



UNIVERSITY OF THE  
WITWATERSRAND,  
JOHANNESBURG

## REQUEST FOR INFORMATION

University of the Witwatersrand, Johannesburg

RFI Reference:	Procurement/2019/01
Description:	e-Tendering System
Issue Date:	25 November 2019
Issued by:	Ms. Zarina Hassim   Procurement
RFI Documentation Date:	Date: Monday, 9 December 2019



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## 1 DISCLAIMER

1.1 Respondents are required to:

1.1.1 treat the RFI and any information provided to the respondents by or on behalf of the University in connection with the RFI process as confidential information belonging to the University; and

1.1.2 accordingly, not disclose or use that information except as strictly required for the purpose of developing a response in accordance with the RFI.

1.2 All response documents submitted in response to this RFI become the property of the University. Respondents submitting documents do so on the basis that the University may use, retain and copy the information contained in those documents.

1.3 In responding to this RFI the respondent acknowledges that:

1.3.1 they are duly authorised to respond on behalf of the organisation in relation to this RFI;

1.3.2 the University may approach other suppliers (including suppliers that have not responded to this RFI) to provide information as set out in this RFI, including information the same or similar to that requested by this RFI;

1.3.3 the University may conduct other industry engagement activities and future procurement processes in relation to the RFI, which the respondent may or may not be invited to participate.

1.3.4 The respondent's participation in this RFI process, or in relation to any matter concerning this RFI, is at the respondent's own risk and cost. The University will not be responsible for any costs or expenses incurred by any respondent in preparation or lodgement of a response to this RFI.

1.3.5 The University reserves the right at any time to:

1.3.5.1 request further information should the submission of information yield insufficient detail and respondent differentiation;

1.3.5.2 contact any respondent, in order to clarify any information, without informing any other respondent;

1.3.5.3 cancel, withdraw, defer, suspend or reissue this RFI in whole or in part at any time;

1.3.5.4 share all information and findings with any other higher education entities worldwide, provided such information has not been marked as confidential, for benchmarking purposes.

1.3.6 To the maximum extent permitted by law, the University, and its personnel shall have no liability or responsibility whatsoever to the respondent (whether based in contract, promissory estoppel, restitution, quantum meruit, quasi-contract, delict, statute or otherwise) in connection with or in relation to the RFI, or the respondents partaking in the RFI process.

1.3.7 The respondent agrees to indemnify, and keep indemnified, the University and its personnel from and against all liabilities, costs, expenses, damages and losses and any professional costs and expenses suffered by, incurred by, or awarded against the University, arising out of or in connection with this RFI.

## 2 OVERVIEW OF THIS RFI

2.1 In this RFI, the University requests respondents to put forward an innovative, cost-effective, economical, and optimum solution with suggestions and recommendations (whilst addressing risk) to implement, manage and operate an e-Tendering system,

2.2 This RFI is being used to assist with the following objectives:

- 2.2.1 Gather market research, identify possible e-Tendering tools and/or systems and determine a functionality fit to our requirements, and establish viability of such tools and/or systems.
- 2.2.2 Determine interest and capability that may lead to further demonstrations of the e-Tendering system or testing by the University for particular respondents.
- 2.3 The University encourages participation, acknowledging that participation is completely voluntary.

### 3 CONTACT DETAILS FOR QUERIES AND FOR RFI SUBMISSION

Any and all queries and submission relating to this RFI must be addressed to Charmaine Layton | [admin.tenders@wits.ac.za](mailto:admin.tenders@wits.ac.za)

### 4 TIMELINE FOR THIS RFI

- 4.1 The table below lists key events, dates and periods applicable to this RFI.

NO.	DESCRIPTION	DATE / PERIOD
4.1.1	Publication date of RFI	24 November 2019
4.1.2	Submission date and closing time of RFI	9 December 2019

- 4.2 All dates and times in this RFI are based on South African Standard Time (GMT+2). The dates and times stipulated in this RFI are subject to change at the University's sole discretion.
- 4.3 Any such changes will be communicated by the University to the respondents by Charmaine Layton | [admin.tenders@wits.ac.za](mailto:admin.tenders@wits.ac.za).
- 4.4 These dates and times do not create an obligation on the part of the University to take any action or create any right for a respondent to demand that the University executes a certain action on a specific date at a certain time.
- 4.5 The respondents acknowledges and accepts that if the University extends the closing date for submission of a response to this RFI for any reason, the requirements of this RFI otherwise apply equally to the extended deadline.

### 5 RFI SUBMISSION PROTOCOL

- 5.1 The University seeks information for all items as per requirements set out in this RFI.
- 5.2 All respondents must submit the following information by email:

SECTION	DESCRIPTION
5.2.1	Description and brief history of the respondent's company. Please include i) a link to your company website and ii) a link to a demo portal (if available). Label this file as Schedule B.
5.2.2	Provide a valid BBBEE Certificate (only applicable to South African respondents). Label this file as Schedule C.
5.2.3	Submit in Schedule D an organisational profile, providing an overview of organisational background, experience and staffing, including: <ul style="list-style-type: none"> <li>5.2.3.1 geographic location</li> <li>5.2.3.2 existing customer base</li> </ul>

	5.2.3.3	products or services provided
	5.2.3.4	number of local staff to support its service base
	5.2.3.5	South African footprint (volume of current client implementations)
	5.2.3.6	African footprint (volume of current client implementations)
	5.2.3.7	International footprint (volume of current client implementations)
	5.2.3.8	A list of successful implementations, projects at Universities (provide a list of University's that are current clients).
5.2.4	Respondents are to indicate their response in relation to the criteria in Schedule A. Please complete and return Schedule A.	

- 5.3 Any response, including all attachments and supporting documentation, should be written in English.
- 5.4 Respondents are requested to ensure that the information provided is accurate, complete and current.
- 5.4.1 Respondents must ensure that they:
- 5.4.1.1 carefully review all documentation;
- 5.4.1.2 complete fully and submit the documentation as requested;
- 5.4.1.3 email the submission to the University representative (see details at section 3);
- 5.4.2 Note that the onus is on the respondents to ensure that their submissions are sent on or before the closing date.
- 5.4.3 The University accepts no responsibility for unsent or undelivered emails for any reason whatsoever.