



UNIVERSITY OF THE
WITWATERSRAND,
JOHANNESBURG

University of the Witwatersrand, Johannesburg

REQUEST FOR INFORMATION (RFI)

SERV/2019/03

THE UNIVERSITY'S RETAIL OFFERING AND RETAIL MIX CATEGORIES

PROCUREMENT DOCUMENT

AUGUST 2019

Issued by:

DIRECTOR: Services

University of the Witwatersrand, Johannesburg

Name of tenderer:



UNIVERSITY OF THE
WITWATERSRAND,
JOHANNESBURG

University of the Witwatersrand, Johannesburg

SERV/2019/03

The University's Retail Offering and Retail Mix Categories

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The University's Retail Offering and Retail Mix Categories

T1.1 RFI Notice and Invitation to RFI

Overview of the University

The University of the Witwatersrand, Johannesburg (the *University* or the *Purchaser*) 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 30000 students and approximately 6500 staff and is one of the biggest sources of skills in Africa. The *University's* graduates occupy many senior positions in government and industry, and have thus made a considerable contribution to the economy.

The *University* has countless opportunities for students and staff to engage with and present solutions that will contribute to our country's knowledge-base and build our future. With its more than 130 000 graduates in its 90-year history, Wits has made and will continue to make its mark nationally and internationally.

Invitation to RFI

The Services Management Department of the University of the Witwatersrand, Johannesburg request information from prospective service providers to respond to this RFI by submitting proposals for the Retail offering and Mix categories within the University. The University would value a Service Provider that will be proactive and innovative in its approach while being sensitive to the needs and culture of the University community.

Preferences are offered to Tenderers who are Broad-Based Black Economic Empowerment Contributors.

Only suitably qualified Tenderers are eligible to submit tenders.

Documents may be downloaded from the University's website <http://www.wits.ac.za/about-wits/tenders/> from **14:00** on **Monday, 19 August 2019**. **Queries** relating to this RFI can be addressed to Ms. Nodumo Buso

Please ensure that you confirm your eligibility to tender prior to the briefing session, by reviewing the criteria stated in the RFI documents.

Note the below compulsory clarification meeting / session/ briefing on **Monday, 26 August 2019 strictly** at [10H00] at The Matrix Centre, East Campus, University of the Witwatersrand, Empire Road, Johannesburg, tel. (011) 717-9370. (Refer: <https://www.wits.ac.za/maps/braamfontein-campus-east-/>)

Queries relating to the issue of these documents may be addressed to Ms. Nodumo Buso, Tel: 011-717-1183, email: Nodumo.buso@wits.ac.za

The closing date and time for receipt for [SERV/2019/03] is on Friday, 13 September 2019 at 12:00 hrs.

Shortlisted Tenderers may be given the opportunity to make presentations to the University and will be advised of the date and time.

The University reserves its right to proceed with this request for information in full, in parts or not at all and call for a new RFI in the event of an unsatisfactory reply to this RFI invitation.

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

Compulsory Site Visit

Note: The Tenderer must inform the *University's* agent (whose details are in F.1.4 below), in a single email their intent to attend the compulsory site visit by COB on 23 August 2019.

RFI Background

The University wishes to remain relevant in today's society with regards to retail offerings and retail mix categories on campus, and meet the needs of the students in a manner which is trendy and affordable.

With this in mind, the University wishes to engage with operators who can propose to provide a suitable services on campus.

Objectives

It is the University's objective to request information from Service Providers to propose a service to the community that is not only convenient,

- but providing an on-going value for money, efficient and consistent whilst maintaining a high standard.
- the Service Provider will be required to furnish and maintain the proposed retail area to a standard commensurate with the general tone and quality of the surrounding facilities (and subject to the approval of the University)
- to propose a complement of staff sufficient in number and level of skill,
- to propose a high quality service in all matters pertaining to operating standards (including Food Safety and OHS compliance).
- convenient trading hours
- quick turnaround times
- variety of products and services

willingness to adjust offerings to meet the needs of clients

Project Definition

The scope and elements of the Project include the following:

