



## PROVISION OF CLEANING SERVICES

PROCUREMENT REFERENCE NUMBER: ACZ/LOCAL/RFP/02/2024

### COMPLUSORY SITE VISIT DATES:

ROBERT GABRIEL MUGABE INTERNATIONAL AIRPORT	:	19/01/2024 @1000 hours
VICTORIA FALLS INTERNATIONAL AIRPORT	:	23/01/2024 @1000 hours
JOSHUA MQABUKO NKOMO INTERNATIONAL AIRPORT	:	25/01/2024 @1000 hours

CLOSING DATE: 16 FEBRUARY 2024

CLOSING TIME: 1000 HOURS



Standard Bidding Document  
for the Procurement of : PROVISION OF CLEANING SERVICES

Procurement Reference No : ACZ/LOCAL/RFP/02/2024

Procuring Entity : AIRPORTS COMPANY OF ZIMBABWE  
(PRIVATE) LIMITED

Date of Issue : 12 JANUARY 2024

Closing date : 16 FEBRUARY 2024

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## PART 1: BIDDING PROCEDURES

### 1.1 References

The definitions used in the Public Procurement and Disposal of Public Assets Act (PPDPA) [Chapter 22:23] ("the Act"), the Public Procurement and Disposal of Public Assets (General) Regulations (Statutory Instrument (S.I) No. 5 of 2018) ("the Regulations") and the General Conditions of Contract for the Procurement of Non-Consultancy Services apply to this Standard Bidding Document. The Act and the Regulations govern the submission of Bids and should be read by all Bidders.

In line with Section 14 of the PPDPA Act [Chapter 22:23] No. 5 of 2017 as read in conjunction with section 10(3)(a) and Schedule 2 (section 8(5)(a) of the PPDPA (General) Regulations [S.I No. 5 of 2018), the Airports Company of Zimbabwe (Private) Limited (ACZ) is inviting Bids from reputable and experienced Companies for the **Provision of Cleaning Services**.

In compliance with Section 27(1) and (2) of the PPDPA, the ACZ has detailed the technical proposal requirements for the **Provision of Cleaning Services**.

The Evaluation of the Proposals to be received for this Tender shall be done in compliance with Section 4(1) of the PPDPA Act to ensure the achievement of transparency, fairness, honesty, competition among Bidders, fair and equitable treatment of all Bidders, promotion of integrity, achievement of environmental, social and economic requirements of the procurement law.

The successful Service Provider will be required to enter into a contract with ACZ which will conform to the requirements of sections 78 to 89 of the PPDPA Act.

You are advised to carefully read the complete Bidding Document, as well as the General Conditions of Contract which are available on the Procurement Regulatory Authority of Zimbabwe (PRAZ) website, before preparing your Bid. 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.

### 1.2 Procurement Reference Number: ACZ/LOCAL/RFP/02/2024

### 1.3 Preparation of Bids

Bidders are requested to bid for the items described in the Statement of Requirements below, by completing and returning the following documentation:

- i. The Bid Submission in Part 1.
- ii. A copy of documentation necessary to demonstrate bidder's eligibility in terms of section 28(1) of the Regulations.
- iii. Supplier Registration number showing that bidder is registered with PRAZ.
- iv. A bid security bond in the format specified in Part 1.
- v. A copy of:-
  - CR 6 Form or CR 14 (showing directors).
  - CR5 Form (showing the business physical address).



- Certificate of Incorporation.
  - Valid Current Tax Clearance Certificate.
  - Detailed company profile showing the nature of the business.
  - Proof of Registration with the National Social Security Authority.
- vi. Attach copy of ISO 9001 standards certification.
- vii. At least four (4) trade reference letters on client's letter heads where the Bidder provided cleaning services in the last five (5) years excluding ACZ. Two (2) references must be listed entities or Government entities and two (2) of the references should demonstrate areas of high traffic movement or highly frequented public areas. All the stated references must clearly demonstrate the bidder's capacity of having provided services to institution of a similar scope and size, giving name of contact person, telephone number and/or email address. The Bidder must submit testimonials and reference letters from the clients for each of the four (4) contracts/references given above.
- viii. Bidders are also required to **pay the administration fee of US\$350.00 payable by bidders for bids subject to prior review by the Special Procurement Oversight Committee** in terms of section 54 of the PPDA Act and as set out in Part IV of the Fifth Schedule to the Regulations. **Payment will be done to the PRAZ portal.**

#### 1.4 Lots and Packages

This procurement requirement shall be divided into lots as indicated in Part 2, Statement of Requirements. Bidders are allowed to bid **for all three (3) Lots, but award is limited to one (1) Bidder per lot**. A 5% price variation will be allowed if one (1) Bidder is successful on more than one (1) Lot. ACZ reserves the right to award any successful bidder if it is deemed to add value to the procuring entity. The Lots are as follows:

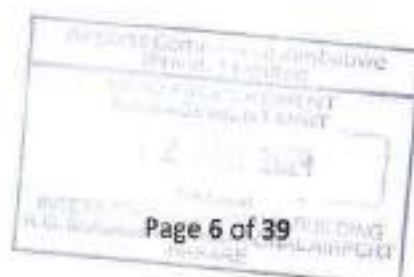
- i. Lot 1: Robert Gabriel Mugabe International Airport,
- ii. Lot 2: Victoria Falls International Airport
- iii. Lot 3: Joshua Mqabuko Nkomo International Airport

#### 1.5 Number of Bids Allowed

No Bidder may submit more than one (1) Bid, either individually or as a joint venture partner in another Bid, except as a subcontractor. Where the requirements are divided into lots and packages, only one (1) Bid can be submitted. A conflict of interest will be deemed to arise if Bids are received from more than one (1) Bidder owned, directly or indirectly, by the same person.

#### 1.6 Clarification

Clarification of the bidding document may be requested in writing by any Bidder up to 06 February 2024 to:



### The Procurement Management Unit

2<sup>nd</sup> Floor Domestic Terminal Building  
Robert Gabriel Mugabe International Airport  
P. Bag 6002

Harare.

Telephone: 0242 575825/575662/3/7/8

Email: [tenders@acz.co.zw](mailto:tenders@acz.co.zw)



### 1.7 Documents Establishing Conformity of Services

To establish the conformity of the services to the Bidding Document, the Bidder must furnish as part of its Bid, a proposed methodology, work plan and schedule to establish that the services will be carried out in accordance with the required technical specifications and quality standards. Standards for the provision of the Non-Consulting Services are intended to be descriptive only and not restrictive. The Bidder may offer in the Statement of Methodology, Work Plan and Schedule in this Part other standards of quality, provided that it demonstrates to the Procuring Entity's satisfaction, that the substitutions ensure substantial equivalence or are superior to those specified.

### 1.8 Evaluation of Proposals:

The evaluation of proposals will use the evaluation methodology as detailed below:

- a. Preliminary examination to confirm that all documents required have been provided, to confirm the eligibility of consultants and to confirm that the Consultant has accepted all terms and conditions without material deviation or reservation.
- b. Technical evaluation to assess the technical quality of proposals against the criteria.
- c. Financial evaluation.
- d. Compulsory Security vetting checks after tender award.

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

### 1.9 Eligibility and Qualification Requirements

Bidders are required to meet the criteria in section 28 of the PPDPA Act and section 28 (1) of the Regulations to be eligible to participate in public procurement and to be qualified for the proposed Contract. Therefore.

- a) Bidders must have the legal capacity to enter into a contract; **Bidders are requested to attach:**
  - i. **A copy of the CR6 or CR14 form (showing list of directors),**
  - ii. **A copy of CR5 form (showing the business physical address) and**
  - iii. **A copy Certificate of Incorporation.**
- b) Bidders must have fulfilled their obligations to pay taxes and social security contributions in Zimbabwe; **Bidders must attach:**
  - i. **Valid copy of Tax Clearance Certificate and**
  - ii. **A Proof of Registration with the National Social Security Authority.**

- c) Bidders must not have any conflict of interest in relation to this procurement requirement therefore, Bidders must declare in writing whether they have or have no conflict of interest in relation to this procurement requirement; **Bidders are required to complete the attached Declaration form "Annexure A" on Conflict of Interest, Annexure D** of the bidding document.
- d) Bidders must not be debarred from participation in public procurement under section 72 (6) of the Act and section 74(1) (c), (d) or (e) of the Regulations or declared ineligible under section 99 of the Act; **attach current copy of registration or renewal of registration with PRAZ ([www.praz.org.zw](http://www.praz.org.zw))**.
- e) Bidders must attach at least four (4) trade reference letters on client's letter heads where the Bidder provided cleaning services in the last five (5) years excluding ACZ.
- f) Participation in this bidding procedure is open to Zimbabwean (Domestic) bidders

### 1.10 Check list of the Evaluation criteria

No.	Evaluation Criteria	Tick if submitted/ completed
1.	Submit completed Bid Submission Sheet in Part 1.	
2.	Documentation necessary to demonstrate eligibility in terms of section 28 (1) of the Regulations; -	
2.1	Copy of CR6 Form or CR 14 Form (showing list of directors).	
2.2	Copy of CR5 Form (Showing business physical address).	
2.3	Copy of Certificate of Incorporation.	
2.4	Current copy of Tax Clearance Certificate as proof of compliance with the Zimbabwe Revenue Authority (ZIMRA) must be attached.	
2.5	Attach current proof of registration with the National Social Security Authority (NSSA)	
2.6	Submission of a detailed Company Profile showing the nature of the business.	
2.7	At least four (4) references on client's letter heads where the Bidder provided security services in the last five (5) years excluding ACZ, two (2) must be a listed entities or Government entities. Two (2) of the references should demonstrate areas of high traffic movement or highly frequented public areas.	
2.8	Bidder must be registered with PRAZ on the cleaning services category (attach proof of registration).	



