

ORIGINAL

G

Accountant's date-stamp

PLEASE PRINT

To Home and Kitchenware  
P.O. Box  
Harare

Notes for suppliers:

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

(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:

UBH P.O. Box 958 Bulawayo

C.P.O. voucher number

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

Month	Creditor's code No.	FOR OFFICIAL USE										\$	c
	Invoice No.	Allocation											
	Invoice No.	Allocation											
	Invoice No.	Allocation											
	Invoice No.	Allocation <u>HSF</u>											
	Invoice No.	Allocation											
Station/cost centre											TOTAL		

Quantity	Description and other details—tenders, etc.	To be completed by supplier			
		Qty. supplied	@	\$	c
<u>4</u>	<u>Each 40 Litres Aluminium Pot @</u> <u>\$90.00</u>				
	<u>Grand total three hundred and sixty</u> <u>dollars only</u> <u>\$360.00 USD</u>				

Period covered by this Requisition August 2024

TBR or other authority RFQ310/2024

I certify that these stores/services are required for the purpose of:

Requisitionist's date-stamp

Hospital use  
(Nutrition Department)



Signed K. Moyo

I certify that the stores/services have been satisfactorily provided and that the charges are correct, items marked ‡ have been added to the relative departmental assets schedule.

Sub-total	
Less discount	
Sub-total	
Plus sales-tax	
Sub-total	
Plus carriage	
TOTAL	

Signed .....

Certified correct ..... Date .....

Date .....

Passed for payment ..... Date .....

PRAZ-2024-289-PAS-2430

**INTERNAL ORDER FORM**

UNITED BULAWAYO HOSPITAL  
P.O. Box 958  
ASCOT  
Bulawayo

095896 G

Successful Bidder's  
Name & Address  
Home and Kitchenware

Date: 15/08/2024

Cost Centre.....  
Vote No...

PREV. BAL..... AMT COMMITTED ..... VOTE BALANCE.....

**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		≥ US\$200,000.00	
Goods		≥ US\$100,000.00	
Consultancy & Non-consultancy services		≥ US\$50,000.00	

PURPO	Request for Quotations	Tick	National Competitive Tender	Tick	International Competitive Tender	Tick	Restricted Tender	Tick	Direct Purchase (or Backup Service)	Tick
Construction works	≤ US\$20,000		≤ US\$200,000.00							
Goods	≤ US\$10,000	✓	≤ US\$100,000.00							
Consultancy & Non Cons. services	≤ US\$5,000		≤ US\$50,000.00							

**ORDER TRACKING RECORD**

Indiv. Proc. Ref. No.	Tender No	Annual Qty	Outstanding order Qty	Qty Ordered	Balance
	RFQ310/2024				

**CURRENT ORDER INFORMATION**

(See attached Detailed Comparative Schedule)

Item	L.P. Ref. No.	Order Qty	Unit Size	Description of Goods	Unit Price Inc. VAT	Total Price Inc. VAT
1		4	Each	40 Liters Aluminum Pots	90.00	360.00
PURPOSE OF GOODS: Hospital use (Nutrition Department)					<b>SUB TOTAL</b>	US\$360.00
					<b>VAT</b>	
					<b>TOTAL</b>	US\$360.00

**MEMBERS OF THE EVALUATION COMMITTEE.**

Responsible HOD M. S. Sibanda End user/Other Officer F. A. Dumba  
 Procurement Officer N. M. M. M. M. Sample Evaluation Team Mbr.....  
 Finance Officer C. M. M. M. Committee Member .....

**COMMENTS/ REMARKS ...**

11 Companies were invited to tender through the eGP system (see attached), only two suppliers managed to submit their quotations. The committee recommends that the order be awarded to Home and Kitchenware as they are the cheapest supplier to specifications, they are compliant to all the administrative requirements and their price is within our budget.

CHECKED BY DDPS PP

APPROVED BY: Accounting Officer [Signature]

**CHIEF MEDICAL OFFICER**  
**UNITED BULAWAYO HOSPITALS**  
 17 AUG. 2024  
 P.O. BOX 958, BULAWAYO  
 ZIMBABWE

Minutes of Request for Quotation Tender Evaluation held on the 15/08/2024 in the Procurement Management Unit

Tender No: RFQ310/2024 Notes: Closing date of the tender: 07/08/2024

Meeting commenced at 10:30 hrs.