1. Vending Machines
2. Book shop
3. Mobile book shops
4. Vacant Retail Shops which value centre could be, but not limited on the following Tenant mix :
 - A number of specific clothing stores like Clothing City and Shoe City
 - So-called factory shops
 - Discounters and stores like Cash Convertors;
 - A grocery store (may vary from small to large hyper store)
 - A small component fast foods and some eating-places
 - Coffee Shops
 - Large national clothing stores
 - Furniture stores
 - Homeware stores
 - Fast food restaurants
 - Cell phone shops/service centres
 - Banking facilities and
 - Lower quality clothing, furniture and other stores (mainly independent traders)
 - Pop-up markets
 - Mobile vendors
 - Bespoke niche Bookstores
 - Pop-up Bookstores for bi-annual market days
 - Beauty Salon, nail bar, Dry bar, Facials, Waxes, Skincare, Skilled Beauty Therapists
 - Men's Salon
 - Specialised retailers occupying a large space offering a wide variety of products at competitive prices e.g. Incredible Connection, Hi-Fi Corporation and Toys R Us (so-called category killers)

RFI : Eligibility Criteria nonfood proposals

- SARS Tax Clearance Certificate showing clearance on vat, income tax, UIF, SDL & PAYE
- BBBEE Certificate / Status
- Company registration documents
- Public liability
- Proof of Good Standing with the Relevant Industry Legislative Bodies E.g. UIF, COIDA, Bargaining Council (Or undertaking to register upon appointment) Etc.
- Description & brief history of Tenderer's company
- 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) **if applicable**
- Letter of Good Standing from Tenderer's bankers 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, and
 - The Tenderer has access to lines of credit with the bank.
- Company Standard Conditions of Employment
- Company Disciplinary and Grievance Procedures
- Salary scales for each category of employee
- Public Liability – Proof of insurance

Eligibility criteria for food proposals

1 (one) electronic and 2 (two) printed copies of the proposal is to be submitted. All submissions must include the following documents and/or information:

- SARS Tax Clearance Certificate showing clearance on vat, income tax, UIF, SDL & PAYE
- BBBEE Certificate / Status
- Company registration documents
- Bargaining Council Membership (or undertaking to register upon appointment)
- Public liability
- Company Standard Conditions of Employment
- Company Disciplinary and Grievance Procedures
- Salary scales for each category of employee
- 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) if applicable
- Letter of Good Standing from Tenderer's bankers 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, and
 - The Tenderer has access to lines of credit with the bank.
- Proof of good standing with the relevant industry legislative bodies e.g. UIF, COIDA, etc.

The Service Provider is required to further comply with the following criteria:

- Have a valid Certificate of Acceptability from the Department of Health or an application for this needs to happen within the first month of operation.
- Have a valid trading license
- Be aesthetically pleasing and neat and tidy at all times

All food safety considerations must be adhered to, including the *Food, Cosmetics and Disinfectants Act of 1972, Regulation R638* and the *Occupational Health and Safety Act no85 of 1993*.

Intent to Respond to RFI

Note: Prior to the submission of any of the below listed Returnable documents and schedules in the RFI Data, the Tenderer must inform the *University's* agent (whose details are in F.1.4 below), in a single email, the following by the



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T1.2 RFI Data

Standard Conditions of RFI

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

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

Clause number	RFI Data
F.1.1	The <i>University</i> is the University of the Witwatersrand, Johannesburg, acting through its Services Management Department. "The <i>Employer</i> " and "the <i>University</i> " have the same meaning and are interchangeably used throughout this RFI invitation.
F.1.1	The <i>University</i> reserves the right at any time to: <ul style="list-style-type: none"> • request further information should the RFI 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 only a portion of the RFI, • award portions of the RFI to more than one Tenderer, • withdraw, defer or suspend the RFI at any time, and • audit the awarded contract/s from time to time.
F.1.2	The RFI Documents issued by the <i>Purchaser</i> comprise the documents listed in the above Table of Contents.
F.1.2	All RFI offers and any accompanying documentation become the property of the <i>University</i> and will not be returned.
F.1.3.2	The returnable schedules so specified in section T.2.2 and the following terms will be included in any contract arising from the invitation to RFI and the RFI offer.

