

**BIDDING DOCUMENT FOR THE PROVISION OF CLEANING AND LANDSCAPING
SERVICES**

PROCUREMENT REFERENCE No: CBTI 01-26



COMPETITIVE BIDDING TENDER INTERNATIONAL (CBTI) 01-26

INVITATION TO TENDER

FOR THE PROVISION OF CLEANING AND LANDSCAPING SERVICES

Tender Closing Date: 15 July 2026

Time: 1100hrs

**BIDDING DOCUMENT FOR THE PROVISION OF CLEANING AND LANDSCAPING
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**STANDARD BIDDING DOCUMENT: FOR THE PROVISION OF CLEANING AND
LANDSCAPING SERVICES**

PROCUREMENT REFERENCE NO: CBTI 01-26

PROCUREMENT ENTITY: TELONE ZIMBABWE

DATE OF ISSUE:

**BIDDING DOCUMENT FOR THE PROVISION OF CLEANING AND LANDSCAPING
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PART 1 BIDDING PROCEDURES

PART 1: BIDDING PROCEDURES

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Preparation of Bids

You are requested to bid for the Provision of Cleaning and Landscaping Requirements below, by completing and returning the following documentation:

1. Completed and signed Bid Submission Sheet in this Part;
2. the Statement of Requirements in Part 2;
3. Bid validity period of 90 days (bidders should state)
4. At least three written reference letters (in the form of official letters from client companies) for supply and delivery of related goods.
5. Completed and signed bid securing declaration in the format specified in Annex F
6. A copy of
 - i. *Current Tax Clearance Certificate*
 - ii. *CR6 showing Company Directors*
 - iii. *Certificate of Incorporation or equivalent registration in the country of residence*
 - iv. *VAT certificate*
 - v. *Valid NSSA registration*
7. *The tender should have a table of contents with marked pages.*

You are advised to carefully read the complete Bidding Document, before preparing your bid as well as the General Conditions of Contract which are available on the Authority's website, before preparing your Bid. Part 3: Contract is provided not for completion at this stage but to enable Bidders to note the Contract terms they will enter into if their Bid is successful. The standard forms in this document may be retyped for completion but the Bidder is responsible for their accurate reproduction. All pages of the Bid must be clearly marked with the Procurement Reference Number above and the Bidder's name and any reference number.

Number of bids allowed

No Bidder may submit more than one bid, either individually or as a joint venture partner in another Bid, except as a subcontractor. Where the procurement is divided into lots and packages, only one Bid can be submitted. A conflict of interest will be deemed to arise if bids are received from more than one Bidder owned, directly or indirectly, by the same person.

Clarification

Clarification of the bidding document may be requested in writing by any Bidder before 09 July 2026 and should be sent to

The Procurement Management Unit Executive,

TelOne

P O Box CY331Causeway,

Harare Zimbabwe

Fax: 263 - 242 - 2795499

Email- selina.gatawa@telone.co.zw ; desire.tavarwisa@telone.co.zw: and cladios.chenga@telone.co.zw

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PART 1 BIDDING PROCEDURES

Validity of Bids

The minimum period for which the Bidder's bid must remain valid is 90 days from the deadline for the submission of bids.

Submission of Bids

- a) Bids must be submitted in writing in a sealed envelope to the address below, no later than the date and time of the deadline below. It is the Bidder's responsibility to ensure that they receive a receipt confirming submission of their bid that has correct details of the Bidder and the number of the Bid.
- b) The Bidder must mark the envelope with the Bidder's name and address and the Procurement Reference Number.
- c) The bidder must submit one (1) original and two (2) copies of the tender document clearly marked as "original" and "copy". In the event of any discrepancy between them, the original shall govern. The original and all copies of the tender shall be typed or written in indelible ink and shall be signed by the bidder or a person/persons duly authorized to bind the bidder to the contract.

Late bids will be rejected. The Procuring Entity reserves the right to extend the bid submission deadline but will notify all potential bidders who have collected the bidding documents of the amended bid submission deadline.

Date of deadline: 15 July 2026 **Deadline Time:** 11.00hrs Zim time

Submission address: The Procurement Management Unit Executive,
Tel-One,
8th Floor, Runhare House, South Wing
107 Kwame Nkrumah Ave
HARARE, ZIMBABWE

Means of acceptance: The tender shall be enclosed in an envelope which shall be sealed and marked on the outside with the advertised tender number, description, closing date and time and must be hand delivered to the above stated address. Tender submission by Tele-fax/email shall not be accepted save for issue of queries.

Bid opening

Bidders and their representatives may witness the opening of bids, which will take place via Google meet on the date of submission. The link will be uploaded on the website or can be requested on the following email: procurement@telone.co.zw

Withdrawal, amendment or modification of Bids

A Bidder may withdraw, substitute, or modify its Bid after it has been submitted by sending a written notice, duly signed by an authorized representative. However, no Bid may be withdrawn, substituted, or modified in the interval between the deadline for submission of Bids and the expiration of the period of Bid validity specified by the Bidder or any extension of that period.

Delivery Requirements

The delivery period required (from the date of contract signing) and the final destination for delivery are as indicated in the Delivery Schedule in Part 2.

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PART 1 BIDDING PROCEDURES

Bid Prices and Discounts

The prices and discounts quoted by the Bidder in the Bid Submission Form and in the Price Schedules must conform to the requirements specified below.

