

TO ALL TENDERERS, PLEASE NOTE THE FOLLOWING
VERY IMPORTANT NOTICE:

□ YOU MUST SUBMIT YOUR TENDER OFFER BY THE
CLOSING TIME INDICATED BELOW

□ REGARDLESS OF THE REASONS FOR LATE
SUBMISSION, YOUR TENDER OFFER WILL NOT BE
ACCEPTED AFTER THE CLOSING TIME



UNIVERSITY OF THE
WITWATERSRAND,
JOHANNESBURG

University of the Witwatersrand, Johannesburg

Tender No: EGO/2018/01

GRADUATION PHOTOGRAPHIC SERVICES

PROCUREMENT DOCUMENT

April 2018

Issued by:

DEPUTY REGISTRAR: EXAMINATIONS AND GRADUATION OFFICE

University of the Witwatersrand, Johannesburg



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WITWATERSRAND,
JOHANNESBURG

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EGO/2018/01

GRADUATION PHOTOGRAPHIC SERVICES

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T1.1 Tender Notice and Invitation to Tender

Overview of the University

The University of the Witwatersrand, Johannesburg (the **University**) 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 prepares students for managerial, professional and leadership positions in the public, private and non-governmental sectors. The University has about 35 000 students and approximately 6500 staff and is one of the biggest sources of skills in Africa.

Invitation to Tender

Examinations and Graduations Office of the University of the Witwatersrand, Johannesburg, invites interested and suitably qualified tenderers to submit proposals for the supply of Graduation Photographic Services. Preferences are offered to Tenderers who are Broad Based Black Economic Empowerment Contributors.

Only tenderers who satisfy the Eligibility Criteria as set out in the Tender Documents should submit tenders.

Documents may be downloaded from the University's website <http://www.wits.ac.za/about-wits/procurement/> from **12h00, on 09/04/2018**.

Queries relating to the issue of these documents may be addressed to **Bonolo Mpshe**, email: bonolo.mpshe@wits.ac.za.

The compulsory clarification meeting / session/ briefing for this tender is on the **13/04/2018** starting at 10:00 at the offices of Procurement Services, Facilities and Services Building, West Campus, Braamfontein, University of the Witwatersrand, Johannesburg (Tel 011 – 717 1510)

The closing time for receipt of tenders is 20/04/2018 at 12:00 hrs

The conditions of tender, tender instructions, eligibility criteria, detail regarding the compulsory briefing meeting and detail regarding the shortlisted tender presentations are stated in the Tender Data of the Tender Invitation Documents.

Eligibility Criteria

Only those Tenderers who satisfy the following eligibility criteria and who provide the required evidence in their proposal submission are eligible to submit tenders and have their tenders evaluated. The Tenderer should only submit a Tender Offer if the following essential eligibility criteria are met. Failure to do so will result in disqualification. It is compulsory that the Tenderer:

- is a South African person, natural or juristic (state if a fully functional South African operation, not run from another country),
- submits proof of company registration,
- submits a signed submission by an authorised employee of the company,
- submits required information as indicated in Section T2: Returnable documents,
- provides a current and valid Tax Clearance certificate,
- provides audited company financial statements for the past 3 years,
- provides a Letter of Good Standing from its bankers (see Returnable documents below),
- must have proven 5 years' experience of tertiary/college and / or for a similar requirement in performing Graduation Photographic services,
- provides a Sample of a 30 X 40cm colour Graduation photograph to be used for the ceremony and a Portfolio of photos,
- supply a list containing the make, model and serial numbers of processing equipment you would use for a graduation ceremony,
- provide 3 recent and relevant tertiary/college References in performing Graduation Photographic services,
- provides a card payment facility.

Intent to Bid

Note: Prior to the submission of any of the below listed Returnable documents and schedules in the Tender Data, the Tenderer must submit to the University's agent (whose details are in F.1.4 below), in a single email, the following by the time indicated in F.2.15 of the Tender Data below:
the Tenderer's written statement of intention to offer to tender by the **12/04/2018**.



