



UNIVERSITY OF THE
WITWATERSRAND,
JOHANNESBURG

University of the Witwatersrand, Johannesburg

Request for Proposal (RFP)

Tender No: SETMU/2019/01

STUDENT EQUITY AND TALENT MANAGEMENT UNIT

PROCUREMENT DOCUMENT

August 2019

Issued by:

Head of Department: STUDENT EQUITY AND TALENT MANAGEMENT UNIT

University of the Witwatersrand, Johannesburg

Name of Tender: STUDENT EQUITY AND TALENT MANAGEMENT UNIT – Accommodation, Catering, Conferencing and Ancillary services

Name of Tenderer: _____

Tenderer to note the 2 (two) components and indicate their option/s below:

Indicate which component being tendered for : ✓	
Component 1: For up to 1000 individuals	
Component 2: For up to 400 individuals	



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STUDENT EQUITY AND TALENT MANAGEMENT UNIT

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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 more than 30000 students and approximately 6500 staff and is one of the biggest sources of skills in Africa.

Invitation to Tender

The Student Equity and Talent Management Unit (SETMU), based at the University of the Witwatersrand, Johannesburg, invites tenders to provide accommodation, catering and conferencing facilities and services during the period 2020 to 2022. The tender has two components:

Component 1 – up to 1000 individuals at one location

Component 2 – up to 400 individuals at one location

The location must be within a 40km radius from the University's Braamfontein campus and be able to cater for the volumes indicated for the respective component.

Only tenderers who satisfy the Eligibility Criteria as set out in the tender documents should submit tenders.

Queries relating to the issue of these documents may be addressed to Ms Sharon Pillay at Sharon.pillay@wits.ac.za and to admin.tenders@wits.ac.za

Documents **MUST BE** downloaded from the University's website from 14h00 on the 26th August 2019. Refer to <http://www.wits.ac.za/about-wits/tenders/> to download the documents.

The closing time for receipt of tenders is on 09 September 2019 at 12h00. Tender Offers submitted after this time will NOT BE ACCEPTED. The conditions of tender, tender instructions and details are stated in the Tender Data of the Tender Invitation Documents. Offers must be submitted to the Procurement office. Directions to Procurement can be found at the following link: <http://www.wits.ac.za/about-wits/tenders/>

Section 1: Tender- Eligibility Criteria

The tenderer should only submit a tender offer if the following essential eligibility criteria are met. Failure to do so will result in disqualification.

Tenderers are urged to study the information provided in detail before responding to the tender. It is of utmost importance that information and conditions set out in this specification and “Tender Forms” be completed and submitted in the indicated format and order. Should the information not be submitted in the required format, the University reserves the right not to assess the tender received and to disqualify such tenders. Preferences are offered to tenderers that are Broad Based Black Empowerment Contributors.

Only tenderers who satisfy the following Eligibility Criteria and those set out in the Tender Notice and Invitation to Tender section of the Tender Documents should submit tender.

It is compulsory that the Tenderer submit all of the information required in the below Schedules/Sections:

- a) Submits a signed submission by an authorized employee of the company,
- b) Submits audited company financial results for the past three (3) financial years' or statements prepared in accordance with Generally Accepted Accounting Practice (GAAP)
- c) Submits company and tax certificates including:
 - o South African registration documents if a registered company (CIPC registration & directors, VAT registration, Memorandum of Association, Certificate of Incorporation), and
 - o current tax clearance certificate for Tenders issued by the South African Revenue Services,
- d) A Letter of Good Standing from its bankers,

- e) is a South African person, natural or juristic (state if a fully functional South African operation, not run from another country)
- f) Be in compliance with the South African Grading council requirements, with their venue rated at a minimum 3 or 4 star grading. Provide evidence thereof.
- g) can demonstrate that it complies with all necessary legislative requirements (all statutory certifications must be shown, eg. compliance certification with labour laws (LRA) for labour / wages related contracts, Food and Occupational Health & Safety certification
- h) Provide at minimum three (3) acceptable client references, with experience of implementing one (1) similar service for a group of 500 or more
- i) Venue to have accommodation, conferencing and catering facilities for the component you bidding for.
- j) The location must be within a 40km radius from the University's Braamfontein campus
- k) comply with all mandatory requirements listed in the Annexure 3 SETMU 2019 01 COMPLIANCE SCHEDULE

Tenderers are required to submit the following documentation as indicated above. The University reserves the right to request additional information (to be responded to within a particular timeframe) related to these items above if insufficient information is provided.

