

Site: The Gateways: Oppenheimer Life Science Steps

Request for Proposal – Retail Outlet

2018

Date of Issue	11 May 2018
Site Visit	16 May 2018
Tender Submission Due	30 May 2018
Presentation Date	11 June 2018
Target Opening Date	1 July 2018
CORRESPONDENCE OR QUERIES	tracey.boogerd@wits.ac.za
Tender Box Location	Reception, Services Department, Facilities & Services Building, Braamfontein Campus West, University of the Witwatersrand

The University reserves the right at any time to:

- Request further information should the tender offer yield insufficient detail and Tenderer differentiation,
- Contact any Tenderer during the evaluation process, in order to clarify any information, without informing any other Tenderer,
- Award this tender in full, in parts or not at all and call for new tenders in the event of unsatisfactory reply to this tender invitation,
- Re-advertise for any reason it may deem appropriate
- Cancel, withdraw, defer, suspend or reissue the tender in whole or in part at any time,
- Share all information and findings with any other higher education entities worldwide, provided such information has not been marked as confidential, for benchmarking purposes, and
- Audit the awarded contract/s from time to time.

Contents

OVERVIEW OF THE UNIVERSITY.....	3
INTRODUCTION.....	3
GENERAL INFORMATION FOR PROPOSERS	
RFP Coordinator.....	3
Submission Location.....	3
PROJECT DEFINITION.....	3
GOALS/OBJECTIVES.....	4
SCOPE OF WORK.....	10
OPERATIONAL SPECS	
Location.....	10
Operating Hours.....	10
Prerequisites.....	10
Menus.....	11
Cleaning.....	11
Disposal of Wet Waste and Waste Water.....	11
SECURITY AND PARKING.....	12
STAFF CONSIDERATIONS.....	12
REPORTING.....	12
CONTRACT.....	12
RENT.....	12
SUBMISSION OF PROPOSALS	
Time and Place.....	13
Proposal Copies.....	13
Proposal Requirements.....	13
PROPOSAL CONDITIONS AND INSTRUCTIONS	
Proposal Conditions.....	14
Proposer Insurances.....	15
EVALUATION AND CONTRACT AWARD	
Evaluation Procedure.....	15
Notification to Proposers.....	15
Annexure A – The Gateways: Oppeheimer Life Science Steps, shop layout	
Annexure B – The Gateways: Oppeheimer Life Science Steps, utilities and other related charges	
Annexure C – The Gateways, Oppeheimer Life Science Steps, Retail Contract	
Annexure D – Wits Confidentiality Undertaking	

THE GATEWAYS, OPPENHEIMER LIFE SCIENCE STEPS RFP 2018

OVERVIEW OF THE UNIVERSITY

The University of the Witwatersrand, Johannesburg is a leading university in Africa, as reflected by its international standing and the quality of its graduates, many of whom have played a major role in founding industries in South Africa, including sectors such as mining, financial services and information technology. The University has approximately 37 000 students an estimated 6 000 staff members and is one of the biggest sources of skills in Africa.

The University is strategically located in Johannesburg, a world class city, and has vast campuses that are spread over 400 hectares in Braamfontein and Parktown.

INTRODUCTION

The University acknowledges that student demographics have changed over the years and wishes to remain relevant with regards to the food offering on campus, and meet the needs of the students in a manner which is trendy and affordable.

The Operator shall deliver Services which are fit for the purposes required by the University and operate the business in a manner which is fit for purpose.

GENERAL INFORMATION FOR PROPOSERS

RFP Coordinator

The RFP Coordinator is the sole point of contact in the University for the RFP. All communication between the Proposer and the University upon release of the RFP shall be with the RFT Coordinator, as follows:

Attention: Ms Tracey Boogerd: tracey.boogerd@wits.ac.za

Submission location for RFPs:

Reception
Services Department
Facilities & Services Building
Braamfontein Campus West
University of the Witwatersrand

PROJECT DEFINITION

The Operator will be required to provide low to medium priced meals (as agreed between each individual Operator and the University's Services Department), or hot beverages with complementary items, or a selection of signature food/beverage items, which are appealing to the target market and enhance rather than compete with existing offerings in the retail stores and vending machines, and as a result will supplement the existing offering and provide added variety on campus. Menus must include one or more meals for under R25.00.