No.	Evaluation Criteria	Tick if submitted/ completed
2.9	Bidders must declare in writing whether they have or have no conflict of interest in relation to this procurement requirement (completion of Annexure "D", Declaration Form).	
2.10	Participation in this bidding procedure is open to Zimbabwean bidders only	
2.11	Attach proof of payment of the Bid security in the format specified in Part 1.	
2.12	Attach proof of payment of the non-refundable establishment fee (If Option 3 was chosen by the Bidder).	
2.13	Attach proof of payment of the Special Procurement Oversight Committee (SPOC) fees.	
2.14	Bid Validity Period of 90 days must be stated.	
2.15	Submission of three (3) copies of bid documents.	
2.16	Prospective Bidders shall be required to include a copy of the signed Site Visit Certificate	
2.17	Attach copy of ISO 9001 standards certification.	
3.	Responsiveness to Technical Specifications in the Statement of Requirements. Bidders must state compliance to given requirements /specifications.	
4.	Price of offer must be clearly stated per Lot. Bids must be priced in United States Dollars (US\$). Payment shall be made in ZWL\$ using the prevailing Reserve Bank of Zimbabwe (RBZ) interbank rate.	
5.	Payment Terms: Bidders are required to state payment terms. If not stated the bidder will be deemed to be compliant with the stipulated terms under Part 3, Special Conditions GCC30.1, page 71 of the bidding document	
6.	The lowest evaluated tender to specifications or most economically responsive tender shall be accepted. ACZ may share the award among compliant bidders.	

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

### 1.11 Validity of Bids

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



### 1.12 Submission of Bids

Proposals must be submitted in sealed envelopes on the address below, no later than the date and time of the deadline below. It is the Bidder's responsibility to ensure that bids are recorded and signed for in the ACZ, PMU tender receipt book confirming submission of their bid that has correct details of the Bidder and the number of the Bid. The Bidder must mark the envelope with the Bidder's name and address and the Procurement Reference Number.

*The Bids must be submitted in triplicate and Bidders must prepare one (1) set of original of the documents comprising the Bid and clearly mark it "ORIGINAL. The other two (2) copies must be clearly marked "COPY." In the event of any discrepancy between the original and the copies, the original will prevail.*

Late bids will be rejected. The ACZ 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 :** 16 February 2024 **Deadline Time: 1000 hours (CAT)**

**Addressed to:** **The Chief Executive Officer**  
**Airports Company of Zimbabwe (Pvt) Ltd**  
**3<sup>rd</sup> Level International Terminal Building**  
**Robert Gabriel Mugabe International Airport**  
**Harare**

**Submitted to:** **PMU Reception, 2nd Floor, West wing.**  
**Domestic Terminal Building**  
**Robert Gabriel Mugabe International Airport,**  
**Harare**

**Means of acceptance:** Sealed bids are to be recorded at the **PMU Reception 2nd Floor Domestic Terminal Building** and placed in a marked bid box.

### 1.13 Bid Opening

Bidders will be allowed only one (1) representative to witness the opening of bids which will take place at the submission address immediately following the deadline.

### 1.14 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.



### 1.15 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 in the Price Schedule included in Part 2: Statement of Requirements.

### 1.16 Bid Security/ Bond

The Bidder must include:

A refundable bid security/bond of USD **1,000.00** in the following forms

Option 1 ----- A certified Bank Cheque

Option 2 ----- A Bank Guarantee

Option 3 ----- A Cash Deposit to the PRAZ.

A bank guarantee issued by a registered **commercial bank**.

The Bid bond obtainable from PRAZ is issued upon payment of a non-refundable Bid Bond Establishment fee of **USD200.00 payable to the PRAZ**.

**Any bid not accompanied by a Bid Security in accordance with section 26 (3) of the Regulations will be rejected by the Procuring Entity as non-responsive.**

### 1.17 Preparation of Technical Proposals

Item	Heading	Evaluation Indicator	Notes	Minimum Criteria
1	Company Experience	Company Establishment Date	Company Profile indicating establishment date	5 Years
		Work experience (Projects of similar scope) (at least four (4) projects)	Provide proof of successful cleaning services carried out in the last five (5) years. Provide names and address of client, contact person(s), date of assignment, resource persons for each assignment, with accompanying reference letters.	5 Years of incorporation  1. List of contracts 2. Contact person(s) 3. Date of assignment 4. Supported by a reference letter from the clients. 5. Two (2) entities must be Government entities and two (2) must demonstrate experience in areas of high traffic movement or highly frequented public areas.



Item	Heading	Evaluation Indicator	Notes	Minimum Criteria
2	Company Proposal	Methodology	A proposed methodology	The Bidder must propose on how they intend to undertake this service including the evaluation of the detailed ToRs which are at part 2
	Technical Capacity	Automated Cleaning Equipment to be used	Type and number of automated cleaning Equipment to be used per airport taking into consideration the size and floor area of the airport	Type and number of automated cleaning Equipment to be used per airport taking into consideration the size and floor area of the airport. Attach machine data sheet with full specifications
		Timeframe for provision of heavy-duty equipment	At least one (1) Month	One (1) month
3.	Personnel Experience and Qualifications	Staff Qualification	<ul style="list-style-type: none"> <li>i. Management Staff- at least two (2) (taking into consideration the size and frequency of the airport)</li> <li>ii. Supervisory Staff- at least three (3, taking into consideration the size and frequency of the airport)</li> <li>iii. Technical Staff - at least five (5)</li> </ul>	Bidders shall provide Curriculum Vitae (CVs) and testimonials for key staff who shall be directly involved when providing the service (Managerial, Supervisory and Technical)
4.	Corporate Vetting		Security vetted fingerprints for the company directors.	Security vetted fingerprints for the company directors.

### 1.18 Preparation of Financial Proposal

Bidders are required to prepare the Financial Proposal including the cost of achieving the milestones in their Technical Proposals as per the list of services and price schedule in this tender document.

### 1.19 Currency

Bids must be priced in United States Dollars (US\$). The currency for evaluation will be US Dollars. Payment for services provided will be made in the ZWL\$ through the official RBZ interbank rate.

### 1.20 Award of Contract

The lowest evaluated bid, after the 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 the contract. The contract for the requested services shall run for a period of 12 months. The proposed award of contract will be by issue of a Notification of Contract Award in terms of section 55 of the Act which will be effective until signature of the contract documents in accordance with Part 3: Contract.

Unsuccessful Bidders will receive the Notification of Contract Award and, if they consider they have suffered prejudice from the process, they may, within 14 days of receiving this Notification, submit to the Procuring Entity a challenge in terms of section 73 of the Act, subject to payment of the applicable fee set out in section 44 of and the Third Schedule to the Regulations.

### 1.21 Right to Reject

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

### 1.22 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:

- I. The ACZ 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 has been declared ineligible to be awarded a procurement contract under section 99 of the Act.
- II. the Authority (PRAZ) may under section 72 (6) of the Act impose debarment and other sanctions under section 74 (1) of the Regulations; and
- III. Any conflict of interest on the part of the Bidder must be declared.



### 1.23 Annexure 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 Price Schedule and Statement of Methodology, Work Plan and Schedule together with any other documents requested in Part 1. Any variation from the Statement of Requirements should be indicated in the Statement of Methodology, Work Plan and Schedule, otherwise you commit to complying fully with these Requirements. 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 should 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:** ACZ/LOCAL/RFP/02/2024

**Subject of Procurement:** Provision of Cleaning services

**Name of Bidder:**

**Bidder's Reference Number:**

**Date of Bid:**

We offer to perform the services listed in the Statement of Requirements to the indicated specifications and standards, 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:**

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



**1.24 Annexure B. List of Services and Price Schedule**

Procurement Reference Number; **ACZ/LOCAL/RFP/02/2024**

Bidder's Name: \_\_\_\_\_

Bidder's Reference Number (PRAZ Reg. No.): \_\_\_\_\_

**Note to Bidders: Complete the currency of your quotation and the unit and total rates for each item listed below.**

Currency of Quotation/Contract: **USD**. Payments will be made in **ZWL\$** using interbank rate.

Item No	Description of Services and Location	Input Quantity	Unit Measure	of	Unit Rate	Total Price
1.	Robert Gabriel Mugabe International Airport (specify the items independently)					
2.	Victoria Falls International Airport (specify the items independently)					
3.	Joshua Mqabuka Nkomo International Airport (specify the items independently)					
4.	Other additional costs (specify the items independently)					
					VAT	
					Total	







1.26 Annexure "D": Declaration Form

TENDER FOR PROVISION OF CLEANING SERVICES: ACZ/LOCAL/RFP/02/2024

We, the undersigned do hereby declare that we have not and will not be involved in any corrupt or fraudulent practices in bidding for this tender.

