

ORIGINAL

G

Accountant's date-stamp

PLEASE PRINT to Upperstone Butchery  
P.O. Box  
BULAWAYO

Invoices for suppliers:

(1) Please provide the following stores/services to: U. B. H.

(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:

U. B. H. 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
500 Kg	Beef Sausage @ \$5.00				
GRAND TOTAL = TWO THOUSAND FIVE HUNDRED DOLLARS ONLY					
= US \$ 2,500.00					

Period covered by this Requisition September 2024

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

Signed R. Gambiza

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 .....

TBR or other authority RFQ 347/2024  
 Requisitionist's date-stamp  
**UNITED BULAWAYO HOSPITALS**  
**PROCUREMENT MANAGEMENT UNIT**  
**16 SEP 2024**  
 P.O. BOX 958, BULAWAYO  
 ZIMBABWE

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

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

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

INTERNAL ORDER FORM

Contract No. UNITED BULAWAYO HOSPITAL  
 Category P O Box 958  
 Location ASCOT  
 City Bulawayo

Successful Bidder's Name & Address  
**095761-G** Upperstone Butchery

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

Date: 13/09/24

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-Consult Services	≤ US\$5,000	≤ US\$30,000.00							

ORDER TRACKING RECORD

Proc. Ref. No.	Tender No	Annual Qty	Outstanding order Qty	Qty Ordered	Balance
	RFQ347/2024				

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
		500	Kg	Beef Sausage	5.00	US\$ 2,500.00
PURPOSE OF GOODS: Hospital use (Nutrition Department)					SUB	US\$ 2,500.00
					TOTAL	
					VAT	
					TOTAL	US\$ 2,500.00

MEMBERS OF THE EVALUATION COMMITTEE.

Responsible HOD MS RAZA End user/Other Officer F. Dumba  
 Procurement Officer N. Moyo Sample Evaluation Team Mbr.....  
 Finance Officer C. Maudamba Committee Member .....

COMMENTS/REMARKS ...

Companies were invited to tender through the eGP system, only three suppliers managed to submit their quotations. The committee recommends that the order be awarded to Upperstone Butchery as they are the cheapest supplier to specifications.

CHECKED BY DDPS [Signature]

APPROVED BY: Accounting Officer [Signature]

UNITED BULAWAYO HOSPITALS  
 DEPUTY DIRECTOR, PROCUREMENT  
**13 SEP 2024**  
 P.O. BOX 958, BULAWAYO  
 ZIMBABWE

CHIEF MEDICAL OFFICER  
 UNITED BULAWAYO HOSPITALS  
**16 SEP 2024**  
 P.O. BOX 958, BULAWAYO  
 ZIMBABWE



**UNITED BULAWAYO HOSPITALS  
PROCUREMENT MANAGEMENT UNIT**

Minutes of Request for Quotation Tender Evaluation held on the 13/09/2024 in the Procurement Management Unit

Tender No: RFQ347/2024- Notes: Closing date of the tender: 06/09/2024

Meeting commenced at 10:30hrs

1. The tender evaluation was as follows:

Item	Qty	UOM	Description	Sherpherds Walk	Solid Deal P/L	Upperstone Butchery	Recommended Bidder	Total price
1	500	Kg	Beef Sausage	5-5	12.00	5.00	Upperstone Butchery	US\$ 2,500.00 US\$ 2,500.00

**1. Committee Recommendations**

Companies were invited to tender through the eCP system, only three suppliers managed to submit their quotations. The committee recommends that the order be awarded to Upperstone Butchery as they are the cheapest supplier to specifications.