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T1.2 Tender Data

Standard Conditions of Tender

The standard conditions of tender are the Standard Conditions of Tender as contained in Annex F of the CIDB Standard for Uniformity in Construction Procurement (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 Examination and Graduation Office Department. “The Employer” and “the University” have the same meaning and are interchangeably used throughout this tender invitation.
F.1.2	The Tender Documents issued by the University comprise the documents listed in the above Table of Contents.
F.1.2	All tender offers and any accompanying documentation become the property of the University and will not be returned.
F.1.3.2	The returnable schedules specified in section T.2.2 and the following terms will be included in any contract arising from the invitation to tender and the tender offer: Orders: The Tenderer, if awarded the contract, will only supply to the University when an official University order (with official order no) has been sent by the University. Such order received by the Tenderer should be acknowledged in writing without delay.

F.1.4	<p>The University's agent is:</p> <p>Name: The Category Manager, Procurement Services, Bonolo Mpshe Email: bonolo.mpshe@wits.ac.za</p>					
F.1.5.1	<p>This provision applies equally to the University.</p> <p>In addition, the University reserves the right at any time to:</p> <ul style="list-style-type: none"> • 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 portions of the tender to more than one Service Provider, • 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, • 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. 					
F.1.5.2	This clause does not apply.					
F.1.6.1	This clause does not apply.					
F.1.6.2	This clause does not apply.					
F.1.6.3	Option 1 of the proposal procedure using the two stage system shall be applied.					
F.2.1	Only those tenderers who satisfy the Eligibility Criteria set out in Tender Notice and Invitation to Tender above are eligible to submit tenders.					
F.2.7	Compulsory clarification meetings will be held at the times and places set out in F.2.15. Tenderers must sign the attendance list in the name of the tendering entity at the meeting.					
F.2.11	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.					
F.2.13.2	All documents submitted by the Tenderer must be compiled in the order (and corresponding to the headings) set out in the Table of Contents above and all pages numbered within each section. Failure to comply with this requirement may disqualify the Tenderer.					
F.2.13.3	The Tenderer must submit 2 original printed copies of their tender offer together with an electronic copy on removable media to the address set out in F.2.15. The printed copies and the electronic copy must contain exactly the same information.					
F.2.13.4	<p>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) authorised to negotiate on the Tenderer's behalf must be submitted with the tender offer.</p> <p>The Tenderer will nominate one representative to act as its single point of contact for all dealings with the University.</p>					
F.2.13.5	<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> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">Identification details:</td> <td>Tender reference number, Title of Tender and the closing date and time of the tender</td> </tr> <tr> <td>Tender Box Location:</td> <td>Foyer of the Procurement Services Offices Attention: Bonolo Mpshe</td> </tr> </table>		Identification details:	Tender reference number, Title of Tender and the closing date and time of the tender	Tender Box Location:	Foyer of the Procurement Services Offices Attention: Bonolo Mpshe
Identification details:	Tender reference number, Title of Tender and the closing date and time of the tender					
Tender Box Location:	Foyer of the Procurement Services Offices Attention: Bonolo Mpshe					

	Physical address:	Facilities and Services Building, West Campus, Braamfontein, University of the Witwatersrand, Johannesburg (Tel 011-717-1510) (refer map at: https://www.wits.ac.za/maps/braamfontein-campus-west/)
F.2.13.9	Telephonic, telegraphic, telex, facsimile or e-mailed tender offers will not be accepted.	

F.2.15	The closing time for receipt of tender offers is 12:00 hrs. On 20/04/2018. (Tender Offers submitted after this time will NOT BE ACCEPTED)		
		Date	Time
	Invitation to Tender notice release & publication	06/04/2018	
	Tenderer's notice of intent to respond & make an offer	12/04/2018	12:00
	Tenderer's compulsory clarification meeting 1	13/04/2018	10:00
	University's optional visits to Tenderers' sites 1	03/05/2018	To be advised
	Tenderer's Offer submission (response closing time)	See above	As above
	Short-listed Tenderer's presentations 1	09/05/2018	To be advised
	Intended award date	31/05/2018	
	Intended award date & contract conclusion	31/05/2018	
	<p>1Tenderer's visits to University's venue/s and site/s will be arranged beginning at 10:00 2 University's visits to Tenderer's sites are optional at the University's discretion</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 necessary.</p>		
F.2.16	The tender offer validity period is from the closing time specified in F.2.15 for the contract duration.		
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.		
F.3.1.1	The University will respond to requests for clarification received up to 5 working days before the tender closing time. Queries should be by email only to the Category Manager named above. Additional information supplied to any Tenderer may be provided to other Tenderers via e-mail.		
F.3.2	The University may issue addenda until 3 working days before the tender closing time.		
F.3.3	Tender offers submitted after the closing time in F.2.15 will be rejected, including any tender submission that is received by any staff member of the University after the closing time, in which event it will remain unopened (unless already open, or it is necessary to open to obtain Tenderer details) and should be retrieved by the Tenderer within 7 days of the closing time, failing which it will be destroyed.		
F.3.4	Submissions are opened in the presence of the University's tender evaluation committee members only.		

