

ORIGINAL

G

Accountant's date-stamp

PLEASE PRINT
 To Lily Casablanca Events
P.O. Box
Bulawayo

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>H.S.F</u>	
	Invoice No.											Allocation		
Station/cost centre												TOTAL		

Quantity	Description and other details—tenders, etc.	To be completed by supplier			
		Qty. supplied	@	\$	c
	Hiring of 500 seater Tent with chairs, Mobile toilets (2 males and 2 Females), Decor (orange, blue, white and gold) @ \$2 250.00				
	Grand total two thousand two hundred and fifty dollars only \$2 250.00 USD				

Period covered by this Requisition September 2024

TBR or other authority RFO 391/2024

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

Requisitionist's date-stamp

Hospital use
(Patient Safety Day)

UNITED BULAWAYO HOSPITALS
 PROCUREMENT MANAGEMENT UNIT

Signed Hedlomo

20 SEP 2024

P.O. BOX 958, BULAWAYO
 ZIMBABWE

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

Certified correct Date

Date

Passed for payment Date

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

E.G.P

INTERNAL ORDER FORM

UNITED BULAWAYO HOSPITAL
P O Box 958
ASCOT
Bulawayo

095772 9

Successful Bidder's
Name & Address
Lily Casablanca

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-consult. 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
	391 RFQ392/24				

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(USD)
1		1	Each	Hiring of 500 seater Tents with chairs, Mobile Toilets 2 males and 2 females, Decor (orange, blue, white and gold)	\$4,950 F2250	\$4,950 F2250
PURPOSE OF GOODS: Quality Department					SUB TOTAL	\$4,950
					VAT	
					TOTAL	\$4,950 F2250

MEMBERS OF THE EVALUATION COMMITTEE.

Responsible HOD *N. Maphosa* End user *Handwritten*

Procurement Officer *Handwritten* Finance Officer *C. Madamba*

Committee Member *Handwritten*

COMMENTS/ REMARKS ...

The tender was posted on eGP System and four companies responded. The committee recommends that the order be awarded to Lily Casablanca the cheapest bidder.

CHECKED BY DDPS *Handwritten*

APPROVED BY: Accounting Officer..... *Handwritten*

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

**UNITED BULAWAYO HOSPITAL
PROCUREMENT MANAGEMENT UNIT**

Minutes of Request for Quotation Tender Evaluation held on the 20th of September 2024 in the Procurement Management Unit
Tender No: RFQ391/2024 Meeting commenced at

1. The tender evaluation was as follows:

ITEM	Qty	Uom	DESCRIPTION	Great Wall Event	Royal Flair	Rooneys Hire (ZWG)	Lily Casablanca	Recommended Bidder	Total price
1	1	Each	500 seater Teatrs with chairs	\$2,350	\$2,800	\$20,217.29	\$850.00	Lily Casablanca	\$2,250.00
2	4	Each	Mobile Toilets 2 male & 2 females	\$720	\$1,000	\$32,452.60	\$400.00		
3	1	Each	Decor (orange, blue, white and gold)	\$850	\$200	\$10271.66	\$1000.00		
			Grand total	\$3,820.00	\$4,000.00	ZWG 62,943.55	\$2,250.00		

2. Committee Recommendations

The tender was posted on eGP System and four companies responded. The committee recommends that the order be awarded to Lily Casablanca the cheapest bidder.

EVALUATION COMMITTEE MEMBERS

Responsible HOD..... *N. Mphahlele* Signature..... *N*

End User..... *Seane-it* Signature..... *SE*

Member Finance..... *C Mordiva* Signature..... *C Mordiva*

Procurement Officer..... *B. Mungwa* Signature..... *B*

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

APPROVED BY:

