



UNIVERSITY OF THE  
WITWATERSRAND,  
JOHANNESBURG

## University of the Witwatersrand, Johannesburg

# Annexure 1: Supplement and Scope of Work to Standard Contract for the Acquisition of Goods and Services for Computer Labs Workstations

### **Form of Offer and Acceptance**

The University requires the provision of the Goods and/or Services as more fully described herein.

The Supplier (also known as the "Service Provider") has the capacity and undertakes to deliver the Goods and/or Services described herein subject to the terms of the Standard Contract for the Acquisition of Goods and Services which may be downloaded from the University's Procurement website at: <http://www.wits.ac.za/about-wits/procurement/contracts>

#### **On behalf of the Supplier:**

<b>Signature(s)</b>		
<b>Name(s)</b>		
<b>Capacity</b>		
<b>Date</b>		
<b>For the Supplier</b>	<i>(Insert organisation name, company registration number if applicable, physical and postal addresses and legal officer address)</i>	
<b>Name and signature of Witness</b>		<b>Date</b>

#### **On behalf of the University:**

<b>Signature(s)</b>		
<b>Name(s)</b>		
<b>Capacity</b>		
<b>Date</b>		
<b>For the University</b>	University of the Witwatersrand, Johannesburg 11th Floor, Senate House 1 Jan Smuts Avenue, Braamfontein Private Bag 3, Wits 2050	

<b>Name and signature of Witness</b>		<b>Date</b>	
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## **Scope of Work**

### **1. Project Information**

Project Name:	Mathematical Sciences Laboratories Scientific Workstations
Project Number:	MSL/2017/01
Project Overview Description:	Supply, install, and setup scientific desktop computers at the MSL
Start Date:	1 October 2017
End Date:	31 March 2021

### **2. University Details**

University Representative:	Mohsin Desai, Operations and Business Manager, Mathematical Sciences
Phone:	011-717-6144
Cell:	
E-mail:	Mohsin.Desai@wits.ac.za

### **3. Supplier Details**

Supplier Representative:	
Phone:	
Cell:	
E-mail:	

### **4. Definitions**

**MSL** means the Mathematical Sciences Laboratories at the University

**MSS** means the Mathematical Sciences Support department of the University

**Workstations** are scientific computer workstations consisting of desktop computers, and peripheral and ancillary equipment (including keyboards, mice, cables and connectors) according to the University's requirements set out in this Agreement

### **5. The University's Objectives**

The purpose of the University acquiring the Goods and Services is to satisfy the following objective/s:

- a. The University requires to have refreshed (replaced) and fully functional scientific Workstations at all MSL-designated computer labs for University undergraduate students by 08/12/2017 (in the 1<sup>st</sup> tranche) and by 29/3/2018 (in the 2<sup>nd</sup> and final tranche)

### **6. Description of the Goods**

The description, specifications and quantities of the Goods, including scientific Workstations, are contained in this **Annexure 1: Scope of Work** and in **Annexure 2: Pricing Schedule**

### **7. Scope of the Services**

The scope and description of the Services are contained in this **Annexure 1: Scope of Work** and **Annexure 3: Installation Services Compliance Schedule** and include:

- a. Image, supply, physically install, configure, setup and ensure proper functioning of scientific Workstations at the designated University locations. Each Workstation must be secured by the Supplier in the University supplied cages and security cables and locks
- b. Pre-install a University provided image on all Workstation desktop computers before delivery and installation. (There may be different images depending on lab location.)

- c. Ensure provision of on-site, next business day support including restoration of Workstations to good working order. The supplier must have spare identical machines available to ensure business continuity.
- d. Perform and complete asset tagging and accurate asset register composition on all Workstations and components as determined by the University
- e. Provide 1 demo model Workstations of each Item 1 and Item 2 specification as stated in Annexure 2 for MSS to create and testing the image, for evaluation purposes

## 8. Schedule /Timelines

The Supplier will deliver and install the Workstations as follows:

- a. 510 Workstations delivered and installed between the 4th - 8th December 2017
- b. 150 Workstations delivered and installed between 26th – 29th March 2018

## 9. Supplier Responsibilities

In addition to the other responsibilities and obligations contained in the Agreement, the Supplier will:

- a. ensure that they have sufficient spares, exactly the same as the ones supplied, for the duration of the agreement
- b. ensure that there is onsite support within 24hrs of an incident/problem been reported

## 10. University Responsibilities

The University will:

- a. provide the base image to be installed on all the scientific workstations
- b. uninstall, remove to storage and return to the University's third party financing organisation:
  - approximately 550 existing machines by about 31/12/2017 and
  - the remaining 120 existing machines by about 29/3/2018
- c. provide the initial diagnosis of problems with Workstations once installed and fully functional. The Supplier agrees that such diagnosis will not affect or void the warranty.

## 11. Charges and Payment

- a. The charges for the Goods and Services are set out in **Annexure 2**.
- b. The Supplier will invoice the University's third party financing organisation once the Services described above have been completed and on written approval by the University. Payment will be effected by the University's third party financing organisation.

## 12. General

- a. The Annexures in this Contract are the following:
  - 1. Annexure 1: Scope of Work
  - 2. Annexure 2: Pricing Schedule
  - 3. Annexure 3: Installation Services Compliance Schedule
  - 4. Annexure 4: Access to University Precincts
- b. The Supplier shall at all times while this Contract is in force maintain insurance cover satisfactory to the University's insurance brokers, including professional indemnity insurance which adequately insures against all the liabilities imposed by this Contract.
- c. The Supplier shall forward proof of its insurance cover to the University on or about the Start Date and thereafter the terms shall not be altered without the consent of the University. Proof of payment of premium for the policy shall be furnished annually to the University.
- d. Clause 13 of the Standard Agreement is amended as follows:

1. The University has insured itself against the acts and omissions of persons acting on its behalf and its students and staff are insured during the course and scope of the University's business.
  2. The Parties' maximum liability will be limited, whether for a single or multiple events, to the extent of their respective insurance cover herein.
- e. Notwithstanding the date of signature of this Agreement, the Agreement commences on the Start Date.
- f. The Supplier shall access the University's precincts and perform work associated with the contract in accordance with the University's specification for Access to and performing works and services on the University's Precincts as set out in **Annexure 4**.