F.3.8	<p>Tenderer's will be disqualified without the opportunity to make their tender offer responsive if:</p> <ul style="list-style-type: none"> • it is submitted after the closing time specified in F.2.15, • it is delivered to individuals other than Procurement personnel at the address in F.2.13.5, • it is not submitted in duplicate and/or does not include a softcopy, • it is not signed by an authorised signatory as required in F.2.13.4, • the pricing schedule (or equivalent) in Annexure 2, is omitted or is not contained in the given format of or in the spread-sheets provided, • proof of indicated insurance policies and their values are not provided, • the compulsory Returnable documents and schedules are not provided or not completed in full, they fail to comply with the requested specifications, services and service levels, or • any compulsory requirements as indicated are not complied with. <p>A tender offer may be declared unresponsive and rejected if:</p> <ul style="list-style-type: none"> • it contains any erasure, alteration, text addition or irregularity other than that as requested, • it is considered unbalanced, or does not include the required information necessary for proper comparison and evaluation, • it is incomplete, • it does not follow the required sequence of Returnable documents and schedules, • it is not submitted on the forms provided or forms are not completed, • any "must" condition is not met, or • the University reasonably deems it fit to do so for any other cause.
F.3.10	<p>The University may require short-listed Tenderers to make presentations to University management on the date and at the place in F.2.15 of the Tender Data. These are designed to give Tenderers the opportunity to present their solution and have a question and answer clarifying session.</p>
F.3.11.2	<p>These clauses are replaced with the following:</p>
to F.3.11.9 inclusive	<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 goods and/or services that the Tenderer is offering to provide, • the qualification, experience and ability of the Tenderer's staff expected to be assigned to the project, the degree to which the proposed solution addresses the University's requirements (fitness for purpose, business, technical, functionality, financial, quality, preference, etc.), including the effectiveness of implementation, and the reliability and quality of the services, • the ability of the Tenderer to minimise the University's business risks in ensuring business continuity, and • additional differentiators that Tenderer shows are advantages over other similar Service Providers.
F.3.15	<p>This clause does not apply.</p>
F.3.17	<p>The Tenderer must submit 2 original printed copies of their tender offer together with an electronic copy on removable media to the address set out in F.2.15. The printed copies and the electronic copy must contain exactly the same information. The number of paper copies of the signed contract to be provided by the University is two.</p>
F.3.18	<p>Notwithstanding the provisions of clause F.3.18, the University shall provide upon written request only the outcomes of tender process.</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)		
Full street address (Domicilium citandi et executandi in the RSA)		



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T.2.1 List of returnable documents

Returnable documents required for tender evaluation purposes

The Tenderer's offer must be composed according to, and in the sequence of the below list of required documents. The Tenderer must submit all of the following returnable schedules.

Schedule A: Company Profile and Information

- Description & brief history of Tenderer's company
- Local organogram, including corporate and support structure
- CV's of graduation photographer planned for this contract
- Company financial results (including last 3 financial years' audited financial results or statements prepared in accordance with Generally Accepted Accounting Practice (GAAP) for the preceding financial year (**compulsory**) and latest integrated annual report (specific website address for report is sufficient)
- Corporate equity ownership document and shareholders certificates
- Corporate social responsibility involvement statement
- Company and tax certificates including:
 - South African registration documents if a registered company (CIPRO registration & directors, VAT registration, Memorandum of Association, Certificate of Incorporation) (**compulsory**)
 - Tax Clearance Certificate for Tenders issued by the South African Revenue Services (**compulsory**)
 - Letter of Good Standing from Tenderer's bankers (**compulsory**) which indicates the Tenderer company's financial health and liquidity. This letter must state at minimum about the Tenderer:
 - Tenderer's registered name and length of time as the bank's client,
 - The Tenderer's account name and details at the bank,
 - Tenderer has successfully completed various contracts and conducted accounts at the bank,
 - Engagements and accounts with the bank have always been properly and satisfactorily conducted,
 - The bank considers the Tenderer good for its normal contracting commitments, and
 - The Tenderer has access to lines of credit with the bank, they have the resources to meet their commitments, and that the bank considers the Tenderer a counterparty of good risk and good for business.

