

ORIGINAL

G

Accountant's date-stamp

To Upperstone Butchery  
P.O. Box  
Bulawayo

PLEASE PRINT

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											
	Invoice No.	Allocation											
Station/cost centre												TOTAL	

Quantity	Description and other details—tenders, etc.	To be completed by supplier			
		Qty. supplied	@	\$	c
1000	Kg Commercial Beef @ \$4.30				
	Grand total four thousand three hundred dollars only				
	\$4 300.00 USD				

Period covered by this Requisition August 2024

I certify that these stores/services are required for the purpose of:  
Hospital use  
(Nutrition Department)

Signed Kudlomo

TBR or other authority RFQ 348/2024

Requisitionist's date-stamp  
**UNITED BULAWAYO HOSPITALS  
 PROCUREMENT MANAGEMENT LTD**  
30 AUG 2024  
 P.O. BOX 958, BULAWAYO  
 ZIMBABWE

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

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.

Signed .....

Date .....

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

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

# INTERNAL ORDER FORM

**Construction:** UNITED BULAWAYO HOSPITAL  
**Code:** P O Box 958  
**Contributor:** ASCOT  
**Cons. Ref.:** Bulawayo

095727 9

**Successful Bidder's Name & Address**  
 Upperstone Butchery

**Date:** 29/08/2024

**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			

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

Intriv. Proc. Ref. No.	Tender No	Annual Qty	Outstanding order Qty	Qty Ordered	Balance
	RF0348/2024				

### 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		1000	Kg	Commercial Beef	4.30	4,300.00
PURPOSE OF GOODS: Hospital Use (Nutrition Department)					SUB TOTAL	US\$4,300.00
					VAT	
					TOTAL	US\$4,300.00

### MEMBERS OF THE EVALUATION COMMITTEE.

**Responsible HOD** ..... *M Sibya* ..... **End user/Other Officer** ..... *T Marongwe* .....  
**Procurement Officer** ..... *A Moyo* ..... **Sample Evaluation Team Mbr** .....  
**Finance Officer** ..... *C Mardimba* ..... **Committee Member** .....

#### COMMENTS/ REMARKS ...

Tender was advertised on the Electronic Government Procurement System (e-GP), four suppliers managed to submit their quotations. The committee recommends that the order be awarded to Upperstone Butchery, the cheapest supplier to specifications.

**CHECKED BY DDPS** ..... *[Signature]* ..... **APPROVED BY: Accounting Officer** ..... *[Signature]* .....

UNITED BULAWAYO - CSF T&S  
DEPUTY DIRECTOR PROCUREMENT

29 AUG 2024

PO BOX 958 BULAWAYO  
ZIMBABWE

CHIEF MEDICAL OFFICER  
UNITED BULAWAYO HOSPITALS

30 AUG 2024

P.O. BOX 958, BULAWAYO  
ZIMBABWE



**UNITED BULAWAYO HOSPITALS  
PROCUREMENT MANAGEMENT UNIT**

Minutes of Request for Quotation Tender Evaluation held on the 29/08/2024 in the Procurement Management Unit

Tender No: RFQ348/2024 Notes: Closing date of the tender: 28/08/2024

Meeting commenced at 10:30 hrs

**1. The tender evaluation was as follows:**

Item	Qty	UOM	Description	Sherpards Walk	Kultrik Engineering	Upperstone Butchery	Solid Deal	Recommended Bidder	Total price
1	1000	KG	Commercial Beef	4-50	4-80	4-30	10-15	Upperstone Butchery	4,300.00
									US\$4,300.00

**1. Committee Recommendations**

Tender was advertised on the Electronic Government Procurement System(e-GP), four suppliers managed to submit their quotations. The committee recommends that the order be awarded to Upperstone Butchery, the cheapest supplier to specifications.

**EVALUATION COMMITTEE MEMBERS**

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

Meeting closed at 10:30  
 Process checked by Deputy Director Procurement Services: Mr E. Sihalaha [Signature]

**APPROVED BY:**  
[Signature]  
 Accounting Officer


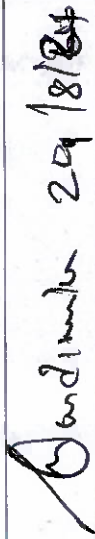

**Dr. W. Busumani**  
 For United Bulawayo Hospitals

UNITED BULAWAYO HOSPITALS  
 DEPUTY DIRECTOR PROCUREMENT SERVICES  
**29 AUG 2024**  
 P.O. BOX 958, BULAWAYO  
 ZIMBABWE