Prices must be quoted as specified in the Price Schedule included in Part 2 Statement of Requirements. In quoting prices, the Bidder is free to use transportation through carriers registered in any eligible country and similarly may obtain insurance services from any eligible country. Prices quoted must include the following costs and components:

- (a) For the service
 - (i) the price of the service and the cost of delivery to the final destination, including the relevant INCOTERM, as stated in the Delivery Schedule;
 - (ii) the custom duties to be paid on the goods on entry in Zimbabwe, if not already included;
 - (iii) Any other applicable import taxes;
 - (iv) any sales and other taxes due within Zimbabwe which will be payable on the service, if not already included;
 - (v) Any rebate or mark-up of the local agent or representative.
- (b) for Related service, (other than inland transportation and other services required to convey the Service to their final destination), whenever such Related service are specified in the Schedule of Requirements:

The price of each item comprising the Related service (inclusive of any applicable taxes).

Evaluation of Bids

Bids will be evaluated using the following methodology:

1. **Preliminary evaluation** the preliminary evaluation shall consider bidders' compliance with requirements by submitting the following mandatory requirements

Preliminary Tender Requirements	Bidder Compliance C – Compliant NC – Non-Compliant
1.Completed and signed Bid Submission Sheet Annexure A in this Part;	
2.Bid validity period of 90 days (bidders should state)	
3.Trade reference letters from at least 3 traceable companies from which:	
4,Similar services have been offered. The references should demonstrate areas of high traffic movement of high frequented public areas.	
5.At least a minimum of 5 years' experience in cleaning and landscape.	
6.Equipment and tools inventory which include hoovers, racks, wheelbarrow, mops, scrubbing machine. Due diligence exercise be conducted to verify authenticity of the same.	
7.Proof at least 30 staff training certificates (for both landscaping and cleaning)	
8.Physical address of the bidders offices	
9.Completed and signed bid securing declaration in the format specified in Annex F	
10.A copy of VAT Certificate	
11.A copy of Current Tax Clearance Certificate	

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PART 1 BIDDING PROCEDURES

12. A copy of CR6 showing Company Directors /CR 14	
13. A copy of Certificate of Incorporation or equivalent registration in the country of residence	
14. Valid NSSA Registration	

FAILURE TO COMPLY WITH ANY OF THE ABOVE REQUIREMENTS WILL LEAD TO AUTOMATIC DISQUALIFICATION

The tender should have a table of contents with marked pages

2. Technical evaluation

The Technical Specifications Sheet details the minimum specification of the Service required. The service offered must meet this specification, but no credit will be given for exceeding the specification. The technical evaluation shall consider bidder's compliance with the technical specifications of the tender given below. The technical specifications of the project are broken down into technical components ALL of which must be complied with.

The delivery period required is measured from the date of the signing of the Contract between the Procuring Entity and the Bidder.

3. **Financial evaluation** and comparison to determine the evaluated price of bids and to determine the lowest evaluated bid.

Bids failing any stage will be eliminated and not considered in subsequent stages.

Evaluation criteria

The Procuring Entity's evaluation of a Bid will take into account, in addition to the Bid Price, the following criteria and methodologies.

- (a) **Delivery schedule:** The specified Service are required to be delivered by the date indicated in the Delivery Schedule in Part 2. If the delivery period offered differs from the requirements in the schedule, bidder must state in their bid.
- (b) **Deviation in payment schedule:** The payment schedule is stated in the contract. A Bidder may propose a deviation from the schedule and if the deviation is considered acceptable to the Procuring Entity, the Bid will be evaluated by calculating interest earned for any earlier payments involved in the terms outlined in the Bid as compared with those stipulated in the SCC, at the rate of interest indicated by the Reserve Bank of Zimbabwe on the closing date for submission of bids.
- (c) **Cost of major replacement components, mandatory spare parts, and service:**
Bidders must state the unit prices for these items. The total cost of these items and quantities will be added to the Bid price, for evaluation purposes only.
- (d) **Life Cycle Costs:** An adjustment to take into account the additional life cycle costs for the period specified below, such as the operating and maintenance costs of the Service, including the cost to the Procuring Entity of establishing the minimum service facilities and parts inventories if not available in Zimbabwe, will be added to the Bid price for evaluation purposes only. The adjustment will be evaluated in accordance with the methodology specified below and the following information:
- (e) **Provision of Cleaning and Landscape Service:** Bidders must have traceable proof of experience in a similar project

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PART 1 BIDDING PROCEDURES

Eligibility and Qualification Criteria

Bidder is required to meet these criteria to be eligible to participate in public procurement and to be qualified for the proposed contract. They must therefore provide any available documentation and certify their eligibility in the Bid Submission Sheet. To be eligible, Bidder must

1. have the legal capacity to enter into a contract;
2. not be insolvent, in receivership, bankrupt or being wound up, not have had business activities suspended and not be the subject of legal proceedings for any of these circumstances;
3. have fulfilled their obligations to pay taxes and social security contributions in Zimbabwe;
4. not have a conflict of interest in relation to this procurement requirement, and
5. not be debarred from participation in public procurement;

Origin of Service

All Service and related services must have as their country of origin an eligible country, as specified in the Contract.

Technical Criteria

The Technical Specifications Sheet details the minimum specification of the service required. The service offered must meet this specification, but no credit will be given for exceeding the specification. Marking criteria: Bids MUST be fully compliant with each item specification.

Currency

Bidders should quote in US\$ payable 50% local currency at prevailing rate and 50% USD.

Award of Contract

The lowest evaluated bid to specification after application of any additional evaluation criteria, including any margin of preference, which is substantially responsive to the requirements of this bidding document will be recommended for award of contract. The proposed award of contract will be by issue of a Notification of Contract Award which will be effective until signature of the contract documents. Unsuccessful Bidders will receive the Notification of Contract Award.