Schedule B: Preference Documents

Valid SANAS approved BBBEE certificate (Verification certificate from a verification agency accredited by SANAS and recognized as an Accredited B-BBEE Verification Agency - (see www.sanas.co.za/directory/bbee_default.php)

Attach a written declaration on company letterhead, which has been duly signed by the Service Provider's authorised signatory, with the following content:

I/we declare that the <<Service Provider Name>> enterprise is a Level contributor as at the closing date of this tender and our financial year ends on

Schedule C: Customer References and Experience of Tenderer

The Tenderer will provide a list (minimum 3) of reference sites in South Africa where they have provided, and continue to provide services of a broadly similar nature as is being requested in this tender for a period longer than 5 years. The reference sites should have similar or greater technical capacity and complexity to that of the University.

- If, in the University’s opinion, the reference customers do not meet the University’s requirements, additional references will be requested, and visits to the reference sites will be required. Interviews at reference sites will be confidential.
- Tenderers may be required to demonstrate their proposed solution. Such demonstrations should, as far as practicable, simulate the solution in the University’s environment.
- Please provide your information in the below **Schedule D: Customer References and Experience of Tenderer** and in the below summary. In addition, please submit at least one reference template as per **Schedule D:** to be completed by a client where an account of supply of Graduation photography or similar have been provided and supported. Note at least one reference must be related to the Higher education or equivalent environment and the more acceptable references you have the higher the score. It will be to your advantage to include references related to the provision of Graduation photography to the Higher education environment.
- Indicate your years of experience in providing a similar service:
Years of Experience...
- The following is a statement of similar work successfully completed by ourselves over the last five(5) years (use a separate page if necessary):

Reference company contact person and telephone number	Description of contract indicating delivery time from placement of order and volumes	Value of supplies inclusive of VAT (Rand)	Date completed

Signed

Date

Name

Position

Tenderer

Schedule D: Customer References

Provide proof of Customer references as per the template provided.

Schedule E: Service Provider insurances (compulsory)

Provide proof that the Tenderer has adequate cover of the following insurances:

- Public liability insurance
- Professional Indemnity insurance
- General and Commercial Liability insurance, including cover for bodily injury and death, and property damage.

T.2.2 Returnable schedules

Returnable schedules that will be used for tender evaluation purposes and will be incorporated into the contract

The Tenderer's offer must be composed according to, and in the sequence of the Annexures described below. The Tenderer must complete as applicable all of the attached returnable Annexures by complying with the below corresponding requirements and instructions.

Annexure 1: Scope of Work (compulsory)

- Tenderer's cover letter
- Tenderer's executive summary
- The Tenderer's offer should include:
 - A summary of the Tenderer's proposal
 - How the Tenderer is able to meet the tender requirements, including differentiators that Tenderer shows are advantages over other similar Service Providers or in this field of expertise. Include here any relevant information which is not covered in other sections and information which you believe will help convince the University of your suitability as a Service Provider and your ability to add value.
 - Tenderers are expected to show that they:
 - have the necessary experience, know-how, skills and resources
 - proposed solution should take into consideration the current established infrastructure and avoid or prevent any degradation of current functionality.