We further wish to declare that **we have no** conflict of interest in relation to this procurement requirement and wish to acknowledge that we have read and understood that should we be involved in any corrupt or fraudulent practices in bidding for this tender, the following action will be taken against us: -

- a) The procuring entity will reject our proposal and/or any recommendation for award of the Tender if it determines that we have engaged in corrupt or fraudulent practices in competing for the contract in question.
- b) We will be barred from practicing in public procurement in Zimbabwe if we are found to have indulged in corrupt or fraudulent practices in competing for the contract in question.

***By signing the Declaration form, the bidder is in agreement with the above-stated term and conditions.***

Signed by .....

Date .....

Tenderer's details

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





### 2.3 Equipment and Cleaning Material

The Contractor will be expected to use own equipment in providing the services and provide cleaning materials in quantities and of good quality to ensure efficient and uninterrupted performance of duty. **ACZ emphasises on a highly automated cleaning service than manual cleaning service.**

#### a. Machinery

- i. All the machinery being provided on the contract must still be within its serviceable life.
- ii. The successful bidder will be responsible for the service and maintenance costs of all machinery on the contract.
- iii. The successful bidder must ensure that all staff operators of machinery have received the proper training for the usage of the machinery prior to the commencement of the contract.
- v. The successful bidder is to submit a Machinery and Equipment deployment schedule which will clearly show the number of items and the areas in which they will be deployed on a daily basis. ACZ reserves the right to make changes to the equipment deployment in accordance with a change in requirements or operations.
- vi. Please consider the following when obtaining machinery to be used in the provision of the services herein:

- Carpet machines must have a minimum dryness of 80% – in the event of spillage / flooding.
- Brushboy – used for grooves on tiles, floor and walls, toilets, stairs, edges, lifts, used by deep cleaning team at night.
- Industrial washing machine and dryer – to wash pads, mops and cloth etc. This must be done in accordance with the colour-coding system used by the successful bidder.
- Monodisc single brush machines – high speed- used for buffing floors – required to be always available on site.
- Easy Rider (or equivalent) – to be available on site – used for scrubbing and mopping. One to cover up to a 100 000 sqm with a wide squeegee and sufficient battery size taking up to 200lt of water, another push behind scrubbing machine to cover up to 50 000 sqm with a wide squeegee and sufficient battery size taking at least between 50lt and 70lt of water.
- High pressure machine up to 150 bar for outside / walkway areas – to be always available on site.
- Carpet extractor machines for cleaning of large areas



## 2.4 Proposed list of equipment to be provided by the service provider.

No.	Description	Minimum Requirements for Robert Gabriel Mugabe International Airport	Minimum Requirements for Joshua Mqabuko Nkomo International Airport	Minimum Requirements for Victoria Falls International Airport
	General Cleaning Machinery			
1	Ride on Heavy Duty Auto Scrubbers	10	3	4
2	Upright Industrial Vacuum Cleaners	8	3	4
3	Floor Polishers	20	4	8
4	Wet & Dry Vacuum Cleaners (20l)	15	4	10
5	Sanitary bins	60	15	20
6	Diaper bins	30	12	16
7	High-Rise Window Cleaning Equipment	A mandatory requirement for Tenderer to provide. Tenderer should provide proof of training of staff in high rise window cleaning and attach NSSA certification to that effect.	A mandatory requirement for Tenderer to provide. Tenderer should provide proof of training of staff in high rise window cleaning and attach NSSA certification to that effect.	A mandatory requirement for Tenderer to provide. Tenderer should provide proof of training of staff in high rise window cleaning and attach NSSA certification to that effect.
8	Brushboy/Floorboy	16	5	8
9	Dual speed Buffing Machines	7	3	4
10	High Pressure Cleaner	7	3	4
11	Push Sweepers	4	1	2
12	Washing Machine (Washing of Microfibre Sleeves)	1	1	1
13	High pressured steam cleaner for cleaning grime builds up on tile grout	4	2	2
14	Escalator and walkalator (travelator) cleaning machine	6	0	2
15	Carpet cleaning Machine	18	4	8
16	Commercial Carpet extractor machines - dual use / powder or wet extraction method	10	2	4
17	Colour-coded spill buckets on wheels with winger	40	15	20
18	Microfibre Mops	50	15	20
19	Masin clothes	50	20	25
20	Aluminium long handle heavy duty mops (long hair)	50	20	25
21	Janitorial Trolleys (twin bucket)	30	10	15
22	30m x 2mm Extension cords	10	3	5
23	Long Handle Dust Pans including whisk brooms	40	15	18
24	Big outdoor brooms hard and soft bristles	30	12	15
25	Window Squeegees with telepoles	30	10	15
26	Big Rectangular Buckets for Window Squeegees	30	10	15
27	Metal Scrapers	15	4	6
28	Toilet Brushes	100	35	50
29	Scrubbing Brushes & Scourers	80	25	35
30	Wet Floor Signs	40	15	20
31	Long Feather Dusters	30	10	15
32	Short Feather Dusters	30	10	15
33	Spray Bottles 750ml	30	10	15

- i. All the equipment being provided on the contract must still be within its serviceable life.
- ii. The successful bidder must ensure that all staff operators of machinery have received the proper training for the usage of the equipment prior to the commencement of the contract.
- iii. NB. See cleaning equipment annexure attached.

### 2.5 Proposed chemicals to be provided by the service provider.

No.	Description	Minimum Requirements for Robert Gabriel Mugabe International Airport	Minimum Requirements for Joshua Mqabuko Nkomo International Airport	Minimum Requirements for Victoria International Airport	Minimum Requirements for Fala
	List of chemicals				
1	Sanitary all-purpose cleaner with pleasant odour that prevents limecale build up leaving a shiny streak free glass, not corrosive, kind to skin [suitable for all washable stainless steel, plastic, porcelain, ceramic, enamel, glass] - 20L	10	4		5
2	Biological double action cleaner/deodorizer for the cleaning and odour control in sanitary areas, toilets, urinals and odour control in carpets- 20L	10	4		5
3	Viscous acidil toilet bowl cleaner for the removal of limescale and urinary stain, deodorizing and bactericide that removes dirt and limescale after a short period (must be free of hydrochloric acid) -20L	15	6		8
4	Hard wear resistant polymer based self-shining dispersion that form a hard wearing, slip resistant protective film with a high gloss for high speed and ultra speed polishing - 20L	10	3		4
5	Window cleaner - 20L	10	3		4
6	Powerful Alkaline cleaning agent for the machine cleaning of floor coverings, low foaming, not perfumed, removes soiling - 20L	7	3		4
7	Clear Liquid hand soap - 20L	15	4		8
8	stainless steel polish ready to use cleaner and polish	18	8		10
9	Furniture polish 750ml	100	30		50
10	Spray emulsion containing wax, to remove water solvent soluble solution and scuff marks which forms a protective film which can be polished - 20L	5	2		3
11	Powder for carpets- 20L	10	3		5
12	Disinfectant/sterilising fluid - 25L	10	3		5
13	Gum removing soluble agent in aerosol cans	20	6		10

No.	Description	Minimum Requirements for Robert Gabriel Mugabe International Airport	Minimum Requirements for Joshua Nkomo International Airport	Minimum Requirements for Victoria Falls International Airport
14	Ready use abrasive liquid cleaner non scratching or corrosive - 20L	3	1	1
15	Concentrated tile cleaner for porcelain, tiled areas and all washable surface, based on non-ionic and anionic surfactants. - 20L	5	2	2
16	Bleach 20L	4	2	2
17	60% alcohol based hard surfaces disinfect -20L	8	2	3
18	60% alcohol-based floor cleaner 20L	8	2	3

**N.B** the quantities given are just minimum quantities. The actual quantities would be determined with usage.

#### Other General Consumables/Materials

Consumables/Materials	
1.	Refuse Bags (Clear)
1.1	Large
1.2	Medium
1.3	Small
2.	Microfibre Cloths
2.1	Green – Basins
2.2	Blue – Mirrors
2.3	Red – Bathrooms
3.	Vacuum Bags
4.	Gloves (General purpose)
5.	Dust Marks
6.	Urinal Mats



ACZ would like to ensure that cleaning standards are not lowered in the execution of the contract to be signed for the provision of the services mentioned herein. Therefore, a start-up list of approved chemicals has been developed for bidders to use in the preparing of their bid.

ACZ reserves the right to change or replace any of the below listed chemicals with equivalent specification chemicals.

The successful bidder is encouraged to offer ACZ continuous improvement efforts which are aimed at enhancing cleaning efficiency and cleaning standards.

All chemicals must not be harmful to the environment.

## 2.6 Materials to be provided by the ACZ.

- Toilet Tissue
- Hand paper towel
- Air mist aerosol refills.



## 2.7 Staff

The Contractor will be expected to deploy staff according to the schedule below.

Items	Minimum Requirements for Robert Gabriel Mugabe International Airport	Minimum Requirements for J.M. Nkomo International Airport	Minimum Requirements for Victoria Falls International Airport
Stipulated Minimum Number of Cleaning Staff	120	30	40

## Adequate Personnel

The contractor should have adequate reserve employees for replacement on unsatisfactory performance, sickness, absence or any other reason.

## 2.8 Uniform and Badges

The Contractor will be required to provide the cleaning staff with uniform and identification badges which they will be required to put on all the times when they are working at ACZ, cleaning staff will also be required to have adequate protective clothing and reflectors which are a requirement when working on the airside.

## 2.9 Terms and Conditions of Employment

Wages paid to employees to be deployed must conform to the Ministry of Labour Guidelines on Minimum wages and all other terms and conditions of employment stipulated in the labour laws. ACZ will be at liberty to confirm compliance to this from whatever source.