Accounting Officer..... *Dr. W. Busumani*

For United Bulawayo Hospital

**CHIEF MEDICAL OFFICER
UNITED BULAWAYO HOSPITALS**

20 SEP 2024

P.O. BOX 958, BULAWAYO
ZIMBABWE

UNITED BULAWAYO HOSPITAL

PROCUREMENT MANAGEMENT UNIT

DECLARATION OF INTEREST FORM FOR EVALUATION COMMITTEE MEETING HELD ON

Tender Number RFQ306/2024

Description 50% Dextrose

Name	Designation	**Indicate your appropriate declaration**	No	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.		State Company(s)	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.	Yes	State Company(s)	Signature & Date
		I, therefore, recuse myself from all procurement proceedings.		State Company(s)	Signature & Date
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.	No	State Company(s)	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.	Yes	State Company(s)	Signature & Date
3	Mr/Mrs Head Requiring Services	I, therefore, recuse myself from all procurement proceedings.	No	State Company(s)	Signature & Date
		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.	Yes	State Company(s)	Signature & Date

		I have pecuniary or (their 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.			
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. 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 E. Sihlahla 20/09/24	Signature & Date
			Yes	State Company(s)	Signature & Date

Confirmed by:

E. Sihlahla

.....

Deputy Director Procurement Services

UNITED BULAWAYO HOSPITALS
PROCUREMENT MANAGEMENT UNIT

REQUEST FOR QUOTATION FORM

TENDER NUMBER	PRODUCT/SERVICE DESCRIPTION	UNIT SIZE	QTY REQD	DDP UNIT PRICE + VAT	Expected Delivery Time
RFO/21/2024	500 seater Tent with chairs	Each	1		Ex- stock
RFO/391/2024	Mobile Toilets 2 males and 2 females	Each	4		Ex- Stock
RFO/391/2024	Décor for the venue (Orange, Blue, White and Gold)	Each	1		Ex- Stock

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 USD and payable in USD**
7. Tenders should be deposited in the tender box in the **PMU Department** or **emailed to procurement**
8. Late submission would not be accepted.
9. The hospital reserve the right to accept not necessarily the lowest bidder
10. Late submission would not be accepted
11. The hospital reserves the right to accept not necessarily the lowest bidder.

PA System USD

RFQ 392/24

204004



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 / Quality Assurance

DESCRIPTION OF GOODS AND SERVICES

- Supply the following for Patient Safety Day
Comemorations 24/09/24
- ✓ 1) PA System each \$2000
 - ✓ 2) Tent ~~2000~~ seater with chairs
 - ✓ 3) Mobile Toilets 2 males and 2 female
 - ✓ 4) Decor for the venue (Orange, Blue, white, gold)
 - ✓ 5) Drum majorettes local School ✓ \$9000

Estimated/Actual cost:

Compiled by: A. M. M. M. M.

Signature: A. M. M. M. M. Date: 26/8

H.O.D. S. M. M. M. M.

Signature: S. M. M. M. M. Date: 26/8/24

ACCOUNTANT

Vote allocation: GL code: Cost code: Balance:

Signature: [Signature]

Date: 27/08/2024

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

Signature: [Signature]

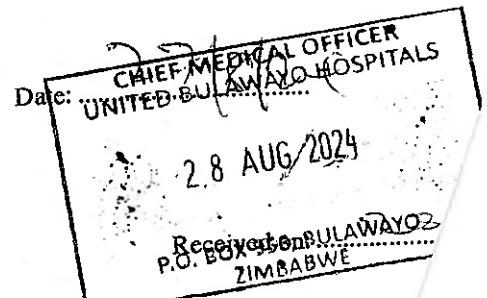
Date: 27/8/24

AUTHORISED BY THE ACCOUNTING OFFICER

Signature: [Signature]

ded by Procurement Management Unit

irector Procurement: [Signature]



Tender Id 7989

Organization Name Lily Casablanca Events Planners P/L
16 RUDLAND AVENUE BELVEDERE HARARE
OFFICE E401 4TH FLOOR ZIMDEF HOUSE
BULAWAYO

Address info@lilyeventplanners.co.zw

Item No	UNSPSC Code	Lot Name	Lot Description	Quantity	UOM	Unit Price	Total Rate
1	80141607	Events management	hiring of tents	1	Each	2190	2190
							Total = 2190,0000

