



**PREQUALIFICATION OF SUPPLIERS FOR THE SUPPLY OF GOODS & SERVICES
FOR THE YEAR JANUARY 2024 - DECEMBER 2024**

CATEGORY NO.....	
CATEGORY DESCRIPTION.....	
RECEIPT NO	<i>(attach receipt copy)</i>

OCTOBER 2023

Contents

1. PRE-QUALIFICATION INSTRUCTIONS	3
1.0 Introduction	3
Pre-qualification Objective	7
1.1 Registration of Suppliers/Service Providers	7
1.2 Invitation of Pre-qualification	7
1.3 Experience	7
1.4 Pre-qualification Documents	8
1.5 Additional Information	8
2. BRIEF CONTRACT REGULATIONS	8
2.0 Contract Price	8
2.1 Payments	8
3. PRE-QUALIFICATION AND DATA INSTRUCTIONS	8
3.0 Pre-qualification Data Forms	8
3.1 Qualification	8
3.2 Essential Criteria for Pre-qualification	9
3.2.2 Personnel	9
3.2.3 Financial Condition	9
3.2.5 Past Performance Contract	9
3.3 Statement Application	9
3.4 Withdrawal of Pre-qualification	9
3.6 Pre-qualification Documents	11
4. FORM PQ-1 PRE QUALIFICATION DOCUMENTATION	12
5. FORM PQ-2 PREQUALIFICATION DATA	13
6. FORM PQ-4 PAST EXPERIENCE	14
Names of the Applicants Clients in the last 6 months	14
7. FORM PQ-5 SWORN STATEMENT SWORN STATEMENT	16
8. FORM PQ-6 CONFIDENTIAL QUESTIONNAIRE	17
9. FORM PQ-7 LITIGATION HISTORY	20

1. PRE-QUALIFICATION INSTRUCTIONS

1.0 Introduction

CURE Children's Hospital of Zimbabwe intends to undertake an update of its register of suppliers for various goods and services for the year January 2024 - December 2024. Interested and eligible suppliers are invited to apply for pre-qualification, indicating the category of goods and services as they wish to supply. Existing suppliers who wish to be retained must also re-apply and submit information requested in the pre-qualification document.

TENDER NAME: PREQUALIFICATION OF SUPPLIERS FOR SUPPLY OF GOODS & SERVICES FOR THE YEAR JANUARY 2024 - DECEMBER 2024.

CATEGORY NO.	CATEGORY OF GOODS AND SERVICES
A. MEDICAL	
CURE/01/2024	Pharmaceutical Drugs, Medicines and Vaccines.
CURE/02/2024	Orthopedics Supplies (Theatre Screws, Plates, Implants)
CURE/03/2024	Supply and Delivery of Physical medicine and Rehabilitation (Physiotherapy) Supplies-walking aids, wheelchairs etc. Supply of Medical Consumables- Surgical consumables, Sutures, Radiology supplies, Plastic surgery supplies, Anesthesia consumables, etc.
CURE/04/2024	Supply of Imaging Equipment and Accessories
CURE/05/2024	Supply and delivery of Laboratory Supplies and Consumables
CURE/06/2024	Supply, Installation, and Maintenance of Bio Medical, Surgical and other Medical Equipment
CURE/07/2024	Supply of Medical Gases and Related Supplies
B. CONTRACTORS	
CURE/08/2024	General Building Works Contractors-Renovation, Repair and Maintenance of Buildings
CURE/09/2024	Electrical Contractors Power Generator maintenance contractors Uninterrupted Power Supplies (UPS), Stabilizers and Inventors supply & maintenance Contractors
CURE/10/2024	Mechanical (Plumbing & Drainage) contractors

CURE/11/2024	Medical Gas Installations and Maintenance works contractors
CURE/12/2024	Air Conditioning & Refrigeration Equipment Supply & Maintenance Contractors
CURE/13/2024	Contractors for Water related works
CURE/14/2024	Installation and Maintenance of CCTV Equipment, Access Control/Security Solution System, Monitoring, Response and Security Services, Key services
CURE/15/2024	Fire Equipment Supply, Installation & Maintenance
CURE/16/2024	Furniture Contractors and Suppliers Interior Décor Designers and Contractors
CURE/17/2024	Masonry and Carpenters

C. BUILDING CONSULTANTS	
CURE/18/2024	Architectural Consultancy services
CURE/19/2024	Electrical Engineering Consultancy Services
CURE/20/2024	Mechanical Engineering Consultancy Services
CURE/21/2024	Structural Engineering Consultancy Services
CURE/22/2024	Valuers
D. TRANSPORT & LOGISTICS	
CURE/23/2024	Provision of Transport/Haulage, Car Hire and Taxi Services, Hiring of forklift/cranes services
CURE/24/2024	Travel agency, Hotels/Lodges/BnB
CURE/25/2024	Provision of Courier services Provision of Clearing and Forwarding Services
CURE/26/2024	Servicing, Maintenance and Repair of Motor Vehicles, Motorcycles Supply and delivery of Spare Parts, Tires, Tubes and Batteries for Motor Vehicles and Motorcycles
CURE/27/2024	Supply of Petrol, Diesel and Lubricants