## 2.10 Vetting

The successful contractor should have thorough knowledge of employees' background and must provide certificates of good conduct before engagement.

**NB: There will be compulsory security vetting of all bidders' proposed personnel and corporate organisations.**

There shall be **Compulsory Corporate Security Vetting** prior to tender award covering the following:

- a) Criminal Vetting
- b) Government Protective Security Inspectorate Vetting.
- c) Secondary background checks to be conducted by the ACZ.



**Bidders are therefore required to submit security vetted fingerprints of their Directors.**

The winning Bidder(s) will be required to submit fingerprints and adequate fees of all the personnel proposed for deployment to each of the Airports for **Compulsory Security Vetting** after the tender award. The vetting shall cover the following: -

- a) Criminal Vetting
- b) Government Protective Security Inspectorate Vetting.
- c) Secondary background checks to be conducted by the Authority.

**N.B Failure to satisfy the Compulsory Security Vetting will lead to automatic disqualification.**

### **2.11 Scope of Works**

The successful bidder will provide cleaning services in relation to the following sub-categories:

1. General cleaning
2. High rise windows cleaning
3. Hygiene equipment supply, consumables and services
4. Supply of cleaning consumables and materials



In general, the scope of work should cover, inter alia; all internal and external, general and routine cleaning of common areas. Including; floors, tiles, partition walls, internal walls, furniture, window cleaning, deep cleaning of sanitary conveniences and washing facilities, kitchens, boardrooms, staff areas and restrooms, baggage sortation areas, pavements and walkways, as well as cleaning of high level IT and communication equipment (telephones, keyboards, screens, PA devices, Pay on foot systems) and other periodic cleaning as required, carpet cleaning, litter picking, and removal of chewing gum and oil when required etc.

Detailed areas of work are covered below:

#### **Areas to be included in the Scope.**

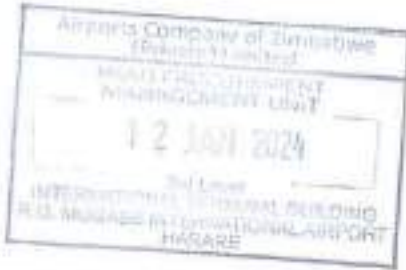
The cleaning services to be provided by the successful bidder will be for various areas on the airport. The areas to be covered in the scope of work and the approximate square meters are defined below:

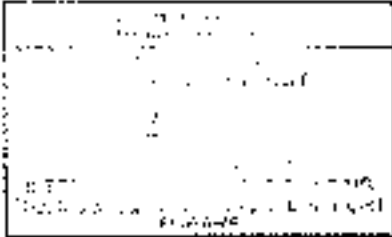
#### **SCOPE OF WORK AND REQUIREMENTS/SPECIFICATION**

The **CONTACTOR** shall provide cleaning services in the International and domestic Terminal Building (check-in, concourse, departures, arrivals, all ACZ offices), All baggage halls both arrivals and departures, baggage screening area's control-centre, Fire and rescue (fire station), ACZ Stores, guard house; mechanical workshop etc. Also included is maintenance and engineering areas on request which will be

cleaned under the supervision of competent escorts (pump-station, plant rooms, substations, sewer treatment plant).


**2.12 Details of Services to be Offered.**

ACTIVITY (DESCRIPTION)		DAILY	WEEKLY	MONTHLY	ON REQUEST	AS NECESSARY	COMMENTS
							
<b>A</b>	<b>Resilient Floors: Vinyl or Linoleum</b>						
i	Sweep with dust Control Mops	X				X	Every three hours
ii	Burnish with Floor Machine	X					Twice a day
iii	Wash traffic areas (manage spillage & remove stains)					X	As required
<b>B</b>	<b>Parquet &amp; Wooden Floors</b>						
i	Sweep with dust Control Mops	X					Every three hours
ii	Burnish with Floor Machine	X					
iii	WASH traffic areas	X					
<b>C</b>	<b>Marble, Terrazzo, Ceramic, Quarry Tiles, Quartzite</b>						
i	Sweep with dust Control Mops	X				X	Every hour
ii	Damp mop or machine buff according to situation					X	
iii	Machine scrub		X				3x times
<b>D</b>	<b>Internal Concrete &amp; Grano</b>						
i	Sweep	X					Every three hours
ii	Damp mop - Grano only	X					
<b>E</b>	<b>Rugs and Carpeting</b>						
i	Vacuum thoroughly	X	X				

ACTIVITY (DESCRIPTION)	DAILY	WEEKLY	MONTHLY	ON REQUEST	AS NECESSARY	COMMENTS
						
ii		X				
F	Waste Disposal					
I	X				X	
ii					X	
iii	X					Waste management area
G	Dusting					
I					X	
ii	X				X	
iii					X	
iv	X				X	
H	Walls and Paintwork					
i	X	X			X	
I	Glass and Metal Work					
i	X				X	Ongoing
ii						
iii	X					
iv		X			X	
J	Foyers and Entrances					
I	X				X	More regular depending on weather conditions



ACTIVITY (DESCRIPTION)	DAILY	WEEKLY	MONTHLY	ON REQUEST	AS NECESSARY	COMMENTS
x SHE bins	x			x		Cleaning once a week
N Blinds						
i Dust/ damp wash			x	x		
O Miscellaneous						
i Polish wooden desktops	x					
ii Damp mop steel and vinyl desk		x				Twice a week
iii Clean telephones	x					
iv Damp wash vinyl covered furniture/ passenger counters & information desk						
v Clean all floor bumper rolls	x					
P Toilets Requisites						
i Consumables Toilet Paper	x					
ii Hand towel Paper	x					
iii Hand soap	x					Fill up or replace refill as required
iv Urinal liquid	x					Fill up as required
v Air freshener refills			x			Replacement as required
vi Other consumables	x					As required
Q Windows and Partition Glass						
i Clean accessible exterior faces of windows	x					
ii Clean accessible interior of windows	x					
iii Clean both faces of partition glass			x			

ACTIVITY (DESCRIPTION)	DAILY	WEEKLY	MONTHLY	ON REQUEST	AS NECESSARY	COMMENTS
						
iv		X				
v			X	X		Important for approach view
vi		X				Cleaning to be done twice per month and on request when necessary
<b>R</b>	<b>ACZ Offices including kitchen and Toilets</b>					
i	X					
ii	X					
iii			X			
iv	X					
v	X					
<b>S</b>	<b>Maintenance and Engineering Areas (Workshops, plantrooms, substations, sewer treatment plant etc.)</b>					
i	X				X	As required
ii		X			X	As required
iii	X					
iv	X					
v	X				X	As required
vi					X	Under strict supervision of competent person and against Risk assessment
<b>T</b>	<b>Baggage and Baggage screening areas</b>					

ACTIVITY (DESCRIPTION)		DAILY	WEEKLY	MONTHLY	ON REQUEST	AS NECESSARY	COMMENTS
i	Sweep areas		X		X		
ii	Clean filter bins	X					Twice a day
iii	Dust conveyor belts/ roller beds/ removal of sticky baggage tags from flaps						
iv	Dust x-ray units	X					
v	Dust walls / walls corners		X				
vi	Clean marks on walls			X			
vii	Windows (inner/ outer)		X		X		
U	Baggage handling areas (Incoming / outgoing)						
i	Sweep manoeuvring areas	X				X	
ii	Dust conveyor belts/ belt flaps		X				
iii	Dust roller beds		X				
iv	Clean filter bins	X					
v	Removal of sticky baggage tags from flaps on X carousels					X	
vi	Clean aluminium carousel side panels		X				
vii	Clean all pillars and cover plates	X					
V	Apron Offices						
i	Sweep	X				X	
ii	Polish floor		X				
iii	Cleaning Ablution	X					
iv	Cleaning windows	X					
W	Lounges, bedrooms and VIP rooms						
i	Sweep and clean floors	X				X	

ACTIVITY (DESCRIPTION)		DAILY	WEEKLY	MONTHLY	ON REQUEST	AS NECESSARY	COMMENTS
							
i	Cleaning furniture		X			X	
ii	Cleaning Ablutions	X					
iv	Cleaning windows	X					
v	Polish wooden furniture			X	X		
vi	Wall hangings and lights		X		X		
X	Cleaning of Motor Vehicles	X			X		
Y	Regular Monitoring & Evaluation			X			The successful bidder will sign a service level agreement with deliverables that will be evaluated monthly before invoicing.
Z	Provision of adhoc cleaning services				X		as and when required by the ACZ in the case of events etc.

All areas covered in terms of this **AGREEMENT**, must, in the reasonable opinion of the **MAINTENANCE SUPERVISOR(S)** and **AIRPORT MANAGEMENT TEAM** appear clean, and tidy every day of the week and for 24 hours a day. Quality Management surveys will be conducted by ACZ and the services Standard quality management team on a regular basis.



### 2.9 Declaration by the Accounting Officer

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

Signed by the Accounting Officer:

Name: T. Gusha

Signature: 

(Chief Executive Officer)

Date: 12 January 2024



### Part 3: CONTRACT

#### 3.1 Contract Agreement

{For completion with the authorised representative of the Procuring Entity following Notification of Contract Award.}

**Procurement Reference: ACZ/LOCAL/RFP/02/2024**

THIS CONTRACT AGREEMENT is made the *[insert: date]* day of *[insert: month]*,  
*[insert: year]*.