Tender Id
Organization Name

7989

Address

Lily Casablanca Events Planners P/L
16 RUDLAND AVENUE BELVEDERE HARARE
OFFICE E401 4TH FLOOR ZIMDEF HOUSE
BULAWAYO

Email

info@lilyeventplanners.co.zw

PRODUCT/SERVICE DESCRIPTION	SIZE	UNIT	QTY	DDP UNIT PRICE + VAT	Total
500 seater Tent with chairs	Each		1	850	850
Mobile Toilets 2 males and 2 females	Each		4	100	400
DÃ©cor for the venue (Orange, Blue, White and Gold)	Each		1	1000	1000

Tender Id 7989

Organization Name GREAT WALL EVENT SOLUTIONS

1st street batanai gardens 6th floor harare

Address zimbabwe

Email chipo@greatwallevnts.co.zw

Item No	UNSPSC Code	Lot Name	Lot Description	Quantity	UOM	Unit Price	Total Rate
1	80141607	Events management	hiring of tents	1	Each	3820	3820
							Total = 3820.0000

Tender Id

7989

Organization Name

GREAT WALL EVENT SOLUTIONS

Address

1st street batanai gardens 6th floor harare
zimbabwe

Email

chipo@greatwallevents.co.zw

PRODUCT/SERVICE DESCRIPTION	SIZE	UNIT	QTY	DDP UNIT PRICE + VAT	Total
500 seater Tent with chairs	Each		1	2250	2250
Mobile Toilets 2 males and 2 females	Each		4	180	720
DÃ©cor for the venue (Orange, Blue, White and Gold)	Each		1	850	850

Tender Id

7989

Organization Name

Royal Flair Events

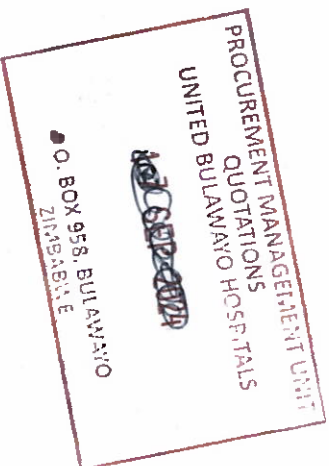
Address

Royal Flair Events

Email

lucyjoychanakira@gmail.com

Item No	UNSPSC Code	Lot Name	Lot Description	Quantity	UOM	Unit Price	Total Rate
1	80141607	Events management	hiring of tents	1	Each	7150	7150
Total =							7150.0000



Tender Id

7989

Organization Name

Royal Flair Events

Address

Royal Flair Events

Email

lucyjoychanakira@gmail.com

PRODUCT/SERVICE DESCRIPTION	SIZE	UNIT	QTY	DDP UNIT PRICE + VAT	Total
500 seater Tent with chairs	Each		1	2800	2800
Mobile Toilets 2 males and 2 females	Each		4	250	1000
Dã©cor for the venue (Orange, Blue, White and Gold)	Each		1	200	200

Tender Id 7989

Organization Name ROONEYS HIRE SERVICES PVT LTD

Address 144 SEKE ROAD GRANITESIDE HARARE

Email accounts@rooneys.co.zw

Item No	UNSPSC Code	Lot Name	Lot Description	Quantity	UOM	Unit Price	Total Rate
1	80141607	Events management	hiring of tents	1	Each	38602.6	38602.6
							Total = 38602.6000

Tender Id

7989

Organization Name

ROONEYS HIRE SERVICES PVT LTD

Address

144 SEKE ROAD GRANITESIDE HARARE

Email

accounts@rooneys.co.zw

PRODUCT/SERVICE DESCRIPTION	SIZE	UNIT	QTY	DDP UNIT PRICE + VAT	Total
500 seater Tent with chairs	Each		1	20217.29	20217.29
Mobile Toilets 2 males and 2 females	Each		4	8113.65	32454.6
DÃ©cor for the venue (Orange, Blue, White and Gold)	Each		1	10271.66	10271.66