



UNIVERSITY OF THE
WITWATERSRAND,
JOHANNESBURG

DRAFT

MEMORANDUM OF AGREEMENT

entered into between and by

THE UNIVERSITY OF THE WITWATERSRAND, JOHANNESBURG

and

SERVICE PROVIDER DETAILS TO BE INSERTED

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1 APPOINTMENT

The University appoints the Service Provider on a non-exclusive basis, to provide the lithographic printing, secure handling, packaging, and delivery of Exam Answer Books and Test Answer Books as described in Annexure B: (Scope of Work). The Service Provider accepts the appointment and agrees to provide the Deliverables in accordance with the technical, quality, security, and delivery requirements specified in Annexure B: (Scope of Work). The Parties accordingly agree to be bound by the terms and conditions contained in this Agreement.

2 STRUCTURE OF THE AGREEMENT

2.1 This Agreement consists of:

- 2.1.1 The Terms and Conditions;
- 2.1.2 Annexure A: Contract Data;
- 2.1.3 Annexure B: Scope of Work; and
- 2.1.4 Annexure C: Fees.

2.2 In the event of a conflict between the documents comprising this Agreement, such conflict will be resolved in accordance with the order of precedence (in descending order of priority) as follows:

- 2.2.1 In respect of all provisions (except those related to the Deliverables):
 - 2.2.1.1 The Terms and Conditions;
 - 2.2.1.2 Annexure B: Scope of Work;
 - 2.2.1.3 Annexure C: Fees; and then
 - 2.2.1.4 Annexure A: Contract Data.

2.3 In respect of the provisions detailing the Deliverables:

- 2.3.1.1 Annexure B: Scope of Work;
- 2.3.1.2 Annexure C: Fees;
- 2.3.1.3 The Terms and Conditions; and then
- 2.3.1.4 Annexure A: Contract Data.

3 INTERPRETATION OF THIS AGREEMENT

- 3.1 Any reference to any legislation is to such legislation as at the Signature Date and as amended, re-enacted, or substituted from time to time thereafter.
- 3.2 No provision of this Agreement constitutes a stipulation for the benefit of any person who is not a Party to this Agreement.
- 3.3 Any provisions of this Agreement which either expressly or by their nature extend beyond the expiration or termination of this Agreement will survive such expiration or termination.
- 3.4 The Parties agree that the rule of construction that the Agreement will be interpreted against the Party responsible for the drafting of the Agreement, will not apply.
- 3.5 The clause headings in this Agreement have been inserted for convenience only and will not be taken into account in its interpretation.
- 3.6 Whenever this Agreement provides for approvals, consents or expressions of satisfaction by any one of the Parties, that Party may not unreasonably withhold or delay that approval, consent or expression of satisfaction.
- 3.7 At all times, the University and its engagements,

including that with the Service Provider as set out in this Agreement, are subject to the Rules.

4 DEFINITIONS

In this Agreement the following words have the meanings set out below and derivative words will have corresponding meanings:

- 4.1 **“Acceptance”** or **“Accepted”** or **“Accept”** means, in respect of the Deliverables, confirmation in writing by the University that the agreed Acceptance Criteria have been satisfied;
- 4.2 **“Acceptance Criteria”** means the criteria specifically set forth in Annexure B: (Scope of Work) in terms of which the Deliverables will be evaluated by the University for purposes of determining Acceptance;
- 4.3 **“Acceptance Testing”** means the criteria and process of measurement, examination and/or such other activities as set out in Annexure B: (Scope of Work) unless otherwise agreed by the Parties in writing;
- 4.4 **“Agreement”** means collectively, the:
 - 4.4.1 The Terms and Conditions;
 - 4.4.2 Annexure A: Contract Data;
 - 4.4.3 Annexure B: Scope of Work;
 - 4.4.4 Annexure C: Fees; and
 - 4.4.5 any other Annexures attached hereto;
- 4.5 **“Annexures”** means annexures to this Agreement;
- 4.6 **“Background Intellectual Property”** all Intellectual Property rights in existence before the Commencement Date, as well as Intellectual Property developed by a Party to this Agreement after its commencement and which does not fall within the scope of the definition of Foreground Intellectual Property;
- 4.7 **“Business Day”** means any day which is not a Saturday, Sunday, or official public holiday in the Republic of South Africa in terms of the Public Holidays Act 36 of 1994;
- 4.8 **“Commencement Date”** of this Agreement means the date specified in section 6 of Annexure A (Contract Data), notwithstanding Signature Date;
- 4.9 **“Commercially Reasonable Efforts”** means, with respect to the Deliverables, the reasonable efforts used by the Service Provider to deliver the deliverables in terms of this Agreement, as expeditiously as possible. This excludes:
 - 4.9.1 taking any actions that would, individually or in the aggregate, cause the University to incur costs, or suffer any other detriment, out of reasonable proportion to the benefits accruing in terms of this Agreement;
 - 4.9.2 changing the Party’s business strategy;
 - 4.9.3 disposing of any significant assets of the Party;
 - 4.9.4 taking any action that would violate any law or order to which the Party is subject;
 - 4.9.5 taking any action that would imperil the Party’s existence or solvency; or
 - 4.9.6 initiating any litigation or any dispute resolution mechanism.
- 4.10 **“Confidential Information”** information that:
 - 4.10.1 relates to the Disclosing Party’s past, present or