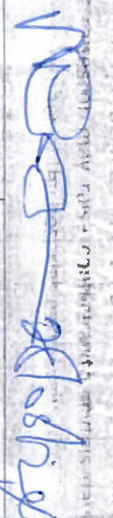
CHIEF MEDICAL OFFICER  
 UNITED BULAWAYO HOSPITALS  
**30 AUG 2024**  
 P.O. BOX 958, BULAWAYO  
 ZIMBABWE

**UNITED BULAWAYO HOSPITAL  
PROCUREMENT MANAGEMENT UNIT**

DECLARATION OF INTEREST FORM FOR EVALUATION COMMITTEE MEETING HELD ON 29/08/2014  
 Tender Number RFQ 348/2014 Description Supply and Delivery of Pref

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.  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
2 Mr./Mrs.	Member Finance	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
3 Mr./Mrs.	Head Requiring Services	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.  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

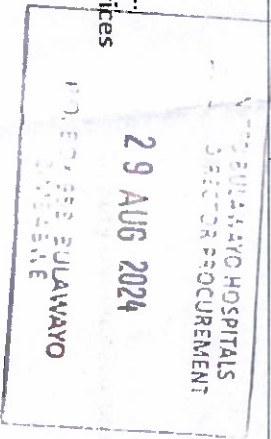


Mr./Mrs.	End user/Other officer/ Section head	I have no pecuniary or other personal interest(s), directly or indirectly, in any of the companies that participated in tenders to be deliberated on this day that raises or may raise conflict with my duties as Evaluation Committee member of the hospital.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

Confirmed by:

E. Sihlahla

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
RFQ348/2024	Commercial Beef	Kg	1000		3 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 submitted strictly on the **e-GP System**.
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 28 August 2024 @10.30 AM**

DF 348/2024

203864



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

MINISTRY OF HEALTH AND CHILD CARE

UNITED BULAWAYO HOSPITALS

ST LUKES AVENUE

ASCOT

BULAWAYO

ZIMBABWE

REQUEST FOR GOODS AND SERVICES FORM

DEPARTMENT REQUESTING Nutrition Unit

DESCRIPTION OF GOODS AND SERVICES

Kindly Purchase the following

Beef Commercial X 1000 kg  
Chickens X 1000 kg

Estimated/Actual cost: MSBA

Compiled by: K Juru Signature: [Signature] Date: 20/8/24

H.O.D. MSBA Signature: [Signature] Date: 20/8/24

ACCOUNTANT

Vote allocation: GL code ..... Cost code: ..... Balance: .....

Signature: [Signature] Date: 20/08/2024

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

Signature: [Signature] Date: 20/8/24

AUTHORISED BY THE ACCOUNTING OFFICER

Signature: [Signature] Date: 25/8/2024

Recommended by Procurement Management Unit

Deputy Director Procurement: [Signature]

CHIEF MEDICAL OFFICER  
UNITED BULAWAYO HOSPITALS  
Date: 25/8/2024  
20 AUG 2024  
P.O. BOX 958, BULAWAYO  
ZIMBABWE  
Received on: 20/8/24

**Tender Id** 6568

**Organization Name** Upperstone Butchery

**Address** No. 93 Leander Avenue Hillside Bulawayo  
**Email** upperstonebutchery@gmail.com

Item No	UNSPSC Code	Lot Name	Lot Description	Quantity	UOM	Unit Price	Total Rate
1	50110000	Meat and poultry products	Supply and delivery of Commercial Beef	1000	kg	4.3	4300
							Total = 4300.0000



Tender Id 6568

Organization Name Sherpherds Walk

Address 8913 Fairview Ruwa

Email sherpherdswalk23@gmail.com

Item No	UNSPSC Code	Lot Name	Lot Description	Quantity	UOM	Unit Price	Total Rate
1	50110000	Meat and poultry products	Supply and delivery of Commercial Beef	1000	kg	4.5	4500
							Total = 4500.0000

**Tender Id** 6568  
**Organization Name** Solid Deal P/L  
**Address** 7 edmond Drive Belvedere Harare  
**Email** lisarinomhota@gmail.com

9	UNSPSC Code	Lot Name	Lot Description	Quantity	UOM	Unit Price	Total Rate
1	50110000	Meat and poultry products	Supply and delivery of Commercial Beef	1000	kg	10.15	10150
							Total = 10150.0000

**Tender Id** 6568  
**Organization Name** KULTRIK ENGINEERING (PVT) LTD  
**Address** 3788 WINDSOR PARK RUWA ZIMBABWE  
**Email** kultrik@yahoo.com

Item No	UNSPSC Code	Lot Name	Lot Description	Quantity	UOM	Unit Price	Total Rate
1	50110000	Meat and poultry products	Supply and delivery of Commercial Beef	1000	kg	4.8	4800
							Total = 4800.0000