The Operator must provide the service on a full risk basis, meaning that the responsibility for the success of the business as defined in the agreement rests fully with the operator, but in accordance with the University's operational requirements which will include creating a safe eating environment. *(See Appendix 1 – Regulation 962)*

GOALS/OBJECTIVES

It is the University's objective to appoint operators that will work hand in hand with the Services Department to develop businesses that are highly competitive in terms of quality, price, convenience and that support environmental sustainability.

The operator must understand the value of service excellence in all its forms and be willing to provide the University community with an offering that reflects the overall objective, which includes but is not limited to:

- A multifaceted menu in terms of price, taking into consideration the varied backgrounds and circumstances of the students on campus.
- Excellent value for money and service quality.
- Convenience
- Flexibility
- Legislative compliance
- An operation that makes use of environmentally friendly cooking methods and packaging i.e. reduced use of polystyrene or plastic packaging in favour of paper and bamboo packaging.

Initial Instructions

Note: Prior to the submission of any of the below listed returnable documents and schedules, the Tenderer must submit to the University, in a single email, the following by the time indicated in F.2.15 below:

- An acknowledgment of receipt of this tender invitation,
- The Tenderer's written statement of intention to offer to tender, and
- A signed (scanned) copy of the Confidentiality Undertaking set out in Annexure D1.

This to be submitted to the RFP Coordinator as listed in General Information above.

The conditions of tender are the Standard Conditions of Tender as contained in Annexure F of the CIDB Standard for Uniformity in Construction Procurement (July 2015) as published in Government Gazette No 38960, Board Notice 136 of 2015 on 10 July 2015.

See:

<http://www.cidb.org.za/publications/Documents/Standard%20for%20Uniformity%20in%20Construction%20Procurement%20-%20July%202015.pdf>

The Standard Conditions of Tender make several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the Standard Conditions of Tender.

Each item of data given below is cross-referenced to the clause in the Standard Conditions of Tender to which it mainly applies.

Clause Number	Tender Data
F.1.1	Each occurrence of "the Employer" is replaced with "the University". The University is the University of the Witwatersrand, Johannesburg, acting through its Services Department. References to "tender data" shall mean the contents of this tender.
F.1.2	The Tender Documents issued by the University comprise the following:

