bid submission sheet	Yes	Yes	Yes	Yes	Yes	Yes	Yes
3	Company profile	Yes	Yes	Yes	Yes	Yes	Yes	Yes
4	Certification of Incorporation	Yes	Yes	Yes	Yes	Yes	Yes	Yes
5	Valid tax clearance certificate	Yes	Yes	Yes	Yes	Yes	Yes	Yes
6	CR14	Yes	Yes	Yes	Yes	Yes	Yes	Yes
7	Proof of PRAZ Registration	Yes	Yes	Yes	Yes	Yes	Yes	Yes
8	Proof of NSSA registration	Yes	Yes	Yes	Yes	Yes	Yes	Yes
9	Vendor number	Yes	Yes	Yes	Yes	Yes	Yes	Yes
10	Site visit certificate	Yes	Yes	Yes	Yes	Yes	Yes	Yes
11	Bid Validity of 60 days	Yes	Yes	Yes	Yes	Yes	Yes	Yes
12	A Statement of non –conflict of interest	Yes	Yes	Yes	Yes	Yes	Yes	Yes
13	Current bank statement(3 Months)	Yes	Yes	Yes	Yes	Yes	Yes	Yes
14	Delivery of service within 4 weeks for the first quarter (bidder must confirm)	Yes	Yes	Yes	Yes	Yes	Yes	Yes
15	Payment quarterly after delivery of service (bidder must confirm)	Yes	Yes	Yes	Yes	Yes	Yes	Yes
	Remarks	compliant	Compliant	Compliant	Compliant	Compliant	Compliant	Compliant

Having examined the bids in terms of Section 47 and obtained necessary clarification in terms of Section 48 of PPDPA Act as read with Section 28 of PPDPA Regulations, all bidders qualified for administrative evaluation. Thus, in terms of Section 50 of PPDPA Act as read with Section 30 (2) of PPDPA Regulations, 2018, all bidders' bids are qualified for technical evaluation.

EXAMINATION OF BIDS FOR TECHNICAL COMPLIANCE

	STAFF IDS	SIGN FLEX	QUE MEDIA	JECCHA LIFESTYLES	BOLD SPECTRUM	BRILLART	ALIZEE	LIGHTHOUSE
1		No Sample	No Sample	No Sample	No Sample	Yes	Yes	No Sample
	Remarks	Not Compliant	Not Compliant	Not Compliant	Not Compliant	Not Compliant (Sample was too big)	Compliant	Not Compliant

Having examined the bids in terms of Section 47 and obtained necessary clarification in terms of Section 48 of PPDP Act as read with Section 28 of PPDP Regulations, all bidders qualified for administrative evaluation. Thus, in terms of Section 50 of PPDP Act as read with Section 30 (2) of PPDP Regulations, 2018, only one bidder Alizee qualified for Financial Evaluation.

LIST OF REJECTED BIDDERS

Bid No.	Bidder	QTY	UOM	Description	Total Price (USD\$)	Comments
1	Sign Flex	1847	each	Supply and delivery of staff id cards	\$9567.46	Not compliant – No Sample
	Sign Flex	1500	each	Supply and delivery of Stickers	\$660.00	Not compliant– No Sample
2	Que Media	1847	each	Supply and delivery of staff id cards	\$9558.225	Not compliant– No Sample
	Que Media	1500	each	Supply and delivery of Stickers	\$2173.50	Not compliant– No Sample
3	Jecha Lifestyles	1847	each	Supply and delivery of staff id cards	\$8865.60	Not compliant– No Sample
	Jecha Lifestyles	1500	each	Supply and delivery of Stickers	\$7200.00	Not compliant– No Sample
4	Bold Spectrum	1847	each	Supply and delivery of staff id cards	\$9235.00	Not compliant– No Sample
	Bold Spectrum	1500	each	Supply and delivery of Stickers	\$1500.00	Not compliant– No Sample
5	Lighthouse Print	1847	each	Supply and delivery of staff id cards	\$20317.00	Not compliant– No Sample
	Lighthouse Print	1500	each	Supply and delivery of Stickers	-	Not compliant– No Sample
6	Brilliant	1500	each	Supply and delivery of Stickers	\$600.00	Not compliant - Sample was too big
	Brilliant	1847	each	Supply and delivery of staff id cards	\$10343.2	Not compliant - Sample was too big

List of accepted bids

Bid No.	Bidder	Description	Total Price (USD\$)	Comments
1	Alizee	Supply and delivery of staff id cards	\$10620.25	compliant
2	Alizee	Supply and delivery of Stickers	\$3450.00	compliant

Having examined the bids in terms of Section 47 as read with Section 28 of PPDP A Regulations, 2018 Brillart's bids is not compliant to technical specifications despite that they submitted samples because their samples were rejected. Thus, in terms of Section 50 of PPDP A Act as read with Section 30 (2) of PPDP A Regulations, 2018, Alizee's samples were accepted and their bid qualified for financial evaluation.

FINANCIAL EVALUATION REPORT

	Description	QTY	UOM	UNIT PRICE	RECOMMENDED BIDDER	TOTAL
1	Supply and delivery of staff id cards	1847	each	5.75	Alizee	\$10620.25
2	Supply and delivery of Stickers	1500	each	2.30	Alizee	\$3450.00

RECOMMENDATIONS

7 (Seven) companies namely Sign Flex, Que Media, Jecha Lifestyles, Bold Spectrum, Lighthouse Print, Alizee and Brillart responded to tender and all bidders were compliant with administrative requirements. Among the seven companies who qualified administrative evaluation five namely Sign Flex, Que Media, Jecha Lifestyles, Bold Spectrum, Lighthouse Print did not qualify technical evaluation because they did not submit samples. However two bidders among the seven who responded managed to submit their samples, Brillart one of the two bidders who submitted samples failed technical evaluation because their samples were rejected while Alizee samples were accepted and qualified for technical evaluation and proceeded to financial evaluation. The committee recommends that tender be awarded to Alizee.

SUMMARY OF AWARD

	Description of Goods	Total Price Inc. VAT USD\$	Company awarded
1	Supply and delivery of staff id cards	\$10620.25	Alizee
2	Supply and delivery of stickers	\$3450.00	Alizee
GRAND TOTAL		\$14070.25	

EVALUATION COMMITTEE MEMBERS

Responsible HOD.....*S. Madenise*.....

Signature.....*[Signature]*.....

End User/ Other Officer.....*S. Sibiga*.....

Signature.....*[Signature]*.....

Sample Evaluation Member.....*M. Mungandi*.....

Signature.....*[Signature]*.....

Committee Member.....*M. Mungandi H*.....

Signature.....*[Signature]*.....

Finance Officer*M. Kariuki*.....

Signature.....*[Signature]*.....

Procurement Officer: B. Murunga.....*M. Murunga*.....

Signature.....*[Signature]*.....

Process checked By H/PMU. Mr E. Sihlahla (Deputy Director Procurement)*C. Mawuto*.....

APPROVED BY: Dr. W. Busumani

[Signature]
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Chief Medical Officer
For United Bulawayo Hospitals

