

**REQUEST FOR QUOTATIONS**

**OUR REF: MMCZ/RFQ 110/2023**

To: All suppliers

Closing date: 20/06/2023

Publication Date: 15/06/2023

Closing time: 10:00 hours

Return Quotation to:  
Procurement Management Unit  
MMCZ Building, 90 Mutare Road  
Msasa, Harare

Contact details  
+263 (242) - 487 200-4

ITEM	DESCRIPTION OF REQUIREMENTS	QUANTITY	COST OF SERVICING
1	Provision of repairs and maintenance services on CCTV equipment for a contract period of one year under a Service Level Agreement:		Per service
	Harare	2NVRs 25 Cameras (Tender Facility) 46 Cameras (Main) 2km Electric Wire 1 Electric Door 20 Biometric Access Control 4 Boom gates 4Traffic control lights	
	Gweru	1NVR 3 Cameras	
	Hwange	1NVR 5 Cameras	
	Kwekwe	1 NVR 20 Cameras 4Km Electric Fence 2 Biometric Access Control	
	Zvishavane	1NVR 3 Cameras	

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UNIT  
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**EVALUATION CRITERIA**

**1. PRELIMINARY EVALUATION**

Submit copies of the following documents

- Current proof of registration with the Procurement Regulatory Authority of Zimbabwe in the specified category Copy (attach a copy of the PRAZ registration certificate)
- Copy of a valid Tax Clearance Certificate from ZIMRA
- CR14/CR6 showing the list of Directors
- Valid NSSA Clearance Certificate
- Comprehensive Company profile
- At least three traceable trade references from customers who have received similar or related services in the past three years or currently receiving similar services. MMCZ will not be considered as a referee. The letters should be on the company's letterhead and signed/stamped.
- Bidder should submit at least two (2) curriculum vitae for the technical personnel including the supervisor showing experience and qualifications and attach copies of relevant certifications.
- This procurement is not divided into lots.

**2. TECHNICAL EVALUATION**

Subject	Requirement	Bidder to signify acceptance by indicating yes/no
Services to be performed	The contractor shall be responsible for the following: a) to maintain/service CCTV equipment as and when the need arises.	
	b) to assess faults and make recommendations on the way forward.  In case of replacement and new installations, the Corporation shall obtain at least three quotations and or adopt the appropriate procurement method	
	c) For routine services, MMCZ shall issue a purchase order; the service provider shall carry out services based on contracted prices.	
	d) keep a history of maintenance and repairs log sheets for each CCTV and send the log sheets to the relevant office which shall be communicated	

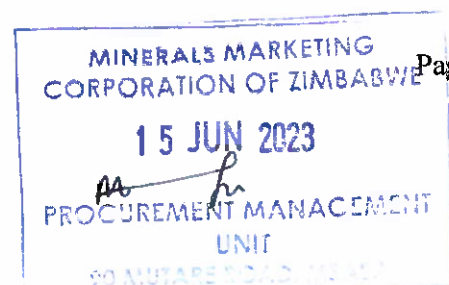
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<b>Location(s)</b>	The services and repairs shall be performed at MMCZ head office, 90 Mutare Road, Msasa and satellite offices in Kwekwe, Gweru, Zvishavane and Hwange	
<b>Time of performance</b>	The services and repairs shall be performed during working days unless emergency cases occur. Ordinary service should not take more than two days.	
<b>Duration of contract</b>	The service Level Agreement shall be for one calendar year.	
<b>Personnel</b>	It is envisaged that the bidder will provide skilled and qualified manpower with at least three (3) years' experiences to carry out the services and repairs for the CCTV Equipment. Bidder should submit at least two (2) curriculum vitae for the technical personnel and the supervisor showing experience and qualifications and attach copies of relevant certifications.	
	MMCZ shall require a dedicated qualified senior officer with at least four (4) years' experiences in services and repairs of CCTV equipment responsible for handling the contract to ensure efficient quality and best value for money service delivery to the Corporation.	
<b>Equipment and facilities</b>	The bidder should have facilities in the form of office. Bidder should provide evidence of availability of offices through copy of title deed/ lease or recent utility bill not older than three months.	
<b>Qualification and experience of the firm</b>	To give background history of firm and number of years of in maintaining CCTVs with a minimum of five (5) years	
	Contact details of at least three reputable organisations where the bidder has offered services and repairs in the past three (3) years	
<b>Supervision of performance</b>	MMCZ will supervise the performance of the service provider during the tenure of the Service Level Agreement. The supervision of performance shall be done through the supervision checklist agreed upon. All work must be executed by or under the supervision of a qualified technician.	

### 3. FINANCIAL EVALUATION

Bidders are required to quote for the following key components,


#### 3.1 CALL-OUT FEES



DESCRIPTION	COST IN US\$
Local call-out charge	
Mileage/km for satellite offices	
Labour charge/hr	
Other service costs (provide brief description)	

3.2

1. Quotations should be in US\$ Nostro, payment shall be the same (based on prevailing policies)

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