Right to Reject

The Procuring Entity reserves the right to accept or reject any Bids or to cancel the procurement process and reject all Bids at any time prior to contract award.

Corrupt Practices

The Government of Zimbabwe requires that Procuring Entities, as well as Bidders and Contractors, observe the highest standard of ethics during the procurement and execution of contracts. In pursuit of this policy:

1. the Procuring Entity will reject a recommendation for award if it determines that the Bidder recommended for award has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for the Contract or been declared ineligible to be awarded a procurement contract; **any conflict of interest on the part of the Bidder must be declared.**

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PART 1 BIDDING PROCEDURES

Annex A

Bid Submission Sheet

{Note to Bidders: Complete this form with all the requested details and submit it as the first page of your Bid. Attach the completed Statement of Requirements and any other documents requested in Part 1. Ensure that your Bid is authorised in the signature block below. A signature and authorisation on this form will confirm that the terms and conditions of this Bid prevail over any attachments. If your Bid is not authorised, it may be rejected. If the Bidder is a Joint Venture (JV), the Bid must be signed by an authorized representative of the JV on behalf of the JV, and so as to be legally binding on all the members as evidenced by a power of attorney signed by their legally authorized representatives.

Bidders must mark as "CONFIDENTIAL" information in their Bids which is confidential to their business. This may include proprietary information, trade secrets or commercial or financially sensitive information}.

Procurement Reference Number:	CBTI 01-26
Subject of Procurement:	
Name of Bidder:	
Bidder's Reference Number:	
Date of Bid:	

We offer to supply the items listed in the attached Statement of Requirements, at the prices indicated on the attached Price Schedule and in accordance with the terms and conditions stated in your Bidding Document referenced above.

We confirm that we meet the eligibility criteria specified in Part 1: Procedures of Bidding.

We declare that we are not debarred from bidding and that the documents we submit are true and correct.

The validity period of our bid is: 90 {Days} from the date of submission.

We confirm that the prices quoted in the attached Price Schedule are fixed and firm for the duration of the validity period and will not be subject to revision, variation or adjustment.

Bid Authorised by:

Signature	Name:
Position:	Date: (DD/MM/YY)
Authorised for and on behalf of:	
Company	
Address:	
.....	

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PART 2: STATEMENT OF REQUIREMENTS

ANNEX B

PART 2: STATEMENT OF REQUIREMENTS

Name of Bidder:

Bidder's Reference Number:

List of Items and Price Schedule

CURRENCY OF BID: US\$

DESCRIPTION	Qty
Provision of cleaning and landscaping services	
Lot 1: Harare North <ul style="list-style-type: none">• Avondale• Highlands• Borrowdale• VHF Eastlea• Runhare• Msasa• TCFL• Lady Stanley Hostel• Epton Yard• Harare Main Exchange• CMOC• Westgate	Lot 1
Lot 2: Harare South <ul style="list-style-type: none">• Chitungwiza Exchange• Glen view Exchange and shop• Southern Exchange• Harare Showground• Ruwa Exchange• Kuwadzana Exchange• Warren Park Exchange• Hatfield Exchange	Lot 2
Lot 3: Bulawayo & Matebeland <ul style="list-style-type: none">• Topyard• Bulawayo Main Exchange and client services• Bellevue• Hwange Exchange• Vic Falls Exchange• Gwanda Exchange• Hillside Exchange	Lot 3

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PART 2: STATEMENT OF REQUIREMENTS

<ul style="list-style-type: none">• Luveve Exchange• Beitbridge Exchange• Northend Exchange• Nkulumane Exchange	
Lot 4: Masvingo & Midlands <ul style="list-style-type: none">• Kwekwe Exchange• Gweru Exchange• Gweru Stores• Chivhu Exchange• Zvishavane Exchange• Masvingo Exchange• Masvingo Stores• Chiredzi Exchange• Chiredzi Stores	Lot 4
Lot 5: Manicaland <ul style="list-style-type: none">• Chipinge Exchange• Mutare Exchange• Mutare Stores• Rusape Exchange• Rusape client services• Marondera Client Services and Exchange• Chimanimani Exchange• Nyanga Exchange	Lot 5
Lot 6: Mashonaland <ul style="list-style-type: none">• Kadoma Exchange and Client Services• Chegutu Exchange• Chinhoyi Exchange• Mazowe Earth Station• Bindura• Karoi• Kariba• Norton	Lot 6

- TELONE RESERVES THE RIGHT TO INCREASE AND DECREASE QUANTITY
- EACH BIDDER MUST SHOW PRICING OF EACH INDIVIDUAL LOT
- THE PRICE TO BE QUOTED IN THE PRICE SCHEDULE MUST BE THE TOTAL PRICE OF THE BID, EXCLUDING ANY DISCOUNT OFFERED

PLEASE NOTE THIS IS FOR TWO YEAR CONTRACT

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PART 2: STATEMENT OF REQUIREMENTS

Annex c
Delivery Schedule

Name of Bidder:

Bidder's Reference Number: CBT1 01-26

{Note to Bidders: If the delivery period offered, or any other details, differ from the requirements below, this should be stated in your tender}.