In addition, the tenderer must submit the below ``Compulsory Additional Information``

Only tenderers that attain a minimum of **75%** threshold for **functionality** indicated below shall be **evaluated further**. **Provide information related to each functionality criteria below by labelling each criteria section in your submission,**

Functionality Criteria	Points	Allocated Points
<p>1.1 <u>Company's experience and Track Record:</u></p> <ul style="list-style-type: none"> • relevant experience of 10 (ten) years or more tertiary experience. • relevant experience of 9 (nine) to 5 (five) years tertiary experience. • relevant experience of 4 (four) to 2 (two) years tertiary experience. <p>Provide information related to you backup plans in case the main photographer is not available or the equipment fails. This will be considered when assessing the maturity and relevancy of the Company's experience and track record</p>	<p>=20 points</p> <p>=15 points</p> <p>= 5 points</p>	20
<p>1.2 <u>Individual /Main Photographer experience: (Attach CV's)</u></p> <ul style="list-style-type: none"> • experience of 10 (ten) years or more of tertiary experience. • experience of 5 (five) years or more of tertiary experience. • experience of 4 (four) to 2 (two) years less of tertiary experience. 	<p>=20 points</p> <p>=10points</p> <p>=5 points</p>	20
<p>1.3 <u>Infrastructure:</u></p> <ul style="list-style-type: none"> • have acceptable local studio and onsite campus facility for re-shoots and HD Resolution. Indicate the location of your studio. • Provide acceptable information related to your lighting infrastructure 	Up to 20 points	20

<p>which must be adequate for graduation photography</p> <ul style="list-style-type: none"> outsourced studio or on campus facility for re-shoots and HD Resolution not adequate 	<p>Up to 10 points</p>	
<p><u>1.4 References (Current, Acceptable and Similar Nature):</u></p> <ul style="list-style-type: none"> 3 (three) Acceptable References. 2 (two) Acceptable References. 1 (one) Acceptable Reference. 	<p>=20 points =10 points =5 points</p>	<p>20</p>
<p><u>1.5 Processing laboratory (Submit Valid and Current Proof):</u></p> <ul style="list-style-type: none"> have in-house laboratory and is able to keep graduation photographic records for a period of 5years or longer. outsourced laboratory and No facilities to keep the records for a period of 5years or longer. 	<p>=20 points =10 points</p>	<p>20</p>
<p><u>Total Functionality Points</u></p>		<p>100</p>

Annexure 2: Pricing schedule (compulsory)

- The pricing the Tenderer submits will be considered the Tenderer's final offer which will be a Returnable that will become **Annexure 2: Pricing schedule** to the Contract. The spreadsheet that is **Annexure 2** must be used to submit pricing as indicated in this tender invitation.
- Detailed specifications should be set out in **Annexure 2: Pricing schedule**.
- The University expects the Photographer to pay a fee for each Graduand who crosses the stage during the graduation ceremony. The Photographer should suggest what that fee should be. The University expects a minimum of R 8.50 Excluding VAT per Graduand.
- Tenderers must show the pricing information using the pricing template contained in **Annexure 2**. The Pricing schedule must be submitted in editable and printable softcopy in both the original Excel compatible (.xls) and .pdf formats.
- The Tenderer must provide analysed and total costs plus detailed descriptions of what is included in such costs as required in the Scope of Work contained in **Annexure 1**. Prices should be in Rands and exclusive of VAT.
- The pricing proposal should be accompanied by a detailed schedule of what is excluded from the pricing proposal and items the Tenderer assumes the University will provide e.g. any resources, consumables, additional equipment etc.

Price Adjustments

Where applicable and provided the relevant supporting documentation is supplied, the successful Tenderer may request in writing from the University that its prices be adjusted due to changes in its costs caused by currency exchange rate fluctuations and/or annual inflation related price adjustments based on change in the South African Consumer Price Index (CPI). Otherwise, prices must remain firm for the duration of the Project.

Cost Savings

The University expects the Tenderer to be an active partner in generating ideas to reduce costs (including total cost of ownership) beyond only price reductions. Alternative cost reduction methods should be included in a separate spreadsheet in **Annexure 2**.

Annexure 3: Specifications (compulsory)

For detailed Graduation Photographic Services Specifications refer to **Annexure 3**.

Annexure 4: Code of Conduct (compulsory)

The Graduation Photographer is expected to adhere to the Code of Conduct set out in the Graduation Photographic Services Agreement, refer **Annexure 4**.

Annexure 5: Access to University Precincts

The Graduation Photographer is expected to adhere to the rules for access to University Precincts, refer **Annexure 4 and 5**.