The tenderer is to submit 1 (one) original hard copy and 1 (one) editable electronic copy on an USB of their proposal addressing the items listed in section 1, as well as the completed Tender Forms with supporting documentation, provided in section 2. A hard copy is to be separately bound, and are to be hand delivered to the University's Procurement Services.

The **closing time** for receipt of tender is strictly on **09 September 2019 at 12h00**

NO LATE SUBMISSIONS WILL BE ACCEPTED.

Shortlisted tenderers may be subjected to a physical site visit at their client reference and/or may be required to present. A formal communication will be emailed to shortlisted tenderers notifying on the proposed date and time for Site Evaluation or presentation.

The University reserves its right to 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.

The conditions of tender, tender instructions, eligibility criteria, and any details regarding the tender are stated in the tender Data of the tender Invitation Documents.

Note: Intent to Respond to Tender

Prior to the submission of any of the below listed Returnable documents and schedules in the Tender Data, the tenderer should 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. This is to communicate any clarifications/addenda/contract information to all prospective tenderers. Failure to do so may result in the tenderer not being privy to any additional information.

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 <i>r</i> is the University of the Witwatersrand, Johannesburg, acting through the University’s Services 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 <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 tender and the tender offer.
F.1.4	<p>The University’s agents with respect to the facilitation of the tender are indicated below:</p> <p>Email: Queries relating to this tender must be addressed to Sharon.pillay@wits.ac.za and copied to admin.tenders@wits.ac.za (Tel 011-717-1510)</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 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, • 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.
F.1.5.2	This clause does not apply.
F.1.6.1	A contract, substantially in the form contained in Part C1 and C2, and subject to F.3.13 and F.3.14, will be concluded with the successful tenderer. You are advised to review the contract terms very carefully as the University may at its option accept only minor changes.
F.1.6.2	This clause does not apply.

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.2.1	The tenderer may partner with its business partner or subcontractor in its response to this tender. However, all applicable information that is required about the tenderer should be supplied for the business partner or subcontractor as well.		
F.2.7	Any addenda will be issued to the website link you downloaded the documents from. Ensure that you check the link regularly to identify if addenda exists.		
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 1 (one) original printed copy of its Tender offer together with an electronic copy on a USB to the address set out in F.2.15. The printed copies and the electronic copy i.e. USB must contain exactly the same information.		
F.2.13.4	An officer or director of the tenderer who is legally authorised 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 behalf must be submitted with the tender offer. The tenderer will nominate one representative to act as its single point of contact for all dealings with the University.		
F.2.13.5	The <i>University's</i> details and address for delivery of tender offers and identification details that are to be shown on each tender offer package are:		
	Identification details:	Tender reference number, Title of Tender and the closing date and time of the Tender	
	Tender Location:	Box Foyer of the Procurement Services Offices (Attention: Sharon Pillay)	
	Physical address:	Procurement Services, Facilities and Services Building, West Campus, Braamfontein, University of the Witwatersrand, Johannesburg (Tel 011-717-1510) Refer maps at: https://www.wits.ac.za/maps/braamfontein-campus-west/ https://www.wits.ac.za/media/wits-university/footer/about-wits/procurement/Directions%20-%20Wits%20Procurement%20Department%20v2.1.pdf	
F.2.13.9	Telephonic, facsimile or e-mailed tender offers will not be accepted by the University.		
F.2.15	The closing time for receipt of Tender offers is 09 September 2019 at 12h00 (Tender Offers submitted after this time will <u>NOT BE ACCEPTED</u>)		
		Date	Time
			Venue / Site