F.1.4	<p>The <i>University's</i> agents:</p> <p>Name: The Category Manager, Procurement Services, Nodumo Buso Email: Nodumo.buso@wits.ac.za</p>																														
F.1.5.2	This clause does not apply.																														
F.1.6.2	This clause does not apply.																														
F.2.1	Only those tenderers who satisfy the Eligibility Criteria set out in Request for information above are eligible to submit tenders.																														
F.2.7	Compulsory site visits 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. Any addenda will be issued to and tenders will be received only from those tendering entities appearing on the attendance list.																														
F.2.13.3	The Tenderer must submit 2 original printed copies of their tender offer together with an electronic copy on memory stick 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 RFI offer. A list of the person(s) authorised to negotiate on the Tenderer's behalf must be submitted with the RFI 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 <i>University's</i> details and address for delivery of RFI offers and identification details that are to be shown on each RFI offer package are:</p> <table border="1"> <tr> <td>Identification details:</td> <td colspan="3">RFI reference number, Title of RFI and the closing date and time of the RFI</td> </tr> <tr> <td>Tender Box Location:</td> <td colspan="3">Foyer of the Procurement Services Offices (Attention: Charmaine Layton)</td> </tr> <tr> <td>Physical address:</td> <td colspan="3">Facilities and Services Building, West Campus, Braamfontein, University of the Witwatersrand, Johannesburg (Tel 011-717-1510) (refer map at: http://www.wits.ac.za/contactwits/maps/westcampus.htm/609/west_campus.html)</td> </tr> </table>			Identification details:	RFI reference number, Title of RFI and the closing date and time of the RFI			Tender Box Location:	Foyer of the Procurement Services Offices (Attention: Charmaine Layton)			Physical address:	Facilities and Services Building, West Campus, Braamfontein, University of the Witwatersrand, Johannesburg (Tel 011-717-1510) (refer map at: http://www.wits.ac.za/contactwits/maps/westcampus.htm/609/west_campus.html)																		
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F.2.13.9	Telephonic, telegraphic, telex, facsimile or e-mailed RFI offers will not be accepted.																														
F.2.15	<p>The closing time for receipt of RFI offers is 12:00 hrs on 13/09/2019. (RFI Offers submitted after this time will be rejected)</p> <table border="1"> <thead> <tr> <th></th> <th>Date</th> <th>Time</th> <th>Venue / Site</th> </tr> </thead> <tbody> <tr> <td>Invitation to RFI notice release & publication</td> <td>18/08/2019</td> <td></td> <td></td> </tr> <tr> <td>Tenderer's compulsory clarification meeting</td> <td>26/08/2019</td> <td>From 10:00</td> <td>The Matrix Centre, East Campus, University of Witwatersrand, Empire Road, Johannesburg</td> </tr> <tr> <td>Tenderer's notice of intent to respond & make an offer</td> <td>30/08/2019</td> <td>12:00</td> <td></td> </tr> <tr> <td>RFI Offer submission (response <u>closing time</u>)</td> <td>13/09/2019</td> <td>12.00</td> <td></td> </tr> <tr> <td>Short-listed Tenderer's presentations</td> <td>Tba</td> <td>Tba</td> <td>Tba</td> </tr> <tr> <td>Intended award date & contract conclusion</td> <td>Tba</td> <td></td> <td></td> </tr> </tbody> </table> <p>Note that the dates in this clause F.2.15 are fixed, unless the <i>University</i>, which reserves its right to do so, alters any of these dates at any time as it deems necessary.</p>				Date	Time	Venue / Site	Invitation to RFI notice release & publication	18/08/2019			Tenderer's compulsory clarification meeting	26/08/2019	From 10:00	The Matrix Centre, East Campus, University of Witwatersrand, Empire Road, Johannesburg	Tenderer's notice of intent to respond & make an offer	30/08/2019	12:00		RFI Offer submission (response <u>closing time</u>)	13/09/2019	12.00		Short-listed Tenderer's presentations	Tba	Tba	Tba	Intended award date & contract conclusion	Tba		
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F.2.16	The RFI offer validity period is from the closing time specified in F.2.15 for 90 days.
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 3 working days before the RFI 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.3.3	RFI offers submitted after the closing time in F.2.15 will be rejected, including any RFI 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 RFI 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 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>An RFI 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 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	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 RFI Data. These are designed to give Tenderers the opportunity to present their business plan and have a question and answer clarifying session.
F.3.11.2 to F.3.11.9 inclusive	<p>These clauses are replaced with the following:</p> <p>The <i>University</i> will apply a unique set of evaluation criteria to the RFI 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 ability of the Tenderer to deliver and maintain a reliable long-term capability that effectively and cost efficiently meets the <i>University's</i> requirements, including meeting desired Service Levels, • 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 <i>University's</i> requirements (fitness for purpose, business, functionality, financial, quality, preference, etc.), including the effectiveness of implementation, and the reliability and quality of the goods and services, • the ability of the Tenderer to minimise the <i>University's</i> business risks in ensuring business continuity, and • additional differentiators that Tenderer shows are advantages over other similar Tenderers.
F.3.15	This clause does not apply.
F.3.17	The number of paper copies of the signed contract to be provided by the University is two.
F.3.18	The University shall provide upon written request only the outcomes of RFI process.