BETWEEN

(1) *[insert complete name of Procuring Entity]*, a *[insert description of type of legal entity, for example, an agency of the Ministry of ... of the Government of Zimbabwe, or corporation incorporated under the laws of Zimbabwe]* and having its principal place of business at *[insert full postal address of Procuring Entity]* (hereinafter called "the Procuring Entity"), and

(2) *[insert name of Contractor]*, a corporation incorporated under the laws of *[insert: country-of-Contractor]* and having its principal place of business at *[insert full postal address of Contractor]* (hereinafter called "the Contractor").

WHEREAS the Procuring Entity invited Bids for certain Services, viz., *[insert brief description of Services]* and has accepted a Bid by the Contractor for the performance of

those Services in the sum of *[insert Contract Price in words and figures, expressed in the*

*Contract currency]* (hereinafter called "the Contract Price").

THE PROCURING ENTITY AND THE CONTRACTOR AGREE AS FOLLOWS:

1. In this Agreement words and expressions shall have the same meanings as are respectively assigned to them in the General and Special Conditions of Contract referred to below.

2. The following documents shall constitute the Contract between the Procuring Entity and the Contractor, and each shall be read and construed as an integral part of the Contract:

(a) This Contract Agreement;

(b) Special Conditions of Contract;

(c) General Conditions of Contract;

(d) Schedule of Requirements;

(e) The Contractor's Bid Submission Sheet, List of Services and Price Schedule and Statement of Methodology, Work Plan and Schedule;

(f) The Procuring Entity's Notification of Contract Award;

(g) Service level standards

*[Add here any other document(s)].*



3. This Contract Agreement shall prevail over all other Contract documents. In the event of any discrepancy or inconsistency within the Contract Documents, then the documents shall prevail in the order listed above.
4. In consideration for the payments to be made by the Procuring Entity to the Contractor as mentioned below, the Contractor hereby agrees with the Procuring Entity to provide the Services and to remedy any defects in them in conformity with the Contract.
5. The Procuring Entity hereby agrees to pay the Contractor, in consideration for the performance of the Services and the remedying of any defects in them, the Contract Price or such other sum as may become payable under the Contract at the times and in the manner prescribed by the Contract.

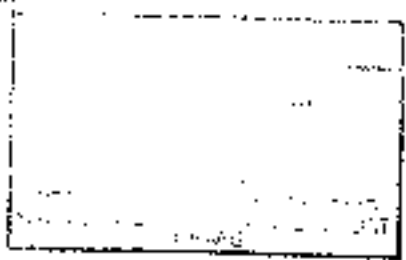
IN WITNESS WHEREOF the parties hereto have caused this Agreement to be executed in accordance with the laws of Zimbabwe on the day, month and year indicated above.

**For and on behalf of the Airports Company of Zimbabwe (Private) Ltd**

Signed: .....	
Name: .....	
In the capacity of: .....	[Title or other appropriate designation]

**For and on behalf of the Contractor**

Signed: .....	
Name: .....	
In the capacity of: .....	[Title or other appropriate designation]



### 3.2 General Conditions of Contract

Any resulting contract is subject to the Zimbabwe General Conditions of Contract (GCC) for the Procurement of Non-Consulting Services (copy available on the Authority's website) except where modified by the Special Conditions below.

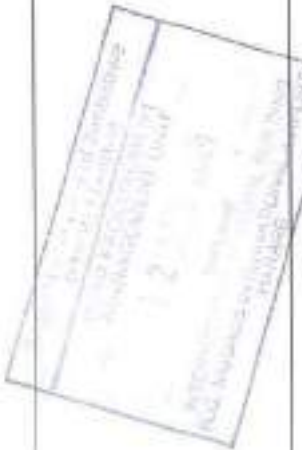
### 3.3 Special Conditions of Contract

Procurement Reference Number: **ACZ/LOCAL/RFP/02/2024**

The clause numbers given in the first column correspond with the relevant clause number of the General Conditions of Contract.

GCC reference	Special Conditions
GCC 3.6 and 8.1	<p><b>Authorised representatives:</b></p> <ol style="list-style-type: none"> <li>1. The authorised representative of the Procuring Entity is <i>{names and contact details, including address for delivery of notices}</i>.</li> <li>2. The authorised representative of the Contractor is <i>{names and contact details, including address for delivery of notices}</i>.</li> </ol>
GCC 7.4	<p><b>Ineligible countries:</b> Only Domestic Suppliers are eligible to be a Contractor or Sub-Contractor under this Contract.</p>
GCC 18.1	<p><b>Liquidated Damages:</b> Liquidated Damages in terms of section 88 of the Act shall apply.</p> <p>If the <b>CONTRACTOR</b> delays in delivering or performing due to a fault or negligence caused or attributable to the Contractor, the <b>AUTHORITY</b> shall claim liquidated damages for the delay which shall be calculated at 2% of contract value per week for a period of two (2) weeks which the <b>CONTRACTOR</b> will be liable to pay. Should the <b>CONTRACTOR</b> fail to perform or deliver after the <b>two (2) weeks</b> period covered by the liquidated damages the <b>AUTHORITY</b> shall terminate the contract due to that delay and the <b>Contractor</b> will be liable for the payment of the accrued liquidated damages.</p> <p>The <b>CONTRACTOR</b> will not be charged liquidated damages when the delay in delivery or performance is a result of circumstances beyond the <b>Contractor's</b> control and is not caused by fault or negligence on the part of the Contractor.</p>
GCC 19.1	<p><b>Commencement of Services:</b> The date or period of time for commencement of services is .....</p>
GCC 20.1	<p><b>Completion of Services:</b> The date for completion of Services or the period within which the Services are required to be performed is two (2) to three (3) years.</p>

GCC 22.2	<b>Contract price:</b> Costs specifically excluded from the Contract price are <i>[list excluded cost items]</i> .
GCC 22.3	<b>Payment schedule:</b> Payment shall be done 7-14 days after delivery of service upon submission of a Tax Invoice and a Certificate of completion of service.
GCC 23.1	<b>Price adjustment:</b> Price adjustment shall be communicated and approved by the Airports Company of Zimbabwe. The conditions for price adjustments shall be determined by the following factors: -increase or decrease in materials costs -increase or decrease in labour costs -increase/decrease in energy costs
GCC 24.2	<b>Payment procedure:</b> 1. submission of a signed supplier performance evaluation form 2. submission of a completion of service certificate 3. submission of a Tax Invoice
GCC 25.6	<b>Failure to remedy a defect:</b> The period allowed to the Contractor to remedy a defect shall be 14 days.
GCC 28.1	<b>Insurance to be taken out by the Consultant.</b> The risks and the coverage shall be as follows: (a) Third Party motor vehicle liability insurance in respect of motor vehicles operated in Zimbabwe by the Consultant or its Personnel or any Sub-Consultants or their Personnel, with a minimum coverage of <i>[insert amount and currency]</i> ; (b) Third Party liability insurance, with a minimum coverage of <i>[insert amount and currency]</i> ; (c) professional liability insurance, with a minimum coverage of <i>[insert amount and currency]</i> ; (d) employer's liability and workers' compensation insurance in respect of the Personnel of the Consultant and of any Sub-Consultants, in accordance with the relevant laws of Zimbabwe, as well as, with respect to such Personnel, any such life, health, accident, travel or other insurance as may be appropriate; and (e) insurance against loss of or damage to (i) equipment purchased in whole or in part with funds provided under this



	Contract, (ii) the Consultant's property used in the performance of the Services, and (iii) any documents prepared by the Consultant in the performance of the Services.
<b>GCC 30.1</b>	<b>Contract Administration Fee:</b> The Contract Administration Fee set out in Part V of the Fifth Schedule of the Regulations is due upon the signing of the Contract and the applicable Fee
<b>GCC 35.1</b>	<b>Performance Security:</b> <i>[State whether a Performance Security is required and, if so, the amount and form of such security, which must not exceed 10 percent of the Contract value.]</i>



### 3.4 Bank Guarantee for Performance Security

[This is the format for the Performance Security to be issued by a commercial bank in Zimbabwe in accordance with GCC 18.1]

Contract No:

Date:

To:

[Name and address of Procuring Entity]



#### PERFORMANCE GUARANTEES No:

We have been informed that [name of supplier] (hereinafter called "the Supplier") has undertaken, pursuant to Contract No [reference number of Contract] dated [date of Contract] (hereinafter called "the Contract") for the supply of [description of goods and related services] under the Contract.

Furthermore, we understand that, according to your conditions, Contracts must be supported by a performance guarantee.

At the request of the Supplier, we [name of bank] hereby irrevocably undertake to pay you, without cavil, delay or argument, any sum or sums not exceeding in total an amount of [insert amount in figures and in words] upon receipt by us of your first written demand accompanied by a written statement that the Supplier is in breach of its obligation(s) under the Contract conditions, without you needing to prove or show grounds or reasons for your demand of the sum specified therein.

This guarantee is valid until full recovery of the entire sum of money above stated, consequently, we must receive at the above-mentioned office any demand for payment under this guarantee in case of default.