Item No	Description of goods	Monthly Cost for the service provision	Annual cost of the service provision	Delivery period <i>[to be provided by the Bidder]</i>
1.	For the Provision of Cleaning and Landscape services for: lot 1			
2.	Lot 2			
3.	Lot 3			
4.	Lot 4			
5.	Lot 5			
6.	Lot 6			

2. BIDDERS SHOULD STATE PAYMENT TERMS

NB: TelOne reserves the right to alter quantities

- 1. PLEASE STATE IF THE PRICE INCLUDES OR EXCLUDES VAT.
UNLESS OTHERWISE STATED PRICES WILL BE TAKEN TO INCLUDE VAT**

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PART 2: STATEMENT OF REQUIREMENTS

LOT 1

HARARE NORTH

ITEM	Location	Floor type	Interior services	Exterior services	Number of workers	Provision of cleaning materials/month	Compliant/ Not Compliant
1	Runhare House	Ceramic floor, terrazzo, fitted carpets	Cleaning	Ground maintenance	13 men full time	20 litres floor cleaner, 20 litres toilet cleaner, 20 litres bleach, 16x 750mls window cleaner, 10litres tile/granite stone cleaner, 10 litres stripper and seal, 16x 750mls furniture oil,30x 750mls air freshner, 40litres hand washing liquid/germicidal, 200bin liners, 24 mops, 10litres pinegel NB: Permanent equipment on site 4xhoovers and 2 scubbing machines	
2	Msasa	Fitted carpets, ceramic,grano	Cleaning	Ground maintenance	9 men full time	20litres floor cleaner, 20litres toilet cleaner, 20litres bleach, 16x750mls window cleaner, 10 litres tile/granite stone cleaner, 10litres stripper and seal, 16x750mls furniture oil, 30 x750mls air freshner, 40 litres hand washing liquid/germicidal soap,200 binliners,18 mops,10litres pinegel NB: Permanent equipment on site 2xhoovers and 2 scubbing machines	
3	TCFL	Ceramic,grano, Fitted carpets, terrazzo, vinyl	Cleaning	Ground maintenance	21 men full time	21 sanitary bins, 20litres floor cleaner, 20 litres toilet cleaner, 20litres bleach, 16x750mls window cleaner, 10litres tile/granite stone cleaner, 10litres stripper and seal, 16x750mls furniture polish, 30x750mls air freshner, 40litres hand washing liquid/ germicidal soap, 200 binliners,24 mops, 10litres pinegel NB: Permanent equipment on site 2 x Hoovers, 4 x scubbing machine	
4	Lady Stanley hostel	Ceramic,grano, Fitted carpets, terrazzo, vinyl	Cleaning	Ground maintenance	5 men full time	20 litres floor cleaner, 20 litres toilet cleaner, 20 litres bleach, 16x750mls window cleaner, 10litres tile/granite stone cleaner, 10 litres stripper and seal, 16x750mls furniture polish, 15x750mls air freshner, 40litres hand washing liquid/germicidal soap, 200 binliners, 12 mops	

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						NB: Permanent equipment on site 1xscrubbing machine	
5	Epton Yard	Ceramic,grano, Fitted carpets, terrazzo, vinyl	Cleaning	Ground maintenance	10 men full time	20 litres floor cleaner, 20 litres toilet cleaner, 20 litres bleach, 16x750mls window cleaner, 10 litres tile/granite cleaner, 10 litres stripper and seal, 16x750mls furniture polish, 30x750mls air freshner, 40liotres hand washing, liquid/germicidal soap, 200 binliners,16 mops NB: Permanent equipment on site 2x scrubbing machine , 1x hoovers	
6	Avondale	Ceramic,grano, Fitted carpets, terrazzo, vinyl	Cleaning	Ground maintenance	3 men full time	10 litres toilet cleaner, 3 pledge, 3 airfreshner, 10litres cobra, 10l multi-purpose, 5litres pinegel, 5 mops, 500g channel blocks,	
7	Highlands	Ceramic,grano, Fitted carpets, terrazzo, vinyl	Cleaning	Ground maintenance	2 men full time	5litres multipurpose, 2 mops, 5 litres toilet cleaner, 5litres pinegel, 2 pledge, 2 airfreshner, 1kg channel blocks	
8	Borrowdale	Ceramic,grano, Fitted carpets, terrazzo, vinyl	Cleaning	Ground maintenance	2 men full time	3mops, 1 domestos, 5litres tile cleaner, 10litres toilet cleaner, 4 x750mls pledge, 1kg vim, 2 x750mls air freshner, 5 litres cobra, 5l pinegel, 500g channel blocks,	
9	VHF Eastlea	Ceramic,grano, Fitted carpets, terrazzo, vinyl	Cleaning	Ground maintenance	2 men full time	10litres multi-purpose, 10litres toilet cleaner, 5litres pinegel, 5litres cobra, 3 mops, 2pledge, 500g channel blocks	
10	Westgate	Ceramic,grano, Fitted carpets, terrazzo, vinyl	Cleaning	Ground maintenance	1 men full time	10 litres floor cleaner, 10 litres toilet cleaner, 10 litres bleach, 5 x750mls window cleaner, tile/granite stone cleaner, 5 x750mls furniture oil, 5x750mls air freshner, 10 litre hand washing liquid/germicidal soap, 10 binliners, 3 mops NB: Permanent equipment on site 1 x scrubbing machine	
11	Harare Main Exchange	Ceramic, vinyl,cement floor,grano, fitted carpets	Cleaning	Ground maintenance	9 men full time	20 litres floor cleaner, 20 litres toilet cleaner, 20 litres bleach, 16x750mls window cleaner, 10 litres tile/granite stone cleaner, 10 litres stripper and seal, 16x750mls furniture polish, 30x 7560mls air freshner, 40 litres hand washing liquid/germicidal soap, 200 binliners, 18 mops	

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PART 2: STATEMENT OF REQUIREMENTS