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

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 schedules/documents

Returnable schedules/documents required for RFI evaluation purposes

The Tenderer's proposal 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.

Only tenderer's who satisfy the indicated Eligibility Criteria and those set out in the RFI Notice and Invitation to RFI section of the RFI Documents should submit RFI. Eligibility criteria is indicated in T1.1 of this RFI document.

Section 1 Refer to the Eligibility Criteria in section T1

Section 2

Schedule A: Company Profile and Information

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 Agencies (see www.sanas.co.za/directory/bbee_default.php)
- Attach a written declaration on company letterhead, which has been duly signed by the Tenderer's authorised signatory, with the following content:

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

Schedule C: Customer References and Experience of Tenderer

- The Tenderer will provide a reference site where they have provided goods and services of a broadly similar nature as is being proposed in this RFI for a period that they provided service or provide proof of formal training relevant to the proposed offering (Diploma/Certificates and a letter of reference from lecturers at the institution where training was received to be attached to Schedule C).
- 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.
- The following is a statement of similar work successfully completed by ourselves over the last year (use a separate page of necessary):

Customer/Client, 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: Skills/Competency/Capacity

- Competency & Capacity of Proposed Management and Employee Relations and Human Resources (Attach CVs, Relevant Accreditations, Certifications & Associations)

Schedule E: Training and Development Plan of staff

- Supplier's ability to provide training to their staff, attach proof of relevant training programs & training facility
- Proposed trainings and proof of access to a training facility

Schedule F: Comprehensive Project Plan for the full scope of work proposing

- Provide a proposed business plan incorporating a project implementation plan. Your plan will be assessed in terms of completeness and comprehensiveness. In addition, how well does the plan meet the University “culture fit”

Schedule G: Risk/Assumptions/ Contingency plan

- Backup and contingencies plan should there be strikes and interruptions to the operational requirements be taken to ensure continuity of service

Schedule H: Proof of Association with recognized Industry Associations for a proposed service

- Attach Proof of Association (indicate which sectorial determination is relevant to your business)

Schedule I: Operational Health & Safety policy

- Supplier to provide approved detailed OHS policies
- A working knowledge and understanding of the Occupational Health and Safety Act and Regulations 85 of 1993

Schedule J: Insurances

- Provide proof that the tenderer has adequate cover

Phase 1 Functionality Criteria: (food proposals)

Note: *Only Tenderers that attain a minimum of 70% threshold for functionality indicated below shall be evaluated further.*

The process will result in finalizing the shortlisted Service Providers that will be considered for Presentation. Only Service Providers that maintain a minimum of 80% threshold for Presentation will be considered for final stage.

FUNCTIONALITY CRITERIA	WEIGHTS
1. Provide three (3) contactable references and proven track record where similar service was provided for the past three (3) years; At least one reference to be related to rendering a restaurant service in a tertiary education environment (Attach Company Profile and indicate when company started providing this service)	30 POINTS
<ul style="list-style-type: none">• 3 Confirmed acceptable reference sites provided = 30 points	
<ul style="list-style-type: none">• 2 Confirmed acceptable reference sites provided = 20 points	
2. Proposed business plan with realistic time frames and vision of the site	35 POINTS
<ul style="list-style-type: none">• Intended method of funding capital outlay and projected income = 6 points	
<ul style="list-style-type: none">• 14 day sample menu with price estimates and weighed options estimates = 8 points	
<ul style="list-style-type: none">• Use of Bio-degradable = 5 points	
<ul style="list-style-type: none">• Food preparation methods = 8 points	
<ul style="list-style-type: none">• Takeover set up time frames and expected opening dates = 8 points	

3. Food Handling policy	20 POINTS
<ul style="list-style-type: none"> Well documented and comprehensive policy/procedure for handling food = 20 points, as well as a comprehensive understanding around food regulations and the implementation of those. (E.g. R638; Food & cosmetics act) Minimal information = 10 points 	
4. Operational Health & Safety policy	5 POINTS
<ul style="list-style-type: none"> Supplier to provide a detailed policy = 5 points 	
5. Staff organogram and training and development plan of staff	5 POINTS
<ul style="list-style-type: none"> Supplier's ability to provide training to their staff, CV's and key responsibilities = 5 points 	
6. Risk/Assumptions/Contingency plan.	5 POINTS
<ul style="list-style-type: none"> Backup and contingencies plan should there be strikes and interruptions to the operational requirements be taken to ensure continuity of service = 5 Points 	
TOTAL POINTS FOR FUNCTIONALITY	100 POINTS

Phase 1 Functionality Criteria (non-food proposals)

Note: Only Tenderers that attain a minimum of 70% threshold for functionality indicated below shall be evaluated further.