E. STATIONERY	
CURE/28/2024	Supply of Print Items- Labels, stickers, Cards, Letter heads & all types of Envelopes. Supply of General Office Supplies
F. ICT	
CURE/29/2024	Supply or Lease, Repair and Maintenance of Desktops, Laptops, Printers, Photocopiers, Servers, Scanners Computer Software and all Computer Accessories (Hard Disk, Screens, Power adaptors, Key Boards etc.) Supply and delivery of, Toners, Toner refill, Cartridges, and other Computer Consumables
CURE/30/2024	Design, supply, Installation, Configuration, Commissioning and Maintenance of Network Infrastructure Supply of Telephones and Telecommunication Equipment, Audio Visual Equipment and Accessories
CURE/31/2024	Information System Solution, Website design, Mirroring and Hosting
CURE/32/2024	Application development
CURE/33/2024	Provision of Software Licenses – Operating systems, utility software, Database
CURE/34/2024	Maintenance Services – Hardware & software maintenance contracts
G. MARKETING	
CURE/35/2024	Promotional Items - e.g. Polo Shirts & T-Shirts, Umbrellas, Caps & Gift Bags & Water Bottles, Executive Pens, Flash disks, Branding and Signages-Window Graphics Supply and delivery of General Office & Printed Stationery and Published Materials (hospital designed forms/books/booklets) Printing- Diaries, Notebooks, Calendars, Flyers & posters etc.
CURE/36/2024	Events- Tents and Décor, PA Systems etc.
CURE/37/2024	Activations- Street Activations, Mall Activations etc.

H.CATERING/KITCHEN	
CURE/38/2024	Supply and delivery of Fresh Meat, Fish, Poultry and Poultry Products
CURE/39/2024	Supply and delivery of Fresh Farm Produce (Fruits and Vegetables)
CURE/40/2024	Supply and delivery of Cereals, Kitchen Dry Food and Related Products, Supply and delivery of Dairy Products Supply and delivery of Soft Drinks and other Packaged Beverages/Bottled Mineral Water Supply and delivery of Bread, Cakes, other Baked Products and Baking ingredients
CURE/41/2024	Supply and delivery of Cutlery and Crockery (including Disposables)
CURE/42/2024	Supply and delivery of Liquefied Petroleum Gas, Cooking Gas,
I. HOSPITALITY/HOUSEKEEPING	
CURE/43/2024	Supply and delivery of Staff Uniforms, Protective Clothing and Personal Protective Equipment (PPE) i.e. Safety shoes, Helmets, Gloves, Goggles, etc.
CURE/44/2024	Supply and delivery of Cleaning Materials, Soap, Detergents & Disinfectants Supply and delivery of General Housekeeping Materials (mops, polish, wash buckets, brooms, disposable bags, Sanitary Bins etc.)
CURE/45/2024	Provision of Sanitary Services Supply and delivery of Toiletries, Basins, Slippers, Towels, Pampers and Maternity Sanitary Towels Supply and delivery of Hospital Linen, Beddings and Drapery
CURE/46/2024	Provision of Fumigation and Pest Control Services
J. HARDWARE	
CURE/47/2024	Supply and delivery of Hardware items/Building Materials, Paints, Plumbing, Electrical Items, etc.
K. OTHERS	

CURE/48/2024	Provision of Management Consultancy Services; Human Resource, ICT, Audit, Legal, Tax, Accountancy, Occupational Health & Safety etc.
CURE/49/2024	Provision of Insurance Brokerage/Comprehensive Services
CURE/50/2024	Landscaping

INSTRUCTIONS

1. The supplier registration process shall be completed online via the SRM eProcurement Portal.
2. Interested bidders will access and register on <http://www.srmhub.com>. More information and step-by-step application process is available on “supplier’s dashboard”
3. A non-refundable fee of \$25USD **per category** is payable through Bank Transfer/Deposit to **our STANBIC BANK account**, Account Name **ZIMBABWE ORTHOPAEDIC TRUST**, Account No. **9140001346252, Minerva Branch. Payment reference to be put as “BP Number:00000000, FY24 Supplier Registration”** Deposits can be made at any STANBIC branch nationwide.
4. Upon payment of the fee above, the Tenderer shall notify the hospital of the payment via email address on procurement.zimbabwe@cureinternational.org and the Hospital shall confirm receipt of payment and attach the receipt.
5. The original receipt showing proof of payment should be attached to the prequalification documents at the point of submission.
6. CURE Children’s Hospital reserves the right to accept or reject any application partially or in whole without giving any reasons in decision made.
7. If there are any questions, forward them to procurement.zimbabwe@cureinternational.org or call +2638677192320 and request to talk to the procurement department (**NB: No soliciting**)

Pre-qualification Objective

The main objective of prequalification is to maintain a register of suppliers and service providers to CURE, on “as and when required” basis, through quotations for the Financial Year 2023 to 2024.