\_\_\_\_\_  
Signature

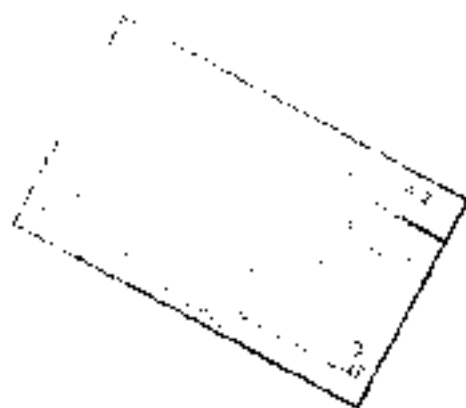
\_\_\_\_\_  
Signature

APPROVED FOR CIRCULATION  
REPRODUCTION  
PUBLIC ACCESS COPY  
MANAGEMENT UNIT  
12 JUL 2024  
NATIONAL ARCHIVES  
1600 COLLEGE AVENUE  
COLLEGE PARK, MD 20740



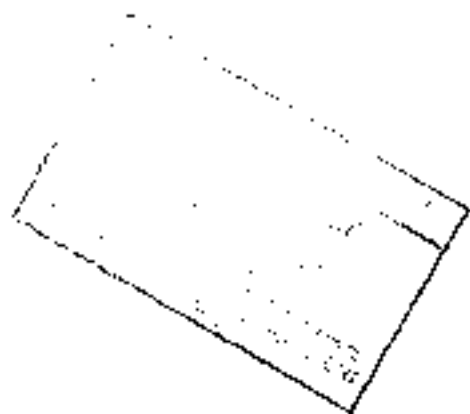
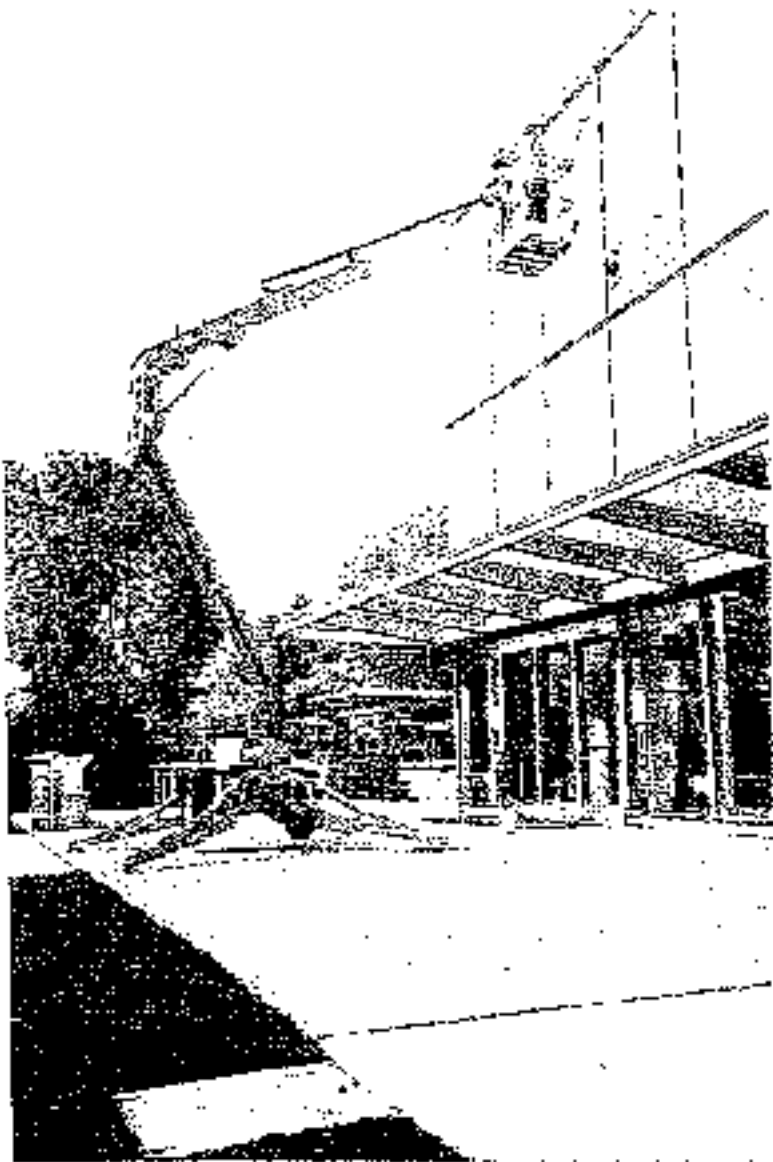
## CLEANING EQUIPMENT ANNEXURE

### Boom Lifts



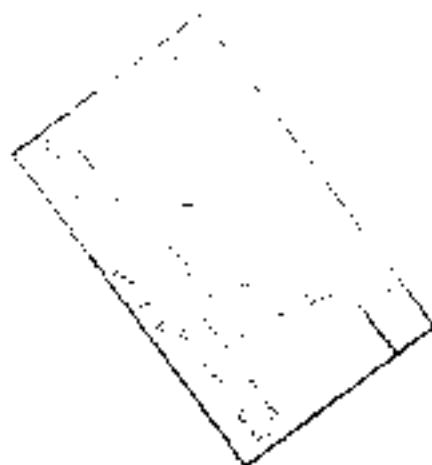
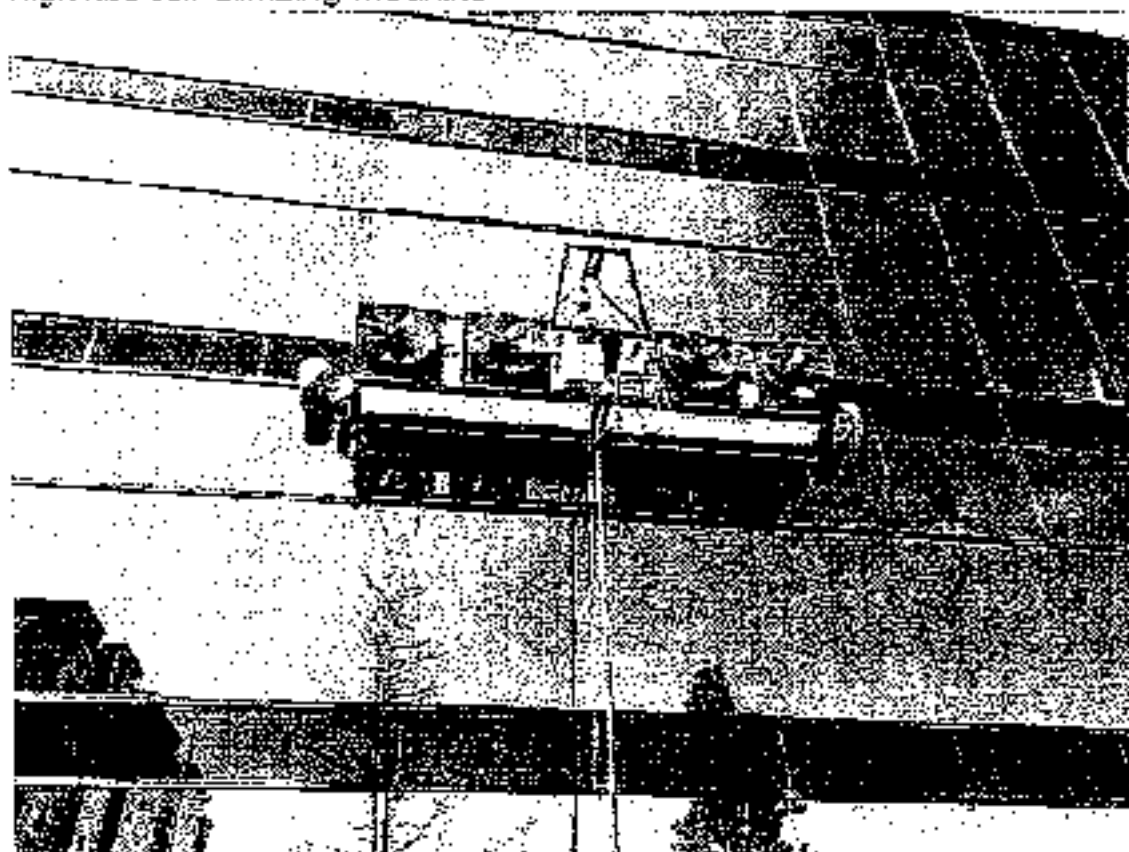