	<p>THE TENDER</p> <p><u>Part T1: Tendering procedures</u></p> <p>T1.1 Tender notice and invitation</p> <p>T1.2 Tender data</p> <p><u>Part T2: Returnable documents</u></p> <p>T2.1 List of returnable documents</p> <p>T2.2 Returnable schedules</p>																												
F.1.5.2 F.1.6.3.2	These clauses of the Standard Conditions of Tender do NOT apply.																												
F.2.13.5 F.2.15.1	<p>The University's details and address for delivery of tender offers and identification details that are to be shown on each tender offer package are:</p> <p><u>Location of tender receipt:</u> Reception of Services Department, Attention: The Operations Administrator, Tracey Boogerd</p> <p><u>Physical address:</u> Facilities and Services Building, Braamfontein Campus West, University of the Witwatersrand, Johannesburg, (011) 717-1754</p> <p>See map at: https://www.wits.ac.za/maps/braamfontein-campus-west/</p> <p><u>Identification details:</u> Tender reference number, Title of Tender and the closing date and time of tender.</p>																												
F.2.13.9	The Tenderer must submit 2 (two) printed copies of their tender offer together with an electronic copy on USB or CD only to the address set out in F.2.15.1. Telephonic, telegraphic, telex, facsimilie or e-mailed tender offers will not be accepted.																												
F.2.15	<p>The closing time for submission of tender offers is 12:00 on 30/05/2018.</p> <table border="1"> <thead> <tr> <th>PROCESS</th> <th>DATE</th> <th>TIME</th> <th>PLACE</th> </tr> </thead> <tbody> <tr> <td>Invitation to Tender notice release & publication (RFP)</td> <td>11/05/2018</td> <td>16:00</td> <td></td> </tr> <tr> <td>Tenderer's compulsory University site visits^{1,2}</td> <td>16/05/2018</td> <td>10:00</td> <td>B3, Solomon Mahlangu House (for Jorissen Street)</td> </tr> <tr> <td></td> <td></td> <td>12:00</td> <td>Physics Building: P216 (for OLS Steps)</td> </tr> <tr> <td>Tenderer's response offer due (closing time)</td> <td>30/05/2018</td> <td>12:00</td> <td></td> </tr> <tr> <td>Short-listed Tenderer's presentations</td> <td>11/06/2018</td> <td>TBC</td> <td></td> </tr> <tr> <td>Intended award date & contract conclusion</td> <td>15/06/2018</td> <td>TBC</td> <td></td> </tr> </tbody> </table> <p>¹University site visits will be arranged beginning at 14:00.</p> <p>²Site visits are compulsory</p> <p>Note that the dates in this clause F.2.15 are fixed, unless the University, which reserves its right to do so, alters any of these dates at any time as it deems fit.</p>	PROCESS	DATE	TIME	PLACE	Invitation to Tender notice release & publication (RFP)	11/05/2018	16:00		Tenderer's compulsory University site visits ^{1,2}	16/05/2018	10:00	B3, Solomon Mahlangu House (for Jorissen Street)			12:00	Physics Building: P216 (for OLS Steps)	Tenderer's response offer due (closing time)	30/05/2018	12:00		Short-listed Tenderer's presentations	11/06/2018	TBC		Intended award date & contract conclusion	15/06/2018	TBC	
PROCESS	DATE	TIME	PLACE																										
Invitation to Tender notice release & publication (RFP)	11/05/2018	16:00																											
Tenderer's compulsory University site visits ^{1,2}	16/05/2018	10:00	B3, Solomon Mahlangu House (for Jorissen Street)																										
		12:00	Physics Building: P216 (for OLS Steps)																										
Tenderer's response offer due (closing time)	30/05/2018	12:00																											
Short-listed Tenderer's presentations	11/06/2018	TBC																											
Intended award date & contract conclusion	15/06/2018	TBC																											
F.2.22 F.2.23	All returnable documents, certificates and schedules must be current and valid and returned with the Tenderer's offer submission. Tenderers may be disqualified, at the University's option if this or any other compulsory or "must" condition is not met.																												
F.3.1.1	The University will respond to requests for clarification received up to 3 (three) working days before the tender closing time. Queries should be by email only to the Operations																												

	Administrator named above. Additional information supplied to any Tenderer may be provided to other Tenderers via e-mail. Tenderers are expected to examine thoroughly the specifications and instructions in this tender invitation. Should any part or parts of the tender invitation require further explanation, be ambiguous or contradictory, elucidation is to be obtained from the Operations Administrator named above prior to the submission of the tender offer.
F.3.4	Submissions are opened in the presence of the University's panel only.
F.3.11.2 to F.3.11.9 inclusive	<p>These clauses of the Standard Conditions of Tender do not apply, but the following applies:</p> <p>The University will apply a unique set of evaluation criteria to the tender offer including:</p> <ul style="list-style-type: none"> • Tenderer experience and financial condition, reputation and competence in the provision of the Component/s that the Tenderer is bidding for • The ability of the Tenderer to deliver and maintain a reliable long-term capability that effectively and cost efficiently meets the University's requirements, including meeting any desired service levels • The Tenderer's ability to add value, including effective account management capabilities, and effective execution of the order-to-payment process.
F.3.15	This clause of the Standard Conditions of Tender does not apply.
F.3.17	The number of paper copies of the signed contract to be provided by the University is 1 (one)
F.3.18	The University shall provide upon written request only the outcome of tender process.
	<p>The additional conditions and instructions of tender, which prevail over all others are:</p> <ol style="list-style-type: none"> 1. An officer or director of the Tenderer who is legally authorized by the Tenderer to enter into a binding agreement must sign the tender offer. A list of the person(s) authorized to negotiate on the Tenderer's behalf must be submitted along with the tender. 2. A compulsory clarification meeting, as well as a compulsory Tenderer site visit, with representatives of the University will take place at the location and on the dates set out under F.2.15 above. 3. All applicable items in this tender invitation should be addressed. The University reserves the right to reject incomplete tenders and those received after the due date. 4. Requirements for sealing, addressing, delivery, opening and assessment of tenders are stated in the Tender Data. 5. The University reserves the right to request further information should the tender offer yield insufficient detail and Tenderer differentiation. 6. No alterations shall be allowed once a tender offer has been submitted. An item against which no rate or price is entered by the Tenderer shall be considered to be covered by other rates or prices detailed in the tender offer. 7. A tender offer may be rejected if: <ul style="list-style-type: none"> • It is received after the closing due date and time, • It is considered unbalanced, or does not include the required information necessary for proper comparison and evaluation,