	Invitation to tender notice release via print media	25/08/2019		
	Publication of tender available on the University's Procurement website	26/08/2019		
	<i>Tenderer notice of intent to respond and make an offer</i>	30/08/2019		
	Compulsory visits to <i>University</i> site/s ¹			
	Tender Offer submission (response closing time)	09/09/2019	12h00	
	Intended Short-listed Presentations			
	Component 1	01/10/2019		
	Component 2	02/10/2019		
	Intended Short-listed Site Visits ²			
	Intended award date for	25/10/2019		
	Intended contract conclusion for tender	31/10/2019		
	<p>¹Tenderer's visits to <i>University's</i> venue/s and site/s will be arranged beginning promptly at 10:00.</p> <p>²University'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 for the duration of the contract			
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 by the closing time indicated above.			
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 University representative 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 (three) working days before the tender closing time.			
F.3.3	<p>Tender offers submitted after the closing time in F.2.15 will be rejected, as will any tender submission that is received by any staff member of the University after the closing time.</p> <p>All such rejected submissions will remain unopened - (unless already open, or it is necessary to open to obtain tenderers details), and should be retrieved by the tenderer within 7 (seven) days of the closing time, failing which it will be destroyed.</p>			
F.3.4	Submissions are opened in the presence of the <i>University</i> tender evaluation committee members only.			
F.3.8	<p>Tenderers 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, 			

	<ul style="list-style-type: none"> • it is not submitted in duplicate and/or does not include a softcopy, • it is not signed by a signatory as required in F.2.13.4, • 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 or invalid documents are submitted, • it does not follow the required sequence of documents and schedules listed in the Table of Contents, • 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 tender Data. These are designed to give tenderers the opportunity to present their solution, 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 University will apply a unique set of evaluation criteria to the tender offer including:</p> <ul style="list-style-type: none"> • Tenderers 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 goods and services, • the ability of the tenderer to minimize the University’s business risks in ensuring business continuity, and • additional differentiators that tenderer shows are advantages over other similar suppliers.
F.3.15	This clause does not apply.
F.3.18	Notwithstanding the provisions of clause F.3.18, the University shall provide upon written request only the outcomes of tender process.
F.3.19	This clause does not apply.

By signing below, the Tenderer agrees to be bound to 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		
Email Address		
Name of Tenderer [company name]		
Postal address (in block letters)		
Full street address (Domicilium citandi et executandi in the RSA)		



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Tender No: SETMU/2019/01

STUDENT EQUITY AND TALENT MANAGEMENT UNIT

T.2.1 List of returnable schedules

Returnable schedules 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 Service Provider must submit all of the following returnable schedules.

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

Section 1 Refer to the Eligibility Criteria in section T1

Insert all eligibility criteria responses in Section 1.

Section 2

Schedule A: Company Profile and Information

1. Description & brief history of Tenderer's company
2. Local organogram, including corporate and support structure (also demonstrate that Tenderer has the capacity and capability to provide the service)
3. 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)
4. Corporate equity ownership document and shareholders certificates
5. Corporate social responsibility involvement statement
6. 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**)
7. Tax Clearance Certificate for Tenders issued by the South African Revenue Services (**compulsory**)
8. A Letter of Good Standing from its bankers
9. Quality & regulatory compliance certificates
 - a) Occupational Health & Safety (OHS) Letter of Good Standing (**compulsory**)
 - b) Certification from Tourism Grading Council of South Africa
 - c) Proof of compliance with the Compensation for Occupational Injuries and Diseases Act (COIDA) (**compulsory**)
 - d) Indicatef Indicate compliance with the Basic Conditions of Employment Act (BCEA) (**compulsory**)

Schedule B: Tenderer's Insurances

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

- Public and Commercial liability insurance including insurance against liability for death of or bodily injury to employees, agents or representatives of the tenderer;
- Professional indemnity insurance;
- The tenderer must at all times maintain insurance cover satisfactory to the University's insurance brokers, including professional indemnity insurance, which adequately insures against all the liabilities under the awarded contract.