1. The tender evaluation was as follows:

Item	Qty	UOM	Description	Home and Kitchenware	Pidmark Investments	Recommended Bidder	Total price
1	4	Each	40 Liters Aluminum Pots	90	100	Home and Kitchenware	360.00
							US\$360.00

**1. Committee Recommendations**

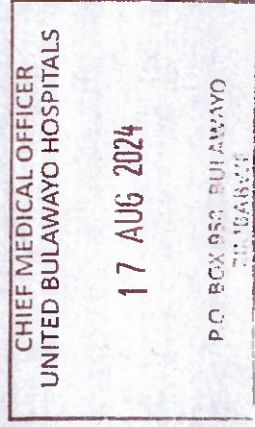
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**EVALUATION COMMITTEE MEMBERS**

Responsible HOD..... [Signature] Signature.....  
 End User/ Other Officer..... [Signature] Signature.....  
 Member Finance..... [Signature] Signature.....  
 Procurement Officer: ..... [Signature] Signature.....



Meeting closed at .....  
 Process checked by Deputy Director Procurement Services: Mr E. Sihlahla..... [Signature]

APPROVED BY: [Signature]  
 .....  
 Accounting Officer  
**Dr. W. Busumani**  
 For United Bulawayo Hospitals



**UNITED BULAWAYO HOSPITAL  
PROCUREMENT MANAGEMENT UNIT**

DECLARATION OF INTEREST FORM FOR EVALUATION COMMITTEE MEETING HELD ON 15/08/2024  
 Tender Number P.O.S.10/2024 Description Supply & Delivery of Aluminium Pots

Name	Designation	*Indicate your appropriate declaration**	Signature & Date
1 Mr./Mrs	Procurement Officer/ Assistant	I have no pecuniary or other personal interest(s), directly or indirectly, in any of the companies that participated in tenders to be deliberated on this day that raises or may raise conflict with my duties as an Evaluation Committee member of the hospital.	 15/08/2024
2 Mr./Mrs.	Member Finance	I have no pecuniary or other personal interest(s), directly or indirectly, in any of the companies that participated in tenders to be deliberated on this day that raises or may raise conflict with my duties as an Evaluation Committee member of the hospital.	Signature & Date
		I, therefore, recuse myself from all procurement proceedings.	
		I have no pecuniary or other personal interest(s), directly or indirectly, in any of the companies that participated in tenders to be deliberated on this day that raises or may raise conflict with my duties as an Evaluation Committee member of the hospital.	Signature & Date
		I have pecuniary or other personal interest(s), directly or indirectly, in one or all of the companies that participated in tenders to be deliberated on this day that raises or may raise conflict with my duties as an Evaluation Committee member of the hospital.	Signature & Date
3 Mr./Mrs.	Head Requiring Services	I have no pecuniary or other personal interest(s), directly or indirectly, in any of the companies that participated in tenders to be deliberated on this day that raises or may raise conflict with my duties as an Evaluation Committee member of the hospital.	 15/08/24
		I have pecuniary or other personal interest(s), directly or indirectly, in one or all of the companies that participated in tenders to be deliberated on this day that raises or may raise conflict with my duties as an Evaluation Committee member of the hospital.	Signature & Date
		I, therefore, recuse myself from all procurement proceedings.	

4	Mr./Mrs.	End user/Other officer/ Section head	I have no pecuniary or other personal interest(s), direct or indirect, in any of the companies that participated in tenders to be deliberated on this day that raises or may raise conflict with my duties as Evaluation Committee member of the hospital.	No	Signature & Date
			I have pecuniary or other personal interest(s), directly or indirectly, in one or all of the companies that participated in tenders to be deliberated on this day that raises or may raise conflict with my duties as an Evaluation Committee member of the hospital. I, therefore, recuse myself from all procurement proceedings.	Yes	Signature & Date
5	Mr./Mrs.	Committee Member / Technical expert	I have no pecuniary or other personal interest(s), directly or indirectly, in any of the companies that participated in tenders to be deliberated on this day that raises or may raise conflict with my duties as an Evaluation Committee member of the hospital.	No	Signature & Date
			I have pecuniary or other personal interest(s), directly or indirectly, in one or all of the companies that participated in tenders to be deliberated on this day that raises or may raise conflict with my duties as an Evaluation Committee member of the hospital. I, therefore, recuse myself from all procurement proceedings.	Yes	Signature & Date
6	Mr./Mrs.	Sample Evaluation Committee Member	I have no pecuniary or other personal interest(s), directly or indirectly, in any of the companies that participated in tenders to be deliberated on this day that raises or may raise conflict with my duties as an Evaluation Committee member of the hospital.	No	Signature & Date
			I have pecuniary or other personal interest(s), directly or indirectly, in one or all of the companies that participated in tenders to be deliberated on this day that raises or may raise conflict with my duties as an Evaluation Committee member of the hospital. I, therefore, recuse myself from all procurement proceedings.	Yes	Signature & Date