	<ul style="list-style-type: none"> • It does not follow the required sequence of Returnable Documents, • It is not submitted on the forms provided or forms are not completed, • It is delivered to individuals other Services personnel at the above address, • It is not submitted in duplicate and does not include a softcopy, or • The University reasonably deems it fit to do so for any other cause. <p>8. The University may require short-listed Tenderers to make presentations to the University Management. These are designed to give Tenderers the opportunity to present their solution and have a question and answer session.</p> <p>9. The Tenderer will nominate one representative to act as its single point of contact for all dealings with the University.</p>
--	--

By signing below, the Tenderer agrees with all of the conditions, statements and terms of this tender.

Authorised Signature of Tenderer	
Name of signing person	
Capacity	
Date	
Telephone Number & Fax Number	
Cell Number	
Name of Tenderer (Company name)	
Postal address (in block letters)	
Domicillum citandi et executandi in the RSA (full street address)	

THE GATEWAYS, OPPENHEIMER LIFE SCIENCES STEPS - RFP 2018

T.2.1 **List of returnable documents**

Returnable Documents required for tender evaluation process

- a. Company and Tax Certificates
 - Registration documents (CIPC registration & directors, VAT registration, Memorandum of Association, Certificate of Incorporation)
 - Valid Tax Clearance Certificate for Tenders
 - Letter of Good Standing (Compensation Fund)
 - Letter of good standing from the bank, or company financials
 - Valid BEE (Preference) document
- b. Quality & Licence Certificates
 - Occupational Health & Safety (OHS)
- c. Proof of Insurance
 - Public Liability
 - Property (goods) transit and loss/damage liability
- d. Proposed Amendments and Qualifications
 - Tenderer's deviations or qualifications to the tender documents.

T.2.2 **List of returnable schedules**

The Tenderer's offer should be composed according to, and in the sequence of the below list of schedules. Additional instructions are contained in each of the schedules. *The Tenderer must complete as applicable and submit all of the following returnable schedules.*

1. Returnable Schedules that will be used for tender evaluation purposes and to be incorporated into the contract

Schedule A: Tenderer's Offer and Scope of Work

- General Requirements
 - Cover Letter
 - Executive Summary
 - Tenderer's Proposal
- Operational Requirements
 - Premises
 - Capital Investment
 - Operating Hours
 - Transportation of Food
 - Menus
 - Cleaning
- Proposed Amendments and Qualifications

Schedule B: Company Profile

- Description and brief history
- Local organogram, including corporate and support structure
- Company financial results (including last 3 financial years' audited financial results or statements and latest annual report, specific website address for report is sufficient)

Schedule C: Preference Documents

- Valid SANAS approved BBBEE certificate (unless the Tenderer provides documentary proof of exemption)

Schedule D: Customer References

- References from at least 3 of Tenderer's customers or their holding companies where a similar service has been provided in the last 3 years. Current contact details must be provided.
- List of Reference Sites



Site: The Gateways: Oppenheimer Life Science Steps

Request for Proposal – Retail Outlet

2018

SCOPE OF WORK

The primary function of the outlet would be to provide low to medium priced meals (as agreed between each individual Operator and the University's Services Department) or hot beverages with complementary items which enhance rather than compete with existing offerings in the retail stores and vending machines.

The Operator will be required to comply with *Regulation 962* and all contractual and payment terms in order to remain on the approved vendors list and be permitted to operate on campus.

OPERATIONAL SPECS

Location

Pedestrian entrance at the Oppenheimer Life Sciences (OLS) steps, situated on Jan Smuts Avenue and Jorissen Street Entrance.

The objective is to improve access to the University by creating more welcoming pedestrian entrances for staff, students and visitors.