						NB: Permanent equipment on site 3xscrubbing machine, 2xhoovers	
12	CMOC(Julius Nyerere way)	Grano, ceramic,terrazzo	Cleaning	Ground maintenance	3 men full time	10litres floor cleaner, 10 litres toilet cleaner, 10 litres bleach, 5x750mls window cleaner, 10litres tile/granite stone cleaner, 5 litres stripper and seal, 8 x750mls furniture polish, 20x750mls air freshner, 20litres hand washing liquid/germicidal soap, 100 binliners , 6 mops NB: permanent equipment on site 2xscrubbing machines	

LOT 2

HARARE SOUTH CLEANING AND LANDSCAPING

Item	Location	Floor type	Number of floors	Interior Services	Exterior Services	Number of workers	Provision of cleaning materials required/ month	Compliant/ not compliant
1	Chitungwiza Exchange	Vinyl, Parquet, vinyl	2 floors, Ground and 1 st floor + client services	Cleaning	Ground maintenance	3 men full time	1 sanitary bin, 20L Cobra, 20L multi-purpose, 20L tile cleaner, 4 x 350mls pledge, 4 x 350mls air freshner, 1 murara yard broom, 1kg vim, 15 binliners, 2kgs channel blocks, 2 mops	
2	Glen View Exchange & Shop	Ceramic, Parquet, vinyl	1 floor + client services	Cleaning	Ground maintenance	2 men full time	1 sanitary bin, 10L multi-purpose, 10L toilet cleaner, 10L pine gel, 10L Cobra, 1kg vim, 10 binliners, 2x350mls pledge, 2kgs channel blocks, 2 mops	
3	Southerton Exchange	Ceramic, Parquet, vinyl	2 floors, Ground and 1 st floor	Cleaning	Ground maintenance	2 men full time	1 sanitary bin, 10L Pine gel, 10L cobra, 10L multi-purpose, 5 litres liquid soap, 1kg vim, 10 binliners, 2x350mls pledge, 2kgs channel blocks, 2 mops	

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4	Harare Showground	Ceramic	Client services	Cleaning	Ground maintenance	1 men full	10L Pine gel, 5L multi-purpose, 5L toilet cleaner, 2 x350mls pledge, 1kg vim, 10 binliners, 2 x 350ml air freshner, 2 kgs channel blocks, 2 mops,	
5	Ruwa Exchange + Client service	Ceramic	1 floor + client service	Cleaning	Ground maintenance	1 men full time	4 mops, 10 litres multi-purpose, 10 litres toilet cleaner, 1kg channel blocks, 4 pledges, 4x350mls airfreshners,	
6	Kuwadzana Exchange	Ceramic, vinyl,paquet	Normal	Cleaning	Ground maintenance	1 men full time	5L liquid soap, 5L multi-purpose, 5L Cobra,5L Toilet cleaner, 10 binliners, 1kg vim, 2 x 350mls pledge, 1kgs channel blocks, 2 mops	
7	Warren Park Exchange	Vinyl, paquet	Normal	Cleaning	Grounds maintenance	1 men full time	10L multi-purpose,10L toilet cleaner, 10L pinegel, 2 x350mls pine gel, 4 x350mls air freshner, 2kgs channel blocks, 10 binliners, 1kg vim, 2 mops	
8	Harfield Exchange	Ceramic, vinyl, paquet	Normal	Cleaning	Grounds maintenance	1 men full time	5L miulti-purpose, 5L Toilet cleaner, 5L Pine gel, 10L cobra, 2 x 350mls pledge, 2 x350mls airfreshner, 2 mops, 1kg vim, 10bin liners,	

LOT 3

BULAWAYO & MATEBELAND CLEANING AND LANDSCAPING

Item	Location	Floor type	Window level	Interior services	Exterior services	Number of workers	Provision of sanitary bin	Compliant/ not compliant
1	Bellevue Exchange	Ceramic, vinyl,grano	normal	cleaning	Ground maintenance	1 men full time	2x 300mls pledge, 500g channel blocks, 1kg vim,5 litres multi-purpose, 1litre jik, 500g channel blocks,2x300mls air freshner	

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PART 2: STATEMENT OF REQUIREMENTS

2	Hwange Exchange	Ceramic, vinyl, grano	normal	cleaning	Ground maintenance	1 men full time	5litres multipurpose, 5litres toilet cleaner, 5 litres cobra, 500g channel blocks, 500g vim, 2 pledge, 2 airfreshner	
3	Victoria falls Exchange	Ceramic, vinyl, grano	normal	cleaning	Ground maintenance	1 men full time	5 litres multi-purpose cleaner, 5 litres toilet cleaner, 2 litres hard surface cleaner, 5 litres cobra, 1 kg vim, 2x300mls pledge, 2x300mls air freshner,	
4	Gwanda Exchange	parquet	normal	cleaning	Ground maintenance	1 men full time	10litres multipurpose, 1litre hard surface, 10 litres cobra, 30 binliners, 4x500mls furniture oil, 1kg vim, 1kg channel blocks	
5	Hillside exchange	Ceramic, vinyl, grano	normal	cleaning	Ground maintenance	1 men full time	1 sanitary bin, 5l multi-purpose, 5l tile cleaner, 1kg vim, 2x 300mls pledge,	
6	Luveve Exchange	Ceramic, vinyl, grano	normal	cleaning	Ground maintenance	1 men full time	1 sanitary bin, 5l multi-purpose, 2 x300mls pledge, 5l cobra, 1 kg channel blocks, 20 binliners, 1kg vim,	
7	Beitbridge Exchange and client services	Parquet, grano, ceramic	normal	cleaning	Ground maintenance	1 men full time	5 litres multipurpose, 2x350mls pledge, 2x350mls airfreshner, 500g vim, 10 binliners, 500g channel blocks, 2 mops	
8	Northend Exchange	Rubber carpets	normal	cleaning	Ground maintenance	1 men full time	10 multipurpose, 500g channel blocks, 500g vim, 2x350mls pledge, 2x350mls airfreshner, 10 binliners, 2mops	
9	Nkulumane Exchange	vinyl	normal	cleaning	Ground maintenance	1 men full time	10 multipurpose, 500g channel blocks, 500g vim, 10 binliners, 2x350mls channel blocks, 2mops,	
10	Topyard	Ceramic, grano, Fitted carpets, terrazzo, vinyl	normal	cleaning	Ground maintenance	6 men full time	2kgs channel blocks, 2x 300mls pledge, 10litres multi-purpose, 1kg vim, 2 mops,	
11	Bulawayo Main exchange and client services	Ceramic, grano, Fitted carpets, terrazzo, vinyl	normal	cleaning	Ground maintenance	6 men full time	10 litres multipurpose, 4x300mls pledge, 1kg vim, 1kg channel blocks, 20 binliners, 4x350mls airfreshner, 1kg vim, 12 mops	