EBN 15/08/24

Confirmed by:

E. Sihlahla PP  Deputy Director Procurement Services

**UNITED BULAWAYO HOSPITALS**  
**PROCUREMENT MANAGEMENT UNIT**

**REQUEST FOR QUOTATIONS FORM**

TENDER NUMBER	PRODUCT/SERVICE DESCRIPTION	UNIT SIZE	QTY REQD	DDP UNIT PRICE + VAT	Expected Delivery Time
RFQ310/2024	40 Litres Aluminium Pots	Each	4		5 days

**INSTRUCTIONS, TERMS AND CONDITIONS**

1. Bidders must clearly indicate the tender number on each bids or quotation
2. The bid clearly stating the unit price inclusive of VAT
3. Attach valid Tax clearance certificate and CR14.
4. Proof of registration with Procurement Regulatory Authority of Zimbabwe (PRAZ)
5. Other charges must be included in the bid price. No submissions will be considered for any discovered omissions.
6. All bids must be in US\$ price and must be valid for 60 working days from closing date of tender
7. Delivery time is highly critical and bidders should state their lead time
8. Must accept payment through Government Purchase Order System
9. Tenders should be deposited in the tender box in the PMU Department or emailed to procurement
10. Late submission would not be accepted.
11. The hospital reserves the right to accept not necessarily the lowest bidder

**CLOSING DATE & TIME IS ON 07 August 2024 @10:30 AM**

RFQ 310/2024

203772



ZIMBABWE

MINISTRY OF HEALTH AND CHILD CARE  
UNITED BULAWAYO HOSPITALS  
ST LUKES AVENUE  
ASCOT  
BULAWAYO  
ZIMBABWE

Telephone: +263 0292 252111-9  
Fax: 263 0292 237284  
Website: www.ubh.org.zw  
Email: info@ubh.org.zw  
All Correspondence to be addressed to:  
THE CHIEF EXECUTIVE OFFICER  
UNITED BULAWAYO HOSPITALS  
P.O. BOX 958  
BULAWAYO  
ZIMBABWE

REQUEST FOR GOODS AND SERVICES FORM

DEPARTMENT REQUESTING Stores / Main kitchen

DESCRIPTION OF GOODS AND SERVICES

- Purchase of
- 1) 60 Litre Aluminium Pots x 5 ✓
  - 2) 40 Litre Aluminium Pots x 4

Estimated/Actual cost: .....

Compiled by: A Mwedzichwa

Signature: [Signature] Date: 05/7/24

H.O.D. S Malenwa

Signature: [Signature] Date: 05/7/24

ACCOUNTANT

Vote allocation: GL code .....

Cost code: .....

Balance: .....

Signature: [Signature]

Date: 05/07/2024

APPROVED BY DIRECTOR OF (FINANCE/OPERATIONS/CLINICAL) MEDICAL OFFICER

Signature: [Signature]

UNITED BULAWAYO HOSPITALS  
Date: 05/7/24  
- 9 JUL 2024  
P.O. BOX 958, BULAWAYO  
ZIMBABWE  
Date: [Signature]

AUTHORISED BY THE ACCOUNTING OFFICER

Signature: [Signature]

Recommended by Procurement Management Unit

Duty Director Procurement: [Signature]

Received on: 10/7/24



# PRAZ REGISTRATION CERTIFICATE

## 2024

This is to certify that **home and kitchenware(PR2402430306)** is registered with the Procurement Regulatory Authority of Zimbabwe in terms of section 4 of the Public Procurement and Disposal of Public Assets(PPDPA) (General) Regulations, 2018 for category:

### Catering Equipment, Accessories & Spares(GC002)

Issued On	10-Jan-2024
Expires On	31-Dec-2024
Varification Code	PRAZ-2024-289-PAS-2430

The Procuring Entity reserves the right to confirm, validate and determine the authenticity of this certificate using the above verification code on the eGP System.