# Cherry Pickers

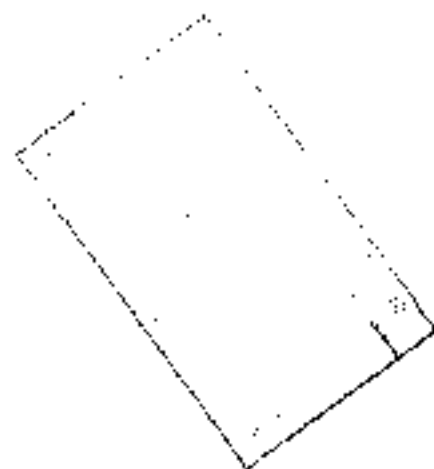
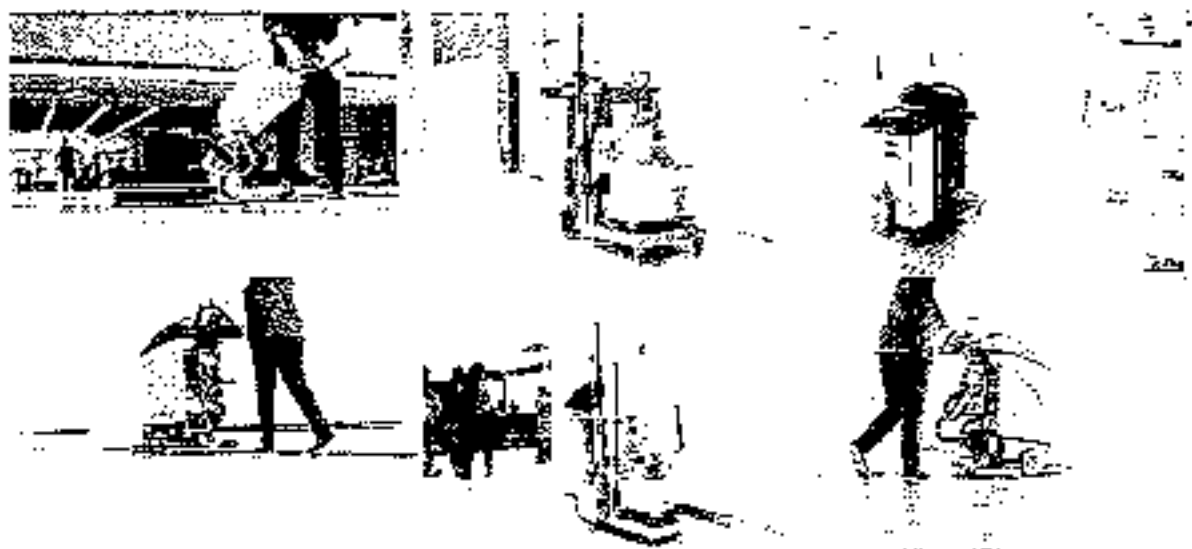




# High Rise Self Climbing Machine

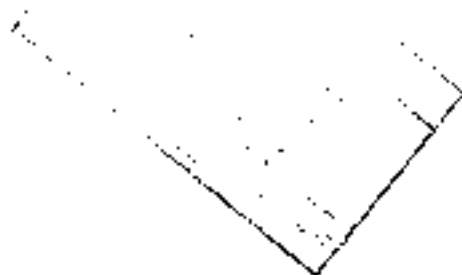


12 2024  
HAFANE



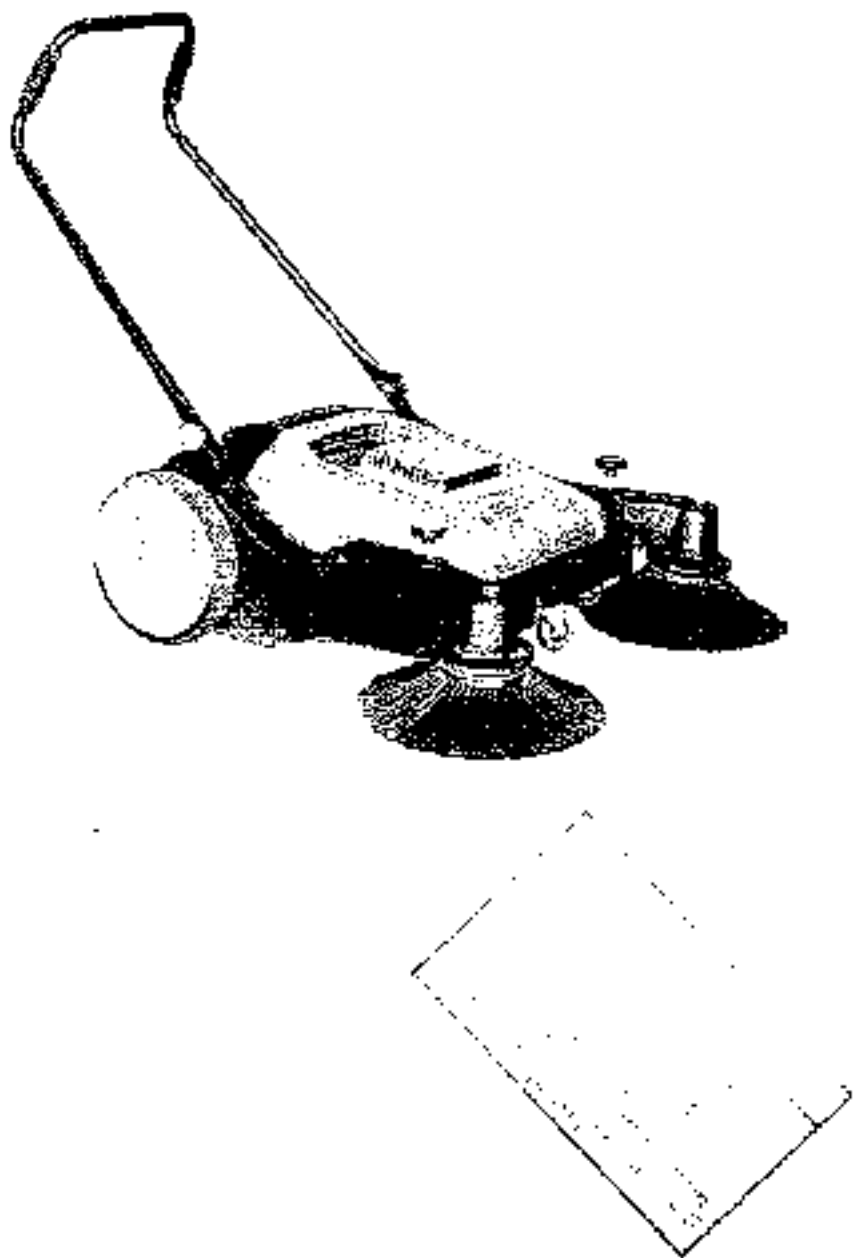






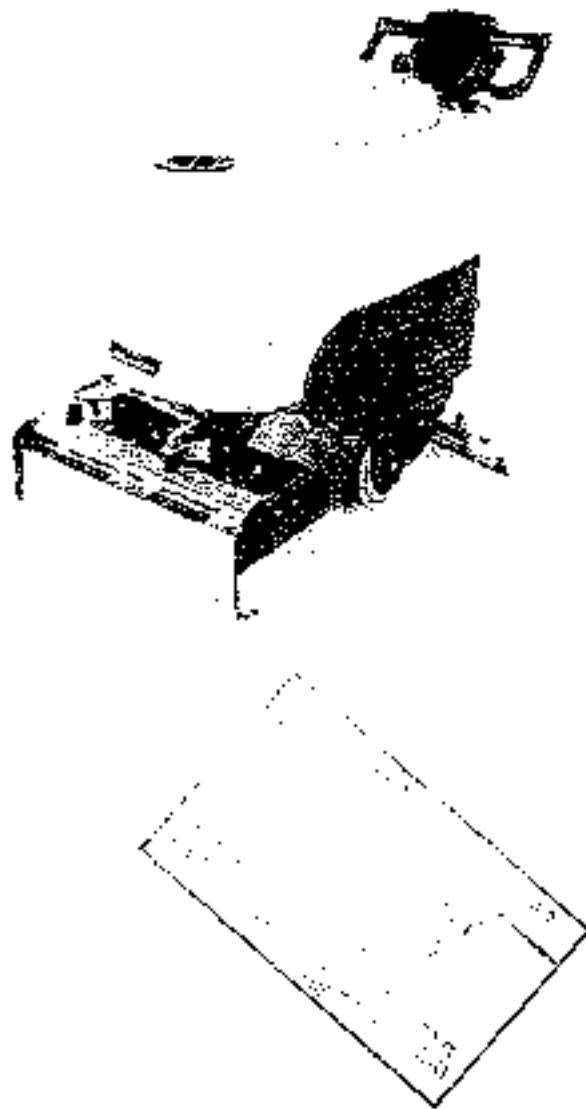


## Push Sweepers



RECEIVED  
U.S. CUSTOMS AND BORDER PROTECTION  
12.11.2024  
THE TOWN  
OFFICE OF THE TOWN ENGINEER  
P.O. BOX 10000  
MILWAUKEE, WI 53210

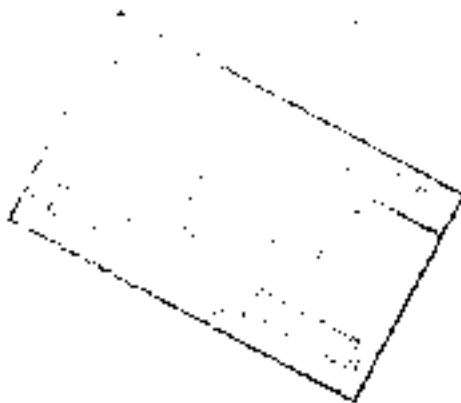
# Escalator cleaner



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Kingdom of Cambodia  
Ministry of the Royal Palace  
Royal Palace  
12 July 2024  
Royal Palace  
Ministry of the Royal Palace  
PO Box 1111, Phnom Penh, Cambodia

