

Accountant's date-stamp

G

To PROAFRICA TECHNOLOGIES  
SHOP 151 LONGCHEN PLAZA, CORNER  
BELVEDERE

PLEASE PRINT

Notes 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:

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	H-S-F		
	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
10	Each Duplicator Ink (G14 INK) Black @ \$ 25.00				
20	Each BPS Ink 102/202 @ \$ 25.00				
GRAND TOTAL = SEVEN HUNDRED AND FIFTY DOLLARS ONLY.					
US \$ 750.00					

Period covered by this Requisition: SEPTEMBER 2024

I certify that these stores/services are required for the purpose of:  
HOSPITAL USE (ADM DEPT)

Signed: R. Cambiza

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: REQ 384 / 2024

Requisitionist's date-stamp:  
**UNITED BULAWAYO HOSPITALS**  
**PROCUREMENT MANAGEMENT UNIT**  
**20 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 .....

E-G.P.

# INTERNAL ORDER FORM

UNITED BULAWAYO HOSPITAL

P O Box 958

ASCOT

Bulawayo

095768-9

Successful Bidder's

Name & Address

ProAfrica Technologies

Date: 18/09/2024

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

Indiv. Proc. Ref. No.	Tender No	Annual Qty	Outstanding order Qty	Qty Ordered	Balance
	RFQ384/2024				

## 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		10	Each	Duplicator Ink (G14 INK) Black	25.00	250.00
2		20	Each	BPS Ink 102/202	25.00	500.00
PURPOSE OF GOODS: Hospital Use (Administration Department)					SUB TOTAL	US\$750.00
					VAT	
					TOTAL	US\$750.00

## MEMBERS OF THE EVALUATION COMMITTEE.

Responsible HOD *S Malame*

End user/Other Officer *M Mchizwa*

Procurement Officer *N. Muzi*

Sample Evaluation Team Mbr.....

Finance Officer *C. M. M. M.*

Committee Member .....

## COMMENTS/ REMARKS ...

Tender was advertised on the Electronic Government Procurement System (e-GP), fourteen suppliers managed to respond. The committee recommends that the order be awarded to ProAfrica Technologies, the cheapest supplier to specifications.

CHECKED BY DDPS *[Signature]*

APPROVED BY: Accounting Officer *[Signature]*

UNITED BULAWAYO HOSPITALS  
DEPUTY DIRECTOR PROCUREMENT

19 SEP 2024

P.O. BOX 958, BULAWAYO  
ZIMBABWE

CHIEF MEDICAL OFFICER  
UNITED BULAWAYO HOSPITALS

19 SEP 2024

P.O. BOX 958, BULAWAYO  
ZIMBABWE

**UNITED RWANDA HOSPITALS  
PROCUREMENT MANAGEMENT UNIT**

Minutes of Request for Quotation Tender Evaluation held on the 18<sup>th</sup> of Sept .....2024 in the Procurement Management Unit

Tender No: RFQ384/2024 Notes: Closing date of the tender: 13/09/2024.....

Meeting commenced at 10.30hrs.....

1. The tender evaluation was as follows:

Qty	UOM	Description	Colisea	Atom	Sashwill	Falcon	Lawhic	Ackmat	Mainway	Beerue	LMT	AVAP	Laserworld	Conventent	Najrid	Willchart	Westles	ProAfrica	Recommended Bidder	Total price
10	Each	Duplicator Ink (G14 INK) Black	44.00	445.00	560.00	54.50	50.00	30.00	70.00	60.00	57.50	1,627.50	56.00	36.80	46.60	85.00	127.64	25.00	<b>ProAfrica</b>	250.00
20	Each	BPS Ink 102/202	85.00	260.00	-	64.45	80.00	60.00	90.00	80.00	-	4,139.25	72.00	68.00	-	120.00	-	25.00	<b>ProAfrica</b>	500.00
																				<b>US\$750.00</b>

**1. Committee Recommendations**

Tender was advertised on the Electronic Government Procurement System (e-GP), fourteen suppliers managed to respond. The committee recommends that the order be awarded to **ProAfrica Technologies**, the cheapest supplier to specifications.