	future research, development, business activities, products, services, technical knowledge, and personal information regarding any person; and	4.17	"Documentation" means any documentation required for, or reasonably related to, the proper and effective use, implementation, verification, or acceptance of the Deliverables;
4.10.2	either has been identified in writing as confidential or is of such a nature (or has been disclosed in such a way) that it should be obvious to the other Party that it is claimed as confidential. (As used herein, the Party disclosing Confidential Information is referred to as the "Disclosing Party" and the Party receiving the Confidential Information is referred to as the "Receiving Party");	4.18	"Fees" means the Service Provider's list of fees, expenses, disbursements, rates, and prices (whichever is applicable) for the Deliverables and which is attached to the Agreement as Annexure C (Fees);
4.11	"Contract Data" means Annexure A (Contract Data) setting out the specific data of this Agreement which is attached to the Terms and Conditions;	4.19	"Force Majeure Event" means the result of an act of god, flood, drought, earthquake, or another natural phenomenon; war (declared or undeclared); fire; acts of terrorism; public disaster; governmental enactment, rule, or regulation; or any other cause beyond a Party's reasonable control; excluding industrial action of whatever nature or cause (e.g. strikes, lockouts and similar);
4.12	"Counterfeit Goods" means any material, component, part, assembly, sub-assembly, product, and any other item forming part of the Deliverables in which there is an indication by visual inspection, testing, or other information that it may be a copy or substitute made without legal right or authority or one whose material, performance, identity or characteristics have been misrepresented by the Service Provider, manufacturer or a supplier in the Service Providers supply chain;	4.20	"Foreground Intellectual Property" means Intellectual Property created or developed by a Party in the course and scope, as a result of, and/or for the purpose of this Agreement;
4.13	"CPI" means the average annual rate of change (expressed as a percentage) in the Consumer Price Index for all metropolitan areas as published by Statistics South Africa (or such other index reflecting the official rate of inflation in the Republic of South Africa as may replace it), which annual change will be determined by comparing the most recently published index with the average index published over the 12 (twelve) months preceding the anniversary of the Commencement Date, and applying the lower of the 2 (two) compared indices;	4.21	"Goods" means the fit-for-purpose goods described in Annexure B (Scope of Work) and all goods complementary and ancillary thereto to be provided in terms of this Agreement, and where relevant includes any Documentation supplied to aid the use of such goods;
4.14	"Data Protection Legislation" means the following legislation:	4.22	"Information Technology System(s)" means a Party's information and communication technology systems and services, including but not limited to hardware, servers, software, network, infrastructure, and any transmissions emanating from or entering the aforementioned;
4.14.1	Protection of Personal Information Act 4 of 2013, as amended or substituted; and	4.23	"Intellectual Property" means intellectual capital embodied in any and all technical and commercial information, whether registered or not, including techniques, specifications and formulae, know-how, systems and processes, methodologies, trade secrets, undisclosed inventions, patents, utility models, trademarks, designs, copyright and plant breeders' rights;
4.14.2	such other legislation that is or may be applicable to the protection of Personal Information in South Africa;	4.24	"Key Personnel" means the Personnel who have the required and necessary skills, expertise, qualifications, knowledge, and experience and who are critical for the successful performance of the Deliverables, as named in section 9 of Annexure A (Contract Data);
4.15	"Deliverable(s)" means without limitation the Goods, and the Services, as the context may require, including anything incidental, ancillary, or complementary thereto, as more fully described in Annexure B (Scope of Work) and where applicable includes any Documentation supplied for the proper and effective use, implementation, verification, or acceptance of the Deliverables;	4.25	"OMR" means Optical Mark Recognition, being a technology and related process used to electronically detect and interpret human-made marks (such as shaded bubbles, blocks, or designated response areas) on printed examination and test answer books through machine scanning. OMR-compatible materials require precise printing alignment, approved paper and ink specifications, and verified print quality to ensure accurate, reliable, and consistent automated reading and processing of candidate responses.
4.16	"Defect" means:	4.26	"Party" or "Parties" means the University or the Service Provider individually and collectively, as the context dictates;
4.16.1	A Deliverable which is not fit for the purpose for which it was procured and of suitable quality, on not provided on time and within budget; and/or	4.27	"Personal Information" means all information relating to an identifiable natural or juristic person as defined in the Protection of Personal Information Act 4 of 2013;
4.16.2	A defect, error, omission, failure, or inefficiency that impacts the University's ability to properly use, handle, distribute, scan, mark, or otherwise utilise any specific component of a Deliverable for its intended academic or examination purpose; and/or	4.28	"Personnel" of a Party includes employees, directors, partners, agents, consultants, associates, contractors, sub-contractors, or other representatives of a Party;
4.16.3	A defect, error, omission, failure, or inefficiency that adversely affects the mechanical readability, optical mark recognition (OMR) compatibility (where applicable), durability, security, or functional performance of the Deliverables in accordance with the Scope of Work; and/or	4.29	"Precincts" means any premises owned by or which fall
4.16.4	Non-compliance with Annexure B (Scope of Work);		

- under the management and control of the University and/or any part thereof;
- 4.30 **"Representative"** means the duly authorised person designated as such in section 10 of Annexure A (Contract Data);
- 4.31 **"Rules"** are the rules, regulations policies, procedures, practices and standing orders of the University, as amended from time to time;
- 4.32 **"Scope of Work"** means the detailed scope of work attached to this Agreement as Annexure B (Scope of Work);
- 4.33 **"Service Levels"** means the standards and levels of performance expected by the University from the Service Provider in fulfilment of this Agreement, as set out in more detail in Annexure B (Scope of Work);
- 4.34 **"Service Provider"** means the Party detailed in section 5 of Annexure A (Contract Data);
- 4.35