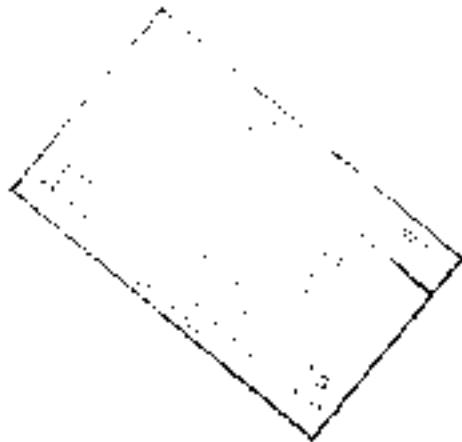
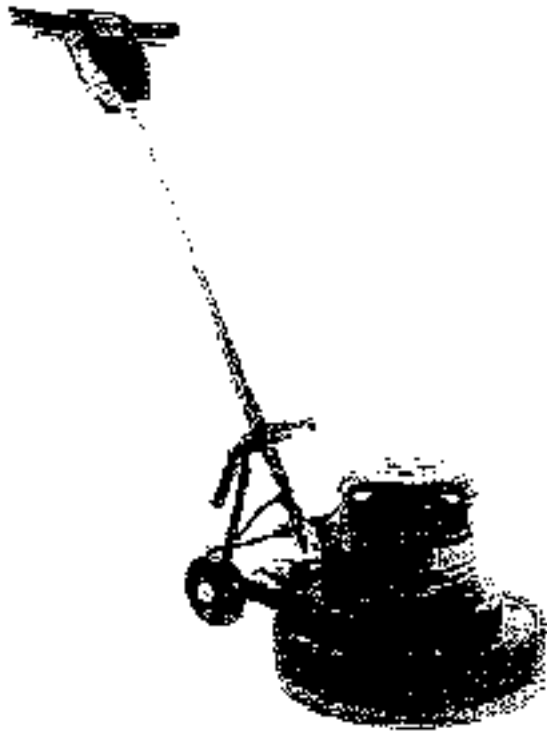
# Industrial Carpet Cleaner



12-12-2004  
SINGAPORE  
SINGAPORE  
SINGAPORE  
SINGAPORE

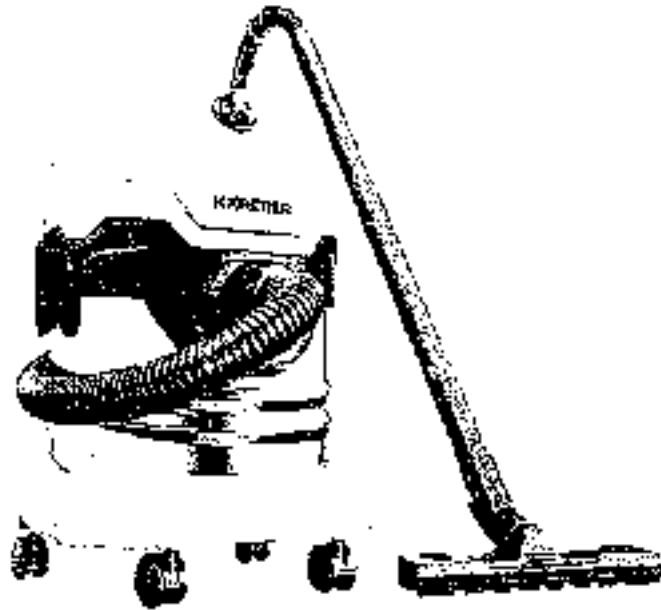


Dual Speed floor buffer





## Wet and Dry Vacuum Cleaners



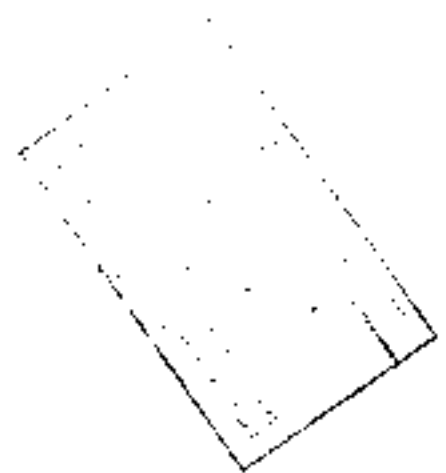
## Heavy Duty Floor polishers



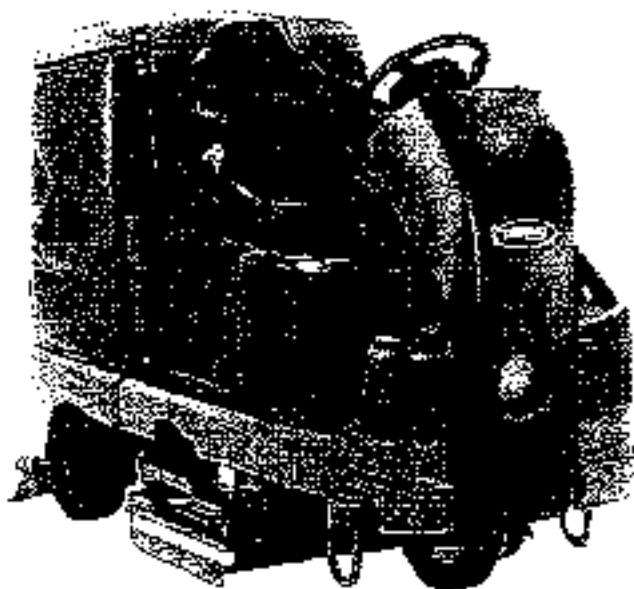
## Commercial Upright Vacuum Cleaners





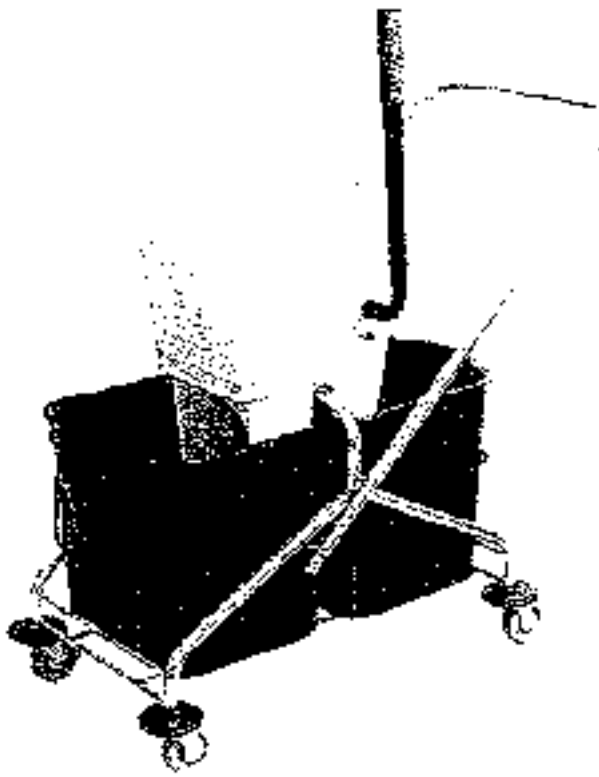


Battery Rideon heavy duty outo scrubbler



Map Buckets and wringler

County of Nevada  
Assessor's Office  
2024  
PROPERTY TAXES  
2024



Microfibre mops



Heavy duty mop

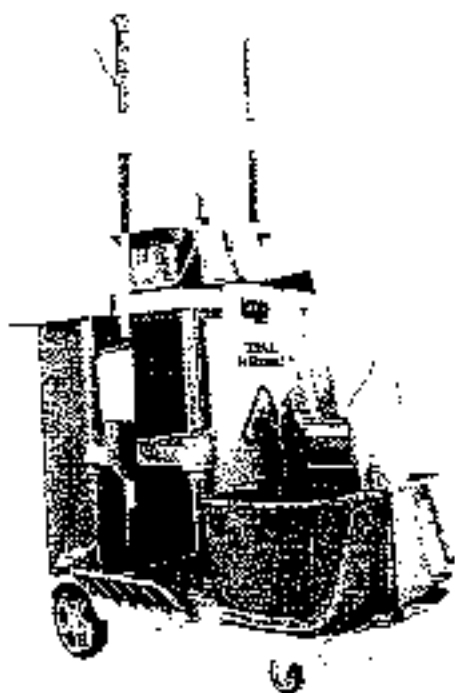


MEMBER OF THE BOARD OF DIRECTORS  
MEMBERSHIP ONLY  
1-2-2024  
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MEMBERSHIP ONLY  
1-2-2024



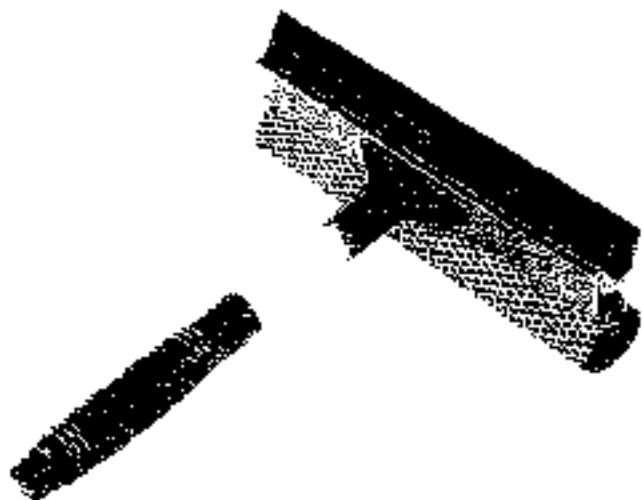


Twin Bucket Janitorial trolley



1. COMPANY OR  
ADDRESS (OPTIONAL)  
2. NAME OF SERVICE  
MANAGEMENT LINE  
3. 2000 0000  
4. 0000 0000  
5. 0000 0000  
6. 0000 0000  
7. 0000 0000  
8. 0000 0000  
9. 0000 0000  
10. 0000 0000

Window Squeegees



Wet Floor Sign

CAUTION  
WET FLOOR