**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. Siflahla.....

APPROVED BY:

[Signature]

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


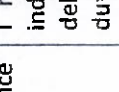
CHIEF MEDICAL OFFICER  
 UNITED BULAWAYO HOSPITALS  
 16 SEP 2024  
 P.O. BOX 958, BULAWAYO  
 ZIMBABWE

UNITED BULAWAYO HOSPITALS  
 DEPUTY DIRECTOR PROCUREMENT  
 13 SEP 2024  
 P.O. BOX 958 BULAWAYO  
 ZIMBABWE

**UNITED BULAWAYO HOSPITAL  
PROCUREMENT MANAGEMENT UNIT**

DECLARATION OF INTEREST FORM FOR EVALUATION COMMITTEE MEETING HELD ON 13/09/2024

Tender Number Rta 347/2024 Description Supply and delivery of Beef Sausages

Name	Designation	**Indicate your appropriate declaration**	Signature & Date
1 Mr/Mrs	Procurement Officer/ Assistant	<p>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.</p> <p>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.</p> <p>I, therefore, recuse myself from all procurement proceedings.</p>	<p align="center"> 13/09/2024</p> <p>State Company(s)</p> <p>Signature &amp; Date</p>
2 Mr./Mrs.	Member Finance	<p>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.</p> <p>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.</p> <p>I, therefore, recuse myself from all procurement proceedings.</p>	<p align="center">Signature &amp; Date</p> <p>State Company(s)</p> <p>Signature &amp; Date</p>
3 Mr./Mrs.	Head Requiring Services	<p>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.</p> <p>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.</p> <p>I, therefore, recuse myself from all procurement proceedings.</p>	<p align="center"> 13/09/2024</p> <p>State Company(s)</p> <p>Signature &amp; Date</p>



4	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.	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	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.	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	State Company(s) 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	State Company(s) Signature & Date

13/09/24

Confirmed by:

E. Sihlahla



Deputy Director Procurement Services

UNITED BULAWAYO HOSPITAL  
DEPUTY DIRECTOR PROCUREMENT  
13 SEP 2024  
P.O. BOX 553 BULAWAYO  
Page 2 of 2

**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
RFQ347/2024	Beef Sausage	kg	500		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. Proof of registration with **Ministry of Local Government and Public Works**.
6. Other charges must be included in the bid price. No submissions will be considered for any discovered omissions.
7. **All bids must be in US\$ price and must be valid for 60 working days from closing date of tender**
8. **Delivery time** is highly critical and bidders should state their lead time.
9. Must accept payment through **Government Purchase Order System**
10. Tenders should be submitted strictly on the **e-GP System**.
11. Late submission would not be accepted.
12. The hospital reserves the right to accept not necessarily the lowest bidder

**CLOSING DATE & TIME IS ON 06 September 2024 @10:30 AM**

2023-12-20

203865



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 Nation Unit

**DESCRIPTION OF GOODS AND SERVICES**

Kindly purchase the following  
Low fat Mince X 1000g  
Beef Sausage X 500g

Estimated/Actual cost: .....

Compiled by: K Jira Signature: [Signature] Date: 20/08/24

H.O.D. MSIBO Signature: [Signature] Date: 21/8/24

**ACCOUNTANT**

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

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

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

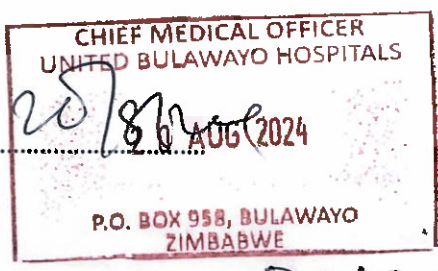
Signature: [Signature] Date: 20/8/24

**AUTHORISED BY THE ACCOUNTING OFFICER**

Signature: [Signature]

Recommended by Procurement Management Unit

Director Procurement: [Signature]



Received on: 20/8/24

Tender Id

17311

Table:

Table:

Organization Name

Upperstone Butchery

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 Beef Sausages	500	kg	5	2500
							Total = 2500.00000



Tender Id

7311

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 Beef Sausages	500	kg	5.5	2750
							Total = 2750.0000

Tender Id

Organization Name

Address

Email

7311

Solid Deal P/L

7 edmond Drive Belvedere Harare

isarinomhota@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 Beef Sausages	500	kg	12	6000
Total = 6000.0000							