The process will result in finalizing the shortlisted Service Providers that will be considered for Presentation. Only Service Providers that maintain a minimum of 80% threshold for Presentation will be considered for final stage and closed RFP process.

FUNCTIONALITY CRITERIA	WEIGHTS
1. Provide contactable references a track record where a similar service was provided; At least one reference to be related to rendering a related proposed service (Attach Company Profile and indicate when the company started providing this service)	5 POINTS
<ul style="list-style-type: none"> Three (3) Confirmed acceptable references provided = 5 points Two (2) Confirmed acceptable references provided = 3points One (1) Confirmed acceptable references provided = 1 points 	
2. Comprehensive business plan and Financials with realistic time frames and vision of the site proposed	45 POINTS
<ul style="list-style-type: none"> Provide a proposed business plan incorporating a project implementation plan. Your plan will be assessed in terms of completeness and comprehensiveness. In addition, how well does the plan meet the University "culture fit" = 25 points Intended method of funding capital outlay and projected income = 20 points 	

3. Competency & Capacity of Proposed Management and Employee Relations and Human Resources (Attach CVs, Relevant Accreditations , Certifications & Associations)	20 POINTS
<ul style="list-style-type: none"> • Organogram including company support structure = 5 points • Your internal disciplinary processes and contracts of employment = 10 points • Your envisaged hourly remuneration of employees (in line with the respective legislated min wage) =5points <p>(indicate which sectorial determination is relevant to your business)</p>	
4. Operational Health & Safety policy	10 POINTS
<ul style="list-style-type: none"> • Supplier to provide approved detailed OHS policies = 5 points • A working knowledge and understanding of the Occupational Health and Safety Act and Regulations 85 of 1993 =5 points 	
5. Training and development plan of staff to ensure service excellence	10 POINTS
<ul style="list-style-type: none"> • Supplier's ability to provide training to their staff, attach proof of relevant training programs & training facility = 5 points • Proposed trainings and proof of access to a training facility = 5 points 	
6. Proof of Association with recognized Industry Associations for a proposed service	5 POINTS
<ul style="list-style-type: none"> • Attach Proof of Association = 5 points <p>(indicate which sectorial determination is relevant to your business)</p>	
7. Risk/Assumptions/Contingency plan	5 POINTS
<ul style="list-style-type: none"> • Backup and contingencies plan should there be strikes and interruptions to the operational requirements be taken to ensure continuity of service = 5 Points 	
TOTAL POINTS FOR FUNCTIONALITY	100 POINTS

T.2.2 Proposal requirements

Information that will be used for RFI evaluation purposes and may be incorporated into the contract

The Tenderer must comply with the scope of work and specifications as set out in **Annexure 1**

Tenderer's offer

The Tenderer's offer should include the following:

1. General Requirements
 - Cover Letter
 - Executive Summary
 - Tenderer's Proposal
3. Submission Requirements
4. Presentation Requirements

Annexure 2: Utilities

Proposed rental must be submitted with the document. The University will access operational costs based on the square metre of the shop which will be charged to cover operating expenses of the centre.

Capital Investment

The Service Provider is required to ensure that the rentable areas are fully equipped in a style commensurate with the general tone and style of the building, and in support of the needs of the operation.

Some equipment and furniture have been procured by the University; the Service Provider has to maintain the equipment at their own cost and details of repairs or maintenance should be forwarded to the University.

Additional Requirements

The Service Provider is required to report all maintenance requirements, i.e. malfunctions, equipment faults, damage to property, etc. to the University in the format and manner as prescribed by the University. The University needs to service

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 Service Provider.

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 Service Providers 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 RFI evaluations will not be published or discussed with any of the Service Providers.

The University's decision will be final.

Access to the University Precincts

These terms, provided by the University in **Annexure 4**, will govern the successful service provider's access to and where and how the works, goods and services on the University's precincts are delivered/performed