EVALUATION COMMITTEE MEMBERS

Responsible HOD: *S. Mademba*  
End User/ Other Officer: *A. Mchizha*  
Member Finance: *C. M. M. Mchizha*  
Procurement Officer: *H. Moyo*

Signature: *[Signature]*  
Signature: *[Signature]*  
Signature: *[Signature]*  
Signature: *[Signature]*

Meeting closed at

Process checked by Deputy Director Procurement Services: Mr E. Sihlahla

APPROVED BY:

*[Signature]*  
Accounting Officer


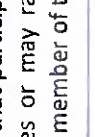
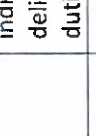
**Dr. W. Busumani**  
For United Bulawayo Hospitals



UNITED BULAWAYO HOSPITAL

PROCUREMENT MANAGEMENT UNIT

DECLARATION OF INTEREST FORM FOR EVALUATION COMMITTEE MEETING HELD ON 18/09/2024  
 Tender Number: 0384/2024 Description: Supply & Delivery of Dispensators like

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> 18/09/2024</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> 18/09/2024</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> 19/09/2024</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), direct 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	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
			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
			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
			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
			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

Handwritten signature: *Adhichuq* and date: *19/9/24*

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
RFQ384/2024	Duplicator Ink (G14 INK) Black	Each	10		5 days
RFQ384/2024	BPS Ink 102/202	Each	20		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 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 13 September 2024 @10:30 AM**

RFQ 384/2024

204011



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 Stores/stock

DESCRIPTION OF GOODS AND SERVICES

Purchase of the following items -  
(i) Duplicator ink (914 ink) black x 10  
(ii) BPS ink 102/202 x 20

Estimated/Actual cost: .....

Compiled by: S. Ndlovu Signature: [Signature] Date: 02/09/24  
H.O.D. S. Malenze Signature: [Signature] Date: 02/09/24

ACCOUNTANT

Vote allocation: GL code ..... Cost code: ..... Balance: .....  
Signature: [Signature] Date: 02/09/24

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

Signature: [Signature] Date: 25/9/24

AUTHORISED BY THE ACCOUNTING OFFICER

Signature: [Signature]

Recommended by Procurement Management Unit

Deputy Director Procurement: [Signature]

CHIEF MEDICAL OFFICER  
UNITED BULAWAYO HOSPITALS  
02 SEP 2024  
P.O. BOX 958 BULAWAYO  
ZIMBABWE  
3/9/24



Tender Id

7815

Organization Name

PROAFRICA TECHNOLOGIES

Address

SHOP 181 LONGCHEN PLAZA ,CORNER

Email

MURTLEY AND SAMORA ,BELVEDERE

info@proafricatech.co.zw

Item No	UNSPSC Code	Lot Name	Lot Description	Quantity	UOM	Unit Price	Total Rate
1	44121900	Ink and lead refills	Duplicator Ink (G14) Black	10	Each	25	250
2	44121900	Ink and lead refills	BPS Ink 102/202	20	Each	25	500
Total =							750.0000



Tender Id

Tender/2815

Organization Name Atom Systems

Address 51 Samora Machel Avenue Harare

Email atomsystemspvt@gmail.com

Item No	UNSPSC Code	Lot Name	Lot Description	Quantity	UOM	Unit Price	Total Rate
1	44121900	Ink and lead refills	Duplicator Ink (G14) Black	10	Each	445	4450
2	44121900	Ink and lead refills	BPS Ink 102/202	20	Each	266	5320
Total = 9770.0000							

Tender Id

7815

Organization Name

Sashwill

Office 112 Block 2 Long Cheng Plaza

Belvedere Harare

Email sashwill.distr@gmail.com

Item No	UNSPSC Code	Lot Name	Lot Description	Quantity	UOM	Unit Price	Total Rate
1	44121900	ink and lead refills	Duplicator Ink (G14) Black	10	Each	560	5600
2	44121900	ink and lead refills	BPS Ink 102/202	20	Each	0	0
Total = 5600.0000							

Tender Id

7815

Organization Name

Falcon Alliance group

20 Robson Manyika ave Debmara House

Address

office 23 Harare

Email

info@falconalliancegroup.co.zw

Item No	UNSPSC Code	Lot Name	Lot Description	Quantity	UOM	Unit Price	Total Rate
1	44121900	ink and lead refills	Duplicator Ink (G14) Black	10	Each	54.5	545
2	44121900	ink and lead refills	BPS Ink 102/202	20	Each	64.45	1289
							Total = 1834.0000

Tender Id

Tender 17815

Organization Name

Aarodav Enterprises t/a lawhic

Address

106, H Chitepo, 8th and 9th Ave, Bulawayo

Email

lawhic1@gmail.com

Item No	UNSPSC Code	Lot Name	Lot Description	Quantity	UOM	Unit Price	Total Rate
1	44121900	ink and lead refills	Duplicator Ink (G14) Black	10	Each	50	500
2	44121900	ink and lead refills	BPS Ink 102/202	20	Each	80	1600
							Total = 2100.0000

Tender Id

Tender 17815

**Organization Name**

ACKMAT PVT LTD

**Address**

15 Rowland Square Milton Park Harare

**Email**

aackmat@gmail.com

Item No	UNSPSC Code	Lot Name	Lot Description	Quantity	UOM	Unit Price	Total Rate
1	44121900	Ink and lead refills	Duplicator Ink (G14) Black	10	Each	30	300
2	44121900	Ink and lead refills	BPS Ink 102/202	20	Each	60	1200
Total = 1500.0000							