BIDDING DOCUMENT FOR THE PROVISION OF CLEANING AND LANDSCAPING

PROCUREMENT REFERENCE No: CBTI 01-26

PART 2: STATEMENT OF REQUIREMENTS

LOT 4

MIDLANDS AND MASVINGO REGION CLEANING AND LANDSCAPING

Item	Location	Floor Type	Window level	Interior services	Exterior services	Number of workers	Provision of cleaning materials required/month	Compliant/not compliant
1	Kwekwe Exchange	Parquet, vinyl, grano, ceramic, carpet	normal	cleaning	Ground maintenance	2 men full time	10 litres multipurpose, 5litres hard surface, 500grams vim, 2 mops, 500grams channel blocks, 10 binliners, 2 pledge, 2 airfreshner,	
2	Gweru Exchange	Parquet, vinyl, grano, carpet	normal	cleaning	Ground maintenance	2 men full time	10litres tile cleaner, 10litres toilet cleaner,3 litres pingel, 5 litres cobra, 2 x350mls pledge,1kg channel blocks,	
3	Gweru Stores/ Mkoba/ new post office	Grano and carpet ceramic	normal	cleaning	Ground maintenance	1 man full time	5 litres cobra, 5litres tile cleaner, 500g vim, 500 mls mukwa oil, 2x350mls pledge, 2litres pinegel, 1kg channel blocks	
4	Gweru client services	Tiles, carpet and marble	normal	cleaning	Ground maintenance	1 men full time	5 litres cobra, 5litres tile cleaner, 500g vim, 1litre mukwa oil, 2x350mls pledge, 2litres pinegel, 1kgs channel blocks, 2x350mls airfreshner	
5	Chivhu Exchange	Parquet, vinyl,grano	normal	cleaning	Ground maintenance	1 men full time	1 sanitary bin, 5 litres multi-purpose, 5litres cobra, 2x350mls pledge, 500g channel blocks	
6	Zvishavane Exchange	Parquet,cera mic,grano	normal	cleaning	Ground maintenance	1 men full time	5 litres multipurpose, 10 binliners, 1 litre mukwa oil, 500g channel blocks, 2x300mls pledge,	
7	Masvingo Exchange	Parquet,vinyl, grano	normal	cleaning	Ground maintenance	2 men full time	5 litres cobra, 25 binliners, 1kg vim,5 litres hard surface cleaners, 2x300mls pledge polish, 2x300mls air freshner, 1kg channel blocks, 1litre bleach, 1 litre mukwa oil, 10 litres multi-purpose, 20 binliners	

BIDDING DOCUMENT FOR THE PROVISION OF CLEANING AND LANDSCAPING

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PART 2: STATEMENT OF REQUIREMENTS

Item	Location	Floor Type	Window level	Interior services	Exterior services	Number of workers	Provision of cleaning materials required/month	Compliant/not compliant
8	Masvingo Stores	grano	normal	cleaning	Ground maintenance	1 men full time	5litres multipurpose, 2x300mls airfreshner, 5 litres hard surface, 5 litres toilet cleaner,500g vim, 5 litres cobra, 500g channel blocks, 10 binliners	
9	Chiredzi Exchange, Client services	Parquet, grano, ceramic	normal	cleaning	Ground maintenance	1 men full time	5 litres liquid soap, 10 litres toilet cleaner, 5 litres cobra, 500g channel blocks, 2x300mls pledge, 3 mops, 20 binliners,	
10	Chiredzi Stores	grano	normal	cleaning	Ground maintenance	1 men full time 4 hours 3 days/ week	5 litres liquid soap, 5 litres toilet cleaner,10 binliners, mop, pledge, 2 mops, 500g channel blocks,	

LOT 5

MANICALAND REGION CLEANING AND LANDSCAPING

Item	Location	Floor Type	Window level	Interior services	Exterior services	Number of workers	Provision of sanitary bins	Compliant/not compliant
1	Chipinge Exchange and client services	Ceramic, parquet, vinyl	normal	cleaning	Ground maintenance	2 men full time	5litres pine gel, 5 litres multipurpose, 5 litres dishwasher, 500g channel blocks,2 x350mls pledge, 500g vim, 10 binliners,	
2	Mutare Exchange	Grano, ceramic	normal	cleaning	Ground maintenance	3 men full time	20 binliners, 20l toilet cleaner, 20litres liquid soap, 10 litres pinegel, 5x350mls pledge, 5litres cobra, 5x350mls airfreshner, 3 mops, 1kg channel blocks, 1kg vim,	