These entrances will highlight the presence of Wits in Braamfontein by introducing Iconic design elements, new large scale signage, increased access efficiency and place-making within these entrances. These new entrances are to be a place for the public, students and the broader University community. This will be achieved by introducing retail spaces, increased security with CCTV surveillance, lighting, seating areas, wi-fi hotspots, power sockets for charging devices, universal access and new roof structures for rain and sun shelter.

Operating Hours

The site will be required to be open at least between 07:00 and 19:00 from Monday to Friday and 08:00 – 13:00 on Saturdays, as well as any additional times required which will be communicated to the operator in advance.

Prerequisites

The University requires that the Operator complies with all relevant legislation and the University's rules, regulations, policies and procedures regarding the outlet, the site, food production and food use.

All food safety considerations must be adhered to, including the Food, Cosmetics and Disinfectants Act of 1972, Regulation 962 and the Occupational Health and Safety Act No 85 of 1993. [Appendix 1 – Regulation 962](#)

Menus

Items on offer may be adjusted according to demand, as long as adjustments have been approved by the Services Department who will endeavour to ensure that units do not cannibalize from one another.

Premium coffee and an assortment of other high end beverages are the main focus at the unit.

A variety of freshly packed light meals, health foods and a range of snack items must be available for the patrons.

Other menu options are to be identified on an on-going basis through the regular introduction of new items or specials.

Where possible items sold on a day to day basis should be served in bio-degradable packaging.

The submissions are to indicate the suggested pricing for each item.

Cleaning

The Operator is responsible for cleaning requirements and related costs for the retail space. In additions to this, the Operator is responsible for the clearing of tables on an on-going basis.

All other cleaning will be the University's responsibility, and costs associated with such will be for the University's account.

All pest control relating to the retail outlet will be done by the Retailer. The University will be responsible for the area surrounding the retail space, however, should extra pest control be required as a result of poor housekeeping by the Operator, all additional costs for the extra services will be charged to the Operator.

Disposal of Wet Waste and Waste Water

The Operator will be required to dispose of wet waste in accordance with University Policy, and only in the bins provided for such waste.

Waste water will only be disposed of in the drains identified by the University's Grounds Department, in order to minimize pollution of the ground water around the University. Such drains will be indicated and agreed upon when the site is allocated to the Operator. It will be the Operators' responsibility to keep the drain covers and paving surrounding the drains used for waste water, clean and free from debris at all times.

Waste water containing high concentrations of fat, grease or oil may not be disposed of down the allocated drains but must rather be disposed of offsite by the Operator.

It should be noted that failure to comply with the above cleaning and disposal conditions will result in immediate termination of the contract and/or penalties equal to the amount incurred by the University to remedy any and all problems which can be directly attributed to the Operator's failure to perform, + 20% handling fee.

SECURITY AND PARKING

The Operator will be required to adhere to University policies and procedures in terms of cash handling and securing of their premises.

The Operator will be required to engage with the University's Protection Services for an assessment and advice on the necessary precautions to be taken to ensure the safety of the Operator's staff and any other person using the outlet.

Parking near the sites will be limited to deliveries only, and Operator staff working in the units will be required to purchase hunting parking permits, and utilize hunting bays on the relevant campus for daytime parking.

ADDITIONAL CHARGES

Should the Operator require or use any of the University's facilities or utilities, all costs associated with such use will be for the Operator's account, including installation of access points if required.

STAFF CONSIDERATIONS

The Operator is expected to employ a staff complement sufficient to provide the services required.

The staff must be suitably qualified with relevant experience and expertise in a similar environment.

All staff must be familiar with food handling legislation and best practice, and are to be regularly trained or retrained to ensure compliance.

At least Sectoral/Bargaining Council determination must be applied to all staff i.e. salaries, working hours and other labour related issues. The University is currently drafting a Workers Charter and Protocol which may impact your business. Information will be provided as it becomes available. Compliance with the above will be sufficient for evaluation purposes.

Staff are required to wear a name badge and uniform - which clearly identifies the operation for which they work while on duty.

REPORTING

The Operator will be required to provide the following reports:

- Compilation of comments/questionnaires completed by clients utilizing these Facilities - on request from the University - in order to monitor service delivery.
- Attendance and reporting at monthly User Committee Meetings.
- Any other reports that may be requested by the University from time to time.

CONTRACT

The contract is expected to start on **1 July 2018** and to continue for a period of **3** years, with an option to renew for a period of 2 years, subject to the right of both parties to be in agreement to renew the contract.