## Zimbabwe Revenue Authority



### TAX CLEARANCE CERTIFICATE (ITF263)



**Your Tax position is Satisfactory. No tax should be withheld**

**Validity Period (from-to):** 1 July 2024 - 31 December 2024

**TIN** 2000009472

**Taxpayer Name** HOME/TEX TRADING (FORMERLY) HOME & KITCHEN WARE CENTRE

**Trade Name:** Home And Kitchen

**Issued on:** 03/07/2024

**Authentication Code:** 47191207

The authentication and validity of this certificate must be validated on ZIMRA page: [mytaxselfservice.zimra.co.zw](https://mytaxselfservice.zimra.co.zw) using the Authentication Code or QR Code

ZIMRA reserves the right to withdraw this certificate at any time, should it become necessary during the period for which this certificate is valid



**Tender Id** 4918

**Organization Name** home and kitchenware  
**Address** 7 conald road graniteside  
**Email** hometex@mweb.co.zw

Item No	UNSPSC Code	Lot Name	Lot Description	Quantity	UOM	Unit Price	Total Rate
1	90101603	Catering services	Supply and Delivery of Aluminium Pots (40 Litres)	4	Each	90	360
							Total = 360.0000



# PRAZ REGISTRATION CERTIFICATE

## 2024

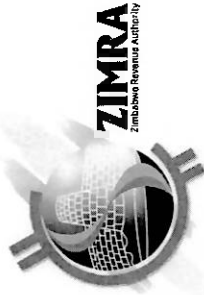
This is to certify that **Pidmark Investments PVT LTD(PR17959428134)** is registered with the Procurement Regulatory Authority of Zimbabwe in terms of section 4 of the Public Procurement and Disposal of Public Assets(PPDPA) (General) Regulations, 2018 for category:

### **Catering Equipment, Accessories & Spares(GC002)**

<b>Issued On</b>	07-Jul-2024
<b>Expires On</b>	30-Sep-2024
<b>Verification Code</b>	PRAZ-2024-708-MSP-11182

The Procuring Entity reserves the right to confirm, validate and determine the authenticity of this certificate using the above verification code on the eGP System.





## Zimbabwe Revenue Authority



### TAX CLEARANCE CERTIFICATE (ITF263)



**Your Tax position is Satisfactory. No tax should be withheld**

**Validity Period (from-to):** 22 July 2024 - 31 December 2024

**TIN** 2001330628

**Taxpayer Name** PIDMARK INVESTMENTS

**Trade Name:**

**Issued on:** 22/07/2024

**Authentication Code:** 47227838

The authentication and validity of this certificate must be validated on ZIMRA page: [mytaxselfservice.zimra.co.zw](https://mytaxselfservice.zimra.co.zw) using the Authentication Code or QR Code

ZIMRA reserves the right to withdraw this certificate at any time, should it become necessary during the period for which this certificate is valid





No. 1 Dunlop Road  
Donnington Bulawayo  
pidmarksales@gmail.com  
0771 656 510  
0775 666 934

**PIDMARK INVESTMENTS GENERAL SUPPLIES**  
**QOUTATION**

Bill To:

UNITED BULAWAYO HOSPITALS

BP No: 02000234265

Company Reg No:15826 / 2021

QOUTE No : 20240072

Date

04.08.2024

Item #	Description	Qty	Unit Price	Total
1	Aluminium Pot 40 ltrs	4	100,00	400,00
			Vat	-

Banking Details (RTGS & NOSTRO A/C)

Acc Name : Pidmark Investments

Bank : Nedbank

ZWG :11991680138, NOSTRO : 11991938291

Branch : Belmont Bulawayo.

Subtotal \$ 400,00

Total \$ 400,00

**Thank you for your business!**

Should you have any enquiries concerning this quotation, please contact Pidmark on 0775 816 748 or 0712 992 116

1 Dunlop Road , Donnington, Bulawayo, ZW, ST,

Tel: 0775 816 748 Cell: 0712 992 116 E-mail: sales@pidmark.co.zw Web: www.pidmark.co.zw