BIDDING DOCUMENT FOR THE PROVISION OF CLEANING AND LANDSCAPING

PROCUREMENT REFERENCE No: CBTI 01-26

PART 2: STATEMENT OF REQUIREMENTS

Item	Location	Floor Type	Window level	Interior services	Exterior services	Number of workers	Provision of sanitary bins	Compliant/not compliant
3	Mutare Stores	Grano	normal	cleaning	Ground maintenance	1 men full time	5litres multipurpose, 5 litres toilet cleaner, 3x350mls airfreshner, 10 binliners, 500g channel blocks, 500g vim, 2 pledge,	
4	Rusape Exchange +client services	Grano, ceramic, vinyl	normal	cleaning	Ground maintenance	2 men full time	10 litres multipurpose, 10 litres toilet cleaner, 10 litres pinegel, 10 litres cobra, 5x350mls pledge, 5x350mls air freshner, 15 binliners, 4 mops,	
5	Marondera client services and Exchange	Vinyl, ceramic, and carpet	normal	cleaning	Ground maintenance	2 men full time	5 litres pinegel, 5 litres dishwasher, 5 toilet cleaner, 10litres cobra, 3x350mls air freshner, 3x350mls pledge, 20 binliners, 500g channel blocks	
6	Chimanimani Exchange	Grano, parquet, ceramic, vinyl	normal	cleaning	Ground maintenance	1 men full time	3 litres pinegel, 5 litres toilet cleaner, 5 litres liquid soap, 5 litres cobra, 500g vim, 2x350mls pledge, 2 litres domestos,	
7	Nyanga Exchange	Grano, parquet, ceramic, vinyl	normal	cleaning	Ground maintenance	1 men full time	10litres cobra, 10 binliners, 5 litres liquid soap, 2x350mls pledge, 3 litres pinegel,	

LOT 6

MASHONALAND REGION CLEANING AND LANDSCAPING

Item	Location	Floor Type	Interior services	Exterior services	Number of workers	Provision of sanitary bins	Compliant/ not compliant
1	Kadoma Exchange,	Ceramic, parquet, vinyl	cleaning	Ground maintenance	2 men full time	20litres cobra, 10 litres toilet cleaner, 10litres multipurpose, 2x350mls pledge, 2x350mls	

BIDDING DOCUMENT FOR THE PROVISION OF CLEANING AND LANDSCAPING

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PART 2: STATEMENT OF REQUIREMENTS

Item	Location	Floor Type	Interior services	Exterior services	Number of workers	Provision of sanitary bins	Compliant/ not compliant
	stores, and client services					airfreshner, 1kg vim, 20binliners, 5 litres pinegel	
2	Chegutu Exchange	Ceramic, parquet, vinyl	cleaning	Ground maintenance	1 men full time	10litres liquid soap, 5 litres pingel, 10litres tile cleaner, 10 binliners, 1kg vim, 2x350mls pledge, 2x350mls airfreshner, 5 litres cobra	
3	Chinhoyi Exchange	Ceramic, parquet	cleaning	Ground maintenance	1 men full time	10 litres cobra, 3 litres pinegel, 5 litres liquid soap, 5 toilet cleane, 3x350mls pledge, 3x350mls airfreshner, 1kg vim, 2x375mls hanay andy	
4	Mazowe Earth Station	Ceramic, parquet, vinyl, carpet	cleaning	Ground maintenance	2 men full time	10litres pinegel, 15 litres toilet cleaner, 10litres multipurpose, 10 litres cobra, 2x350mls cobra, 2x350mls airfreshner,	
5	Bindura	Ceramic, parquet, vinyl	cleaning	Ground maintenance	1 men full time	5 litres multi-purpose, 5 litres toilet cleaner, 5 litres pinegel, 2 x350ml pledge, 2 x350mls air freshner, 10 binliners, 5litres cobra,	
6	Karoi	Ceramic, parquet, vinyl	cleaning	Ground maintenance	1 men full time	5 litres liquid soap, 5 litres toilet cleaner, 1kg vim, 2x350mls air freshner, 2x350ml pledge, 20 binliners	
7	kariba	Ceramic,paquet, vinyl	cleaning	Ground maintenance	1 men full time	2x350mls pledge, 5 litres liquid soap, 5 litres pine gel, 5 litres toilet cleaner, 5litres cobra, 2mops, 375mlsx2 hand andy, 2x350mls airfreshner	
8	Norton	Ceramic, parquet, vinyl	cleaning	Ground maintenance	1 men full time	10litres pinegel, 10litre toilet cleaner, 15litres multipurpose, 2x350ml pledge, 20 binlners, 2x350mls airfreshner	

BIDDING DOCUMENT FOR THE PROVISION OF CLEANING AND LANDSCAPING

PROCUREMENT REFERENCE NO: CBTI 01-26

PART 2: STATEMENT OF REQUIREMENTS

General specifications

1. Daily cleaning of offices, canteens, common areas, toilets, lifts and lifts landings, staircases, foyer parking, pavements, genset room, power room, water pump room, ZESA room, PABX room, guardroom, emergency exit stairs and refuse bin areas, exchange rooms, car park, equipment room, battery room, vault and locker rooms
2. Collection and disposal of refuse.
3. Fortnightly cleaning of windows.
4. Daily dusting of office furniture i.e. cleaning of desks, computers, cabinets, shelves and telephone handsets.
5. Daily vacuum cleaning of all carpeted areas.
6. Provision of sanitary bins
7. Collection and disposal of refuse to the refuse cage
8. Provision of brooms, binliners, mops, disinfectant and hoovers
9. Provision of manure for landscape
10. Provision of handwash and cleaning materials
11. Daily maintenance of landscape

Stated Equipment and tools inventory per site shall be physically inspected at all sites during evaluation period and before commencement, failure to comply shall mean disqualification

Bidders must comply with ALL the Technical requirements of Tender.