RENT

The Operator will be required to pay a monthly rental of R9450.00, excluding VAT, for ten (10) months. Any additional charges will be billed in arrears if applicable.



SUBMISSION OF PROPOSALS

Time and Place

Proposals must be submitted **before 12:00 midday on 30 May 2018** at:

*Reception
Services Department
Facilities & Services Building
Braamfontein West Campus
Opposite The Chalsty Centre
Marked for the attention of Tracey Boogerd*

Late proposals will not be accepted.

Proposal Copies

The Proposer must submit 1 (one) original printed copy of their RFP offer together with an electronic copy on CD or USB to the named RFP Coordinator at the address specified above. The envelope should be clearly marked for the attention of the RFP Coordinator. The printed copies and the electronic copy must contain exactly the same information.

Proposal Requirements

Mandatory Documents

1. SARS Tax Clearance certificate
2. Public Liability
3. Company Registration Documents
4. BBBEE Certificate

Documents for Evaluation

1. *A brief overview of the company*
 - the type of legal entity the University would contract with, such as an individual or CC etc.
 - Member details
 - previous experience of owners and / or staff
 - number of staff employed by the entity (if any)

In addition, the following information is to be provided:

2. *Proposed operation*
 - Items to be sold and cooking methods to be used
 - Utilities/facilities necessary to be supplied by the University for the operation
3. *Staffing (if applicable)*
 - Proposed Staffing Structure
 - Company Conditions of Employment
 - Company Disciplinary and Grievance Procedures
 - Picture or description of the staff uniform

4. *Business plan*

- Intended method of funding capital outlays and purchasing of equipment
- Projected income and overhead costs
- Proposed insurance cover (including fire, theft, public liability)
- Project implementation plan showing expected opening date
- Proposed method of disposal of any used oil

5. *Sample menus including*

- Portion sizes
- Estimated prices for all menu items
- Preparation methods for menu items
- **In addition to the written proposals, one sample item of each category of prepared food, in the proposed packaging, must be delivered at a date & time which will be communicated to you if you have been shortlisted. These items will undergo an organoleptic assessment by the evaluation team.**

6. *References with telephone numbers*

PROPOSAL CONDITIONS AND INSTRUCTIONS

Proposal Conditions

All costs of any nature whatsoever related to the preparation and submission of this proposal is for the account of the Proposer.

The University reserves the right not to proceed with this matter at any time, and is not liable for any costs or other expenses incurred by Proposers as a result thereof.

The University reserves the right at its discretion to share all information and findings with any other higher education entities worldwide, provided such information has not been marked as confidential. This will be done for benchmarking purposes.

The acceptance of any proposal is at the sole discretion of the University, and the University will not necessarily accept the lowest and/or any proposal and is not obliged to give any reason for its decision. Information regarding the proposal evaluations will not be published or discussed with any of the Proposers.

The University's decision will be final.

Prospective Proposers' attention is drawn to the fact that no contact in any form whatsoever is permitted with any member of the evaluation team in connection with this proposal, apart from the

RFP coordinator specified in 3.1. If any Proposer fails to comply with this regulation, the University may elect to disqualify its proposal with immediate effect.

The contract terms that will apply are contained in **Annexure C**. The University reserves the right to revise these contract terms to accommodate the requirements of the RFP invitation and RFP offer information that apply.

Proposer Insurances

The Proposer must provide proof that it has adequate cover of the following insurances:

- General and Public Liability Insurance, including cover for bodily injury and death, and property damage. SASRIA insurance is also strongly recommended but is not a requirement for the contract.

EVALUATION AND CONTRACT AWARD

Evaluation Procedure

Responsive proposals will be evaluated in accordance with the requirements stated in this RFP and any addenda issued. The evaluation of proposals will be accomplished by an evaluation team designated by the University, which will determine the ranking of the proposals. The Business proposal including the financials, models, menus, preference, revenue considerations and other items will be considered in the evaluation process.

The RFP Coordinator may contact the Proposer for clarification of any portion of the Proposer's proposal.

Notification to Proposers

The University will notify the successful Proposer/s of its selection in writing upon completion of the evaluation process. Individuals or firms whose proposals were not successful will also be notified by email.