Tender Id

Tender: 7815

**Organization Name**

Mainway Technology  
Suite 203 2nd floor Margolis Plaza No.2

**Address**

Speke avenue Harare

**Email**

mainway74@gmail.com

NO	UNSPSC Code	Lot Name	Lot Description	Quantity	UOM	Unit Price	Total Rate
1	44121900	ink and lead refills	Duplicator Ink (G14) Black	10	Each	70	700
2	44121900	ink and lead refills	BPS Ink 102/202	20	Each	90	1800
							Total = 2500.0000



Tender Id

Tender: 7815

**Organization Name**

Beerue Enterprise Pvt Ltd  
203 2nd floor Margolis Plaza 2 Speke Avenue  
Harare Zimbabwe

**Address**

**Email** kieshamashingaidze@gmail.com

Item No	UNSPSC Code	Lot Name	Lot Description	Quantity	UOM	Unit Price	Total Rate
1	44121900	Ink and lead refills	Duplicator Ink (G14) Black	10	Each	60	600
2	44121900	Ink and lead refills	BPS Ink 102/202	20	Each	80	1600
							Total = 2200.0000

Tender Id

7815

Organization Name

LMT ENTERPRISES

Address

51 Speke Avenue, Koblenz House, Harare

Email

lmtenterprisespvt@gmail.com

Item No	UNSPSC Code	Lot Name	Lot Description	Quantity	UOM	Unit Price	Total Rate
1	44121900	Ink and lead refills	Duplicator Ink (G14) Black	10	Each	57.5	575
2	44121900	Ink and lead refills	BPS Ink 102/202	20	Each	0	0
Total = 575.0000							

Tender Id

47815

Organization Name

AVAP Distributors (Private) Limited  
Number 1, Morton Jaffrey Drive, Eastlea,  
Harare

Address

Email avapdistributors@yahoo.com

Item No	UNSPSC Code	Lot Name	Lot Description	Quantity	UOM	Unit Price	Total Rate
1	44121900	Ink and lead refills	Duplicator Ink (G14) Black	10	Each	1627.5	16275
2	44121900	Ink and lead refills	BPS Ink 102/202	20	Each	1139.25	22785
Total -							39060.0000

Tender Id

7815

Organization Name Laserworld Consumables P/L

Address 2012 Tynwald South

Email laserworld.consumables@gmail.com

Item No	UNSPSC Code	Lot Name	Lot Description	Quantity	UOM	Unit Price	Total Rate
1	44121900	Ink and lead refills	Duplicator Ink (G14) Black	10	Each	56	560
2	44121900	Ink and lead refills	BPS Ink 102/202	20	Each	72	1440
							Total = 2000.0000

Tender Id

7815

**Organization Name** Convenient Centre Private Limited  
6 Bemel Court, 7 G Silundika Street  
Bulawayo Zimbabwe  
convenientcentreinfo@gmail.com

Item No	UNSPSC Code	Lot Name	Lot Description	Quantity	UOM	Unit Price	Total Rate
1	44121900	ink and lead refills	Duplicator Ink (G14) Black	10	Each	36.8	368
2	44121900	ink and lead refills	BPS Ink 102/202	20	Each	68	1360
							Total = 1728.0000

Tender Id

Tender No: 7815

Organization Name

Najrid

Address

69 speke avenue Harare Zimbabwe

Email

sales.najrid@gmail.com

Item No	UNSPSC Code	Lot Name	Lot Description	Quantity	UOM	Unit Price	Total Rate
1	44121900	ink and lead refills	Duplicator Ink (G14) Black	10	Each	46.6	466
2	44121900	ink and lead refills	BPS Ink 102/202	20	Each	0	0
							Total = 466.0000

Tender Id

Tender 17815

**Organization Name**

Willchart Enterprises  
621 Carrick Creagh Road Helensevale

**Address**

Borrowdale Harare

**Email**

wilchart@mweb.co.zw

Item No	UNSPSC Code	Lot Name	Lot Description	Quantity	UOM	Unit Price	Total Rate
1	44121900	Ink and lead refills	Duplicator Ink (G14) Black	10	Each	85	850
2	44121900	Ink and lead refills	BPS Ink 102/202	20	Each	120	2400
							Total = 3250.0000

Tender Id

17815

Westles Investments P/L t/a Westles

Organization Name

Incredible Technology

17 Park Street, 2nd Floor, Shanda House

Address

Harare Zimbabwe

Email

westlesin@gmail.com

Item No	UNSPSC Code	Lot Name	Lot Description	Quantity	UOM	Unit Price	Total Rate
1	44121900	ink and lead refills	Duplicator Ink (G14) Black	10	Each	127.64	1276.4
2	44121900	ink and lead refills	BPS Ink 102/202	20	Each	0	0
Total = 1276.4000							