Non-compliance with any of the above tender requirements will lead to disqualification

BIDDING DOCUMENT FOR THE PROVISION OF CLEANING AND LANDSCAPING

PROCUREMENT REFERENCE NO: CBTI 01-26

PART 2: STATEMENT OF REQUIREMENTS

Declaration by Procurement Executive

I declare that the procurement is based on neutral and fair technical requirements and bidder qualifications.

A handwritten signature in blue ink, appearing to be a stylized name, is written over a light blue rectangular background.

BIDDING DOCUMENT FOR THE PROVISION OF CLEANING AND LANDSCAPING

PROCUREMENT REFERENCE NO: CBTI 01-26

PART 2: STATEMENT OF REQUIREMENTS

Annex E

General Conditions of Contract

Any resulting contract is subject to the Zimbabwe General Conditions of Contract (GCC)

for the Procurement of Service except where modified by the Special Conditions below.

Special Conditions of Contract

Procurement Reference Number: CBTI 01-26

Reference	Special Conditions
1.	Eligible Countries: Service from all countries are eligible.
2	Notices: Any notice shall be sent to the following addresses: For the Procuring Entity, the address shall be as given in the Contract document and the contact shall be at TelOne Runhare House, 107 Kwame Nkrumah Harare, 8 th Floor. For the Contractor, the address shall be as given in the Bid and the contact shall be {state name of contact}
3	Liquidated Damages: Liquidated Damages shall apply. In the case of delays in the delivery of Service, the Contractor will be liable to pay damages of 0.5% of contract price per week of delay up to a maximum of 10% of contract value. If 10% is exceeded, the contract may be cancelled NB. The contractor will not be charged liquidated damages when the delay in delivery or performance is beyond the contractor's control and is not caused by fault or negligence on the part of the contractor.
4	Packing, Marking and Documentation: The service shall meet the following special packing requirements: Items should be wrapped to secure against damages either in cardboard boxes or any reasonable package
5	Insurance: The Service shall be fully insured until full delivery is accepted.

BIDDING DOCUMENT FOR THE PROVISION OF CLEANING AND LANDSCAPING

PROCUREMENT REFERENCE NO: CBTI 01-26

PART 3 CONTRACT

Reference	Special Conditions
6	<p>Inspections and tests: The Purchaser shall have the right at any time to inspect work being undertaken in terms of this contract and to reject such work if it is found to be defective or inferior in quality or in non-compliance to the specifications of the Contract. Should any work be so rejected, then the contractor, shall replace or make goods to the satisfaction of the Purchaser, at his own expense, without alteration to any of the Contractor's liabilities and obligations under the contract.</p> <p>Before proceeding to execute any work, the contractor shall, if so requested, obtain the Purchaser's approval of the manner in which the Contractor proposes to carry out any part of the work and shall furnish any drawing or information the purchaser shall require.</p> <p>The Contractor shall afford the Purchaser all reasonable facilities as may be required to carry out inspections. Any work rejected by the Purchaser shall be marked or segregated in a manner satisfactory to the Purchaser to ensure its identification as rejected work.</p>
7.0	<p>Performance security: The Contractor shall provide a performance security of 10% of the Contract Price. The performance security shall be denominated in the currency of the Contract and issued by a Bank located in Zimbabwe or a foreign Bank through correspondence with a Bank located in Zimbabwe or from another financial institution acceptable to the Procuring Entity.</p>
7.1	<p>Reduction of performance security: Performance security will not be deducted until full delivery.</p>
8.	<p>Warranty: The period of the warranty shall be 12 months.</p>
9.	<p>Failure to remedy a defect: The period allowed to the Contractor to remedy a defect during the period of the Warranty shall be 1 month</p>
10.	<p>Price adjustments: Any price adjustments will be upon agreement by both parties.</p>
11.	<p>Terms of Payment: The structure of payments shall be: 30days</p>

BIDDING DOCUMENT FOR THE PROVISION OF CLEANING AND LANDSCAPING

PROCUREMENT REFERENCE NO: CBTI 01-26

PART 3 CONTRACT

Annex F

Bid securing declaration

{The Bidder must fill in this Form in accordance with the instructions indicated, where it has been stated in the Bidding Procedures that a Bid-Securing Declaration is a requirement of bidding}.

Procurement Reference number: CBTI 01-26

Date:[date (in day, month and year format)]

Bidder’s Reference Number :

To: *{full name of Procuring Entity}*

We, the undersigned, declare that:

We understand that, according to the terms and conditions of your bidding documents, bids must be supported by a Bid-Securing Declaration.

We accept that we may be debarred from bidding for any framework agreement with a Procuring Entity in Zimbabwe for a period of time, if we are in breach of our obligation(s) under the bidding conditions, because:

- (a) we have withdrawn our Bid during the period of Bid validity; or
- (b) having been notified of the acceptance of our Bid by the Procuring Entity during the period of bid validity, we fail or refuse to execute the framework agreement.

We understand this Bid Securing Declaration will expire if we are not the successful Bidder, either when we receive your notification to us of the name of the successful Bidder, or twenty-eight days after the expiration of our Bid, whichever is the earlier.

Signed	Name:
In capacity of:	Date:(DD/MM/YY)
Duly authorised for and on behalf of:	
Company	
Address:	
.....	
Corporate Seal (where appropriate)	

{Note: In case of a Joint Venture, the Bid Securing Declaration must be in the name of all the partners to the Joint Venture that submits the Bid.