

ORIGINAL

G

Accountant's date-stamp

PLEASE PRINT
To Shepherds Walk
P.O. Box
Harare

Notes for suppliers:

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

(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:

LIBH 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>300</u>	<u>Kg Beef Tripe @ \$3.00</u>				
	<u>Grand total nine hundred dollars</u>				
	<u>only</u>				
	<u>\$ 900.00 USD</u>				

Period covered by this Requisition October-2024

TBR or other authority RFQ349/2024

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

Requisitionist's date-stamp

Hospital Use
(Procurement Department)

UNITED BULAWAYO HOSPITALS
PROCUREMENT MANAGEMENT UNIT
11 OCT 2024
P.O. BOX 958, BULAWAYO
ZIMBABWE

Signed [Signature]

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

0958479

Name of the work: **UNITED BULAWAYO HOSPITAL**
 P.O. Box: **958**
 City: **ASCOOT**
 Country: **Bulawayo**

Successful Bidder's
 Name & Address
Shepherds Walk

Date: **10/10/2024**

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-Cogs. 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
	RFQ349/2024				

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		300	Kg	Beef Tripe	3.00	900.00
PURPOSE OF GOODS: Hospital use (Nutrition Department)					SUB TOTAL	US\$ 900.00
					TOTAL	US\$ 900.00

MEMBERS OF THE EVALUATION COMMITTEE.

Responsible HOD *[Signature]* End user/Other Officer..... *[Signature]*
 Procurement Officer *[Signature]* Sample Evaluation Team Mbr.....
 Finance Officer *[Signature]* Committee Member

COMMENTS/ REMARKS ...

Companies were invited to tender through the eGP system, only four suppliers managed to submit their quotations. The committee recommends that the order be awarded to Shepherds Walk one of the cheapest supplier to specifications so as to manage risk because Upperstone has already been awarded an order for Beef cassings.

CHECKED BY DDPS *[Signature]*

APPROVED BY: Accounting Officer

UNITED BULAWAYO HOSPITALS
 DEPUTY DIRECTOR PROCUREMENT

10 OCT 2024
 P.O. BOX 958, BULAWAYO
 ZIMBABWE

CHIEF MEDICAL OFFICER
 UNITED BULAWAYO HOSPITALS

11 OCT 2024
 P.O. BOX 958, BULAWAYO
 ZIMBABWE

**UNITED BULAWAYO HOSPITALS
PROCUREMENT MANAGEMENT UNIT**

Minutes of Request for Quotation Tender Evaluation held on the 16/10/2024 in the Procurement Management Unit

Tender No: RFQ349/2024 - Notes: Closing date of the tender: 06/10/2024

Meeting commenced at 16:30 hrs.

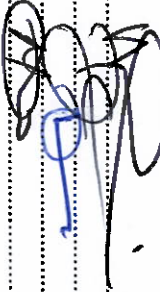
1. The tender evaluation was as follows:

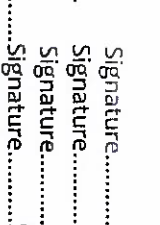
Item	Qty	UOM	Description	Solid Deal	Upperstone Butchery	Shearagata Investments	Shepherds Walk	Recommended Bidder	Total price
1	300	Kg	Beef Tripe	9.00	3.00	5.00	3.00	Shepherds Walk	900.00 US\$900.00


1. Committee Recommendations

Companies were invited to tender through the eGP system, only four suppliers managed to submit their quotations. The committee recommends that the order be awarded to **Shepherds Walk** one of the cheapest supplier to specifications so as to manage risk because Upperstone has already been awarded an order for Beef cassings.

EVALUATION COMMITTEE MEMBERS

Responsible HOD: W. Sibanda Signature: 


End User/ Other Officer: T. Muzuru Signature: 

Member Finance: N. Moyo Signature: 

Procurement Officer: Signature:

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

APPROVED BY:


Accounting Officer
D. W. Busumani
For United Bulawayo Hospitals




CHIEF MEDICAL OFFICER
UNITED BULAWAYO HOSPITALS
11 OCT 2024
P.O. BOX 958, BULAWAYO
ZIMBABWE

UNITED BULAWAYO HOSPITALS
DEPUTY DIRECTOR
10 OCT 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: AB0349/2024 Description: Supply & Delivery of Brief type 10/10/2024

Name	Designation	**Indicate your appropriate declaration**		Signature & Date	
		Yes	No	State Company(s)	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.		Yes	 10/10/2024
				No	
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. 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	 10/10/2024
				No	
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. 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	 10/10/2024
				No	

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.	No	Signature & Date	K Simu 10/10/24
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	
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.	Yes	State Company(s)	Signature & Date

Confirmed by:

E. Sihlahla

Deputy Director Procurement Services



UNITED BULAWAYO HOSPITALS
 DEPUTY DIRECTOR PROCUREMENT
 10 OCT 2024
 P.O. BOX 953, BULAWAYO
 ZIMBABWE

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
RFQ349/2024	Beef Tripe	kg	300		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 04 October 2024 @10:30 AM



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 *Numbhar Unit*

DESCRIPTION OF GOODS AND SERVICES

Kindly Purchase the following
Cassings - 300 kg
Tissue - 300 kg

APPROVED BY: _____
Signature: _____

Estimated/Actual cost: _____

Compiled by: *K. Juma* Signature: _____ Date: *20/08/24*
H.O.D.: *M. S. R. A.* Signature: _____ Date: *20/08/24*

ACCOUNTANT
Vote allocation: GL code _____ Cost code: _____ Balance: _____
Signature: _____ Date: *20/08/2024*

APPROVED BY DIRECTOR OF (FINANCE/OPERATIONS/CLINICAL DIRECTOR)
Signature: *Dandumba* Date: *20/8/24*

AUTHORISED BY THE ACCOUNTING OFFICER
Signature: _____

CHIEF MEDICAL OFFICER
UNITED BULAWAYO HOSPITALS
Date: *25/8/2024*
P.O. BOX 958, BULAWAYO
ZIMBABWE

Recommended by Procurement Management Unit
Deputy Director Procurement: _____

Received on: *20/8/24*

Tender Id

9820 n d r 1 3

9820 n d r 1 3

9820 n d r 1 3

Organization Name Sherpherds Walk

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Address 8913 Fairview Ruwa

Address 8913 Fairview Ruwa

Address 8913 Fairview Ruwa

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 Tripe	300	kg	3	900
Total = 900.00000							

Tender Id

982011110

Organization Name

Solid Deal P/L

Address

7 edmond Drive Belvedere Harare

Email

lisarinomhota@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 Tripe	300	kg	9	2700
Total = 2700.0000							

Tender Id

Organization Name

Address

Email

1-0820

Upperstone Butchery

No. 93 Leander Avenue Hillside Bulawayo

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 Tripe	300	kg	3	900
							Total = 900.0000

Tender Id

Organization Name

Address

Email

T 498201

Sharegate Investments Private Limited

8 Swansea Close, Paulington, Mutare

sharegateinvest@gmail.com

T 937014

Sharegate Investments Private Limited

8 Swansea Close, Paulington, Mutare

sharegateinvest@gmail.com

T 937014

Sharegate Investments Private Limited

8 Swansea Close, Paulington, Mutare

sharegateinvest@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 Tripe	300	kg	5	1500
Total =							1500.0000