1.1 Registration of Suppliers/Service Providers

CURE will only register those suppliers/service providers who meet the criteria as spelt out in this document.

1.2 Invitation of Pre-qualification

Suppliers/service providers registered with the Registrar of Companies under the Laws of Zimbabwe concerning merchandise or services are invited to submit the pre-qualification documents Online via SRM Hub Portal, to be pre-qualified for submission of quotations. The prospective suppliers/service providers must provide the mandatory information for pre-qualification.

1.3 Experience

Prospective suppliers/service providers must have undertaken successful supply and delivery of similar items/services for at least 6 months. Potential suppliers/service providers must demonstrate willingness and commitment to meet pre-qualification criteria.

1.4 Pre-qualification Documents

This document includes questionnaire forms and documents required of prospective suppliers/service providers. In order to be considered for pre-qualification suppliers/service providers must provide all information herein requested.

1.5 Additional Information

CURE Children's Hospital of Zimbabwe reserves the right to request submission of additional information from prospective bidders.

1.6 Request for Proposals/Quotations will be made available only to those bidders whose qualifications are accepted by CURE Children's Hospital of Zimbabwe after scoring more than 70 points on completion of the pre-qualification evaluation process.

2. BRIEF CONTRACT REGULATIONS

2.0 Contract Price

The contract shall be of unit price type or cumulative unit price and quantities required. Quantities may increase or decrease as determined by demand.

2.1 Payments

All purchases shall be on credit for thirty (30) days or as may be stipulated in the Contract Agreement.

All payments are made through bank or mobile money transfer.

3. PRE-QUALIFICATION AND DATA INSTRUCTIONS

3.0 Pre-qualification Data Forms

The attached questionnaire forms PQ-1, PQ-2, PQ-3, PQ-4, PQ-5, PQ-6, PQ-7 are to be completed by prospective suppliers/service providers who wish to be pre-qualified for submission of quotations for the specific tender.

3.0.1 Pre-qualification forms not filled out completely and submitted in the prescribed manner will not be considered. All documents that form part of the proposal must be written in English.

3.1 Qualification

- 3.1.1** It is understood and agreed that the pre-qualification data on prospective bidders is used by CURE Children's Hospital of Zimbabwe in determining, according to its sole judgment and discretion, the qualifications of prospective bidders to perform in respect to the Tender Category as described by the client.
- 3.1.2** Prospective bidders will not be considered qualified unless in the judgment of CURE Children's Hospital of Zimbabwe, they possess capability, experience, availability and suitability or working capital to satisfactorily execute the contract for the supply of goods and services.

3.2 Essential Criteria for Pre-qualification

- 3.2.1** (a) Prospective bidders must have at least 6 months experience in the supply of goods and services and allied items. Potential suppliers must show competence, willingness and capacity to service the contract.
(b) Prospective suppliers must demonstrate special experience and capability to organize supply and deliver items, or services at short notice.

3.2.2 Personnel

The names and pertinent information of the personnel to execute the contract must be indicated in form PQ-3.

- 3.2.3** Special consideration will be given to the financial resources available as working capital, taking into account the amount of uncompleted orders on contact and work in progress. These should be provided on Form PQ-4. However, potential bidders should provide evidence of financial capability to execute the contract.

3.2.4 Past Performance Contract

Past performance will be given due consideration in pre—qualifying of bidders. Letters of reference from past customers must be included in Form PQ-6

3.3 Statement Application

Statement Application must include a sworn statement (Form PQ-8) by the tenderer vouching for the accuracy of the information provided.

3.4 Withdrawal of Pre-qualification

Should a condition arise between the time the firm is pre—qualified to bid and the bid opening date which could substantially change the performance and qualification of the bidder or the ability to perform such as but not limited to bankruptcy, change in ownership or new commitments, CURE reserves the right to reject the tender from such a bidder, even though they may have been initially pre-qualified.

3.5 The firm must have a fixed Business Premise and be registered in Zimbabwe, with Certificate of Registration, Incorporation/Memorandum and Articles of Association, copies of which must be provided.

3.5.1 The firm must show proof that it has met all its statutory obligations and has current Tax Clearance Certificate

3.6 Pre-qualification Documents

All these are **MANDATORY** and failure to attach any of the documents will lead to an automatic disqualification.

	Required Information	Form Type
1	Registration Document	PQ-1
2	Pre-qualification Data	PQ-2
3	Financial Position	PQ-3
4	Past Experience	PQ-4
5	Sworn Statement	PQ-5
6	Confidential Questionnaire	PQ-6
7	Tax Compliance	PQ-7

4. FORM PQ-1 PRE QUALIFICATION DOCUMENTATION

All firms must provide:

- a) Copies of Certificate of Registration or Incorporation
- b) Copy of VAT Registration Certificate (if registered for VAT)
- c) Current/Valid Tax Clearance Certificate from Zimbabwe Revenue Authority
- d) List of ongoing contracts (goods/services), product list.
- e) Letters of recommendation from at least three of your major clients indicating contact person(s) and their telephone number.
- f) Bank references/ mobile money details.
- g) Company profile that shall include details of the management team.
- h) Transport firms must attach evidence of having taken all the insurance covers.
- i) Where mandatory for service provision, each firm must provide evidence of registration with Professional bodies/Authorities.
- j) Air Ticketing firms must be registered
- k) Pharmaceutical firms should be registered with MCAZ

N/B: Prospective suppliers must have premises, valid trading license and meet all other Government of Zimbabwe requirements to engage in business. Those that are exempt from this requirement should provide the proof.

5. FORM PQ-2 PREQUALIFICATION DATA

1. Service Provider Identification:

Legal Name of Firm _____

Trading Name of Firm _____

Post Office Address _____

Legal Office Address _____

City _____ Country _____

Cellphone Number _____

Landline Number _____

Contact Person _____

Title _____

2. Organization & Business Information

Management Personnel _____

3. Bank Reference and Address

6. FORM PQ-4 PAST EXPERIENCE

Names of the Applicants Clients in the last 6 months

1. Name of 1st Client (Organization)

i) Name of Organization _____

ii) Address of Organization _____

iii) Name of Contact Person at the Organization _____

iv) Telephone Number of Organization _____

v) Value of Contract _____

vi) Date of Contract (Date) _____

2. Name of 2nd Client (Organization)

i) Name of Organization _____

ii) Address of Organization _____

iii) Name of Contact Person at the Organization _____

iv) Telephone Number of Organization _____

v) Value of Contract _____

vi) Date of Contract (Date) _____

3. Name of 3rd. Client (Organization)

i) Name of Organization _____

ii) Address of Organization _____

iii) Name of Contact Person at the Organization _____

iv) Telephone Number of Organization _____

v) Value of Contract _____

vii) Date of Contract (Date) _____

7. FORM PQ-5 SWORN STATEMENT
SWORN STATEMENT

Having studied the pre-qualification information for the above project we/I hereby state:

- a) The information furnished in our application is accurate to the best of our knowledge.
- b) That in case of being pre-qualified we acknowledge that this grants us the right to participate in due time in submission of a tender or quotation on the basis of provisions in the tender or quotation documents to follow.
- c) When the call for Tenders/Quotations is issued and the legal technical or financial conditions or the contractual capacity of the firm changes we shall inform you and acknowledge your right to review the pre-qualification made.
- d) We enclose all the documents and information required for the prequalification evaluation.

Date: _____

Applicant's Name _____

Represented By _____

Signature _____

(Full name and designation of the person signing and stamp or seal)

8. FORM PQ-6 CONFIDENTIAL QUESTIONNAIRE

You are requested to give the particulars indicated in part 1 and either part 2(a) 2(b) or 2(c) whichever applies in your type of business. You are advised that it is a serious offence to give false information on this Form.

PART 1 GENERAL

Business Name _____

Location of Premises _____

Street/Road _____

Postal Address _____

Telephone No _____

Nature if Business _____

Business Partner No _____

Maximum value of business which you can handle at one time in USD\$ _____

Name of your Bankers _____ Branch _____

PART 2 (A) – SOLE PROPRIETOR

Full Name _____ Age _____

Nationality _____ Country of Origin _____

Citizenship Details _____

PART 2 (B) – PARTNERSHIP

Name	Nationality	Citizenship	Details	Shares
1)	_____			
2)	_____			
3)	_____			
4)	_____			
5)	_____			

PART 2 (C) – REGISTERED COMPANY

Private or Public

State the nominal and issued capital of the company

Nominal USD _____

Issued USD _____

Give details of all directors as follows:

Name	Nationality	Citizenship	Details	Shares
1)	_____			
2)	_____			
3)	_____			

4) _____

5) _____

Date _____

Signature & Stamp of Tenderer _____

If Zimbabwean Citizen indicate under Citizenship Details whether by Birth, Naturalization or Registration.