The tenderer shall forward proof of its insurance cover to the University on or about the start date and thereafter the terms shall not be altered without the consent of the University. Proof of payment of premium for the policy shall be furnished annually to the University.

Schedule C: Customer References and Experience of Tenderer

- The Tenderer to provide minimum of 3 (three) references where similar implementation of the proposed solution has been conducted. (References within the last 3-5 years). The tenderer must provide at least 1 (one) local reference site, preferably based in Gauteng. At least one reference must indicate implementing a similar service for a group of 500 or more delegates. References to be indicated below and supporting reference information is to be provided.
- 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.
- Please provide your information in the attached Schedule C: Customer References and Experience of Tenderer.
- The following is a statement of similar work successfully completed by ourselves over the last 3-5 years (use a separate page of necessary but ensure the below information is responded fully):

Indicate your years of experience _____years

Schedule C.1: Customer Reference

Provide [insert] acceptable client references. References must be within the last [insert] years.	Description of Contract including type of services offered and delegate numbers	Value of Contract inclusive of VAT (Rand)	Contract Commencement	Contract Period
Name of Client: Senior Contact Person: Position: Email: Mobile Contact Number: Location of Site (Physical Address):				

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Signed

Date

Name

Position

Service
Provider

Schedule D: Compliance Schedule (Complete Annexure 3: Compliance Schedule)

Indicate your compliance to the criteria. **It is essential that mandatory criteria in this schedule be complied with.**

- As per compliance schedule at minimum [insert]%, compliance is required. Some criteria are mandatory; The Compliance Schedule must be submitted in editable and printable softcopy in both the original Excel compatible (.xlsx) and .pdf formats.
- Tenderers are required to indicate, in the spaces provided, compliance or non-compliance with the requirement. Tenderers are to enter one of the following compliance codes in the Comply column of the tables in Annexure 2:
 - Y = Fully Compliant
 - N = Partially Compliant or Not Compliant.

Note: When marked N with no reason for deviation, it will be assessed as Not Compliant with the requirement. The deviation is still subjected to consideration to determine if it is acceptable.

Annexure 1: Scope of Work

The tenderer agrees not to deviate from the University's scope of work and agrees not to provide its own contract, service level requirements in its submission, additionally the tenderer shall:

- provide a cover letter
- provide an executive summary
- ensure that its offer includes:
 - How the tenderer is able to meet the tender requirements, including differentiators that tenderer shows are advantages over other similar suppliers or in this field of expertise. The tenderer must include any relevant information, which is not covered in other sections and information, which it believes will help convince the University of your suitability as a supplier and your ability to add value.

Section 3: Pricing Schedule(s) (Annexure 2)

- 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 and equipment as indicated in this tender invitation.
- Tenderers must show the pricing information using the pricing template contained in Annexure 2 The Pricing and equipment schedule must be submitted in editable and printable softcopy in both the original Excel compatible (.xlsx) and .pdf formats.
- The tenderer must provide analysed and total costs plus detailed descriptions of what is included in such costs for the selected component elements and/or solution as required in the Scope of Work.
- 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 shall remain firm for the duration of the awarded contract.

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.

Annexure 4: Access to University's Precincts

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

Section 4: 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 http://home.sanas.co.za/?page_id=1021)
- 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 tender and our financial year ends onReturnable contract annexures that will be used for tender evaluation purposes and will be incorporated into the contract

The University reserves the right to request additional information to verify BEE components.

Part C1: Main Contract Terms and Conditions

The successful tenderer agrees to be bound to the University's contract terms and conditions. The contract will refer to the scope of work and relevant annexures (pricing, service levels and compliance schedules, where applicable.) as contained in the tender documentation. **The tenderer acknowledges and agrees that the University will accept no deviations to the contract or scope of work.**

Note the University's contract will be emailed to all providers that register their intention to bid. In addition, the contract will be uploaded on the website by 2nd Sept 2019.

Part C2: Annexures (refer Annexures listed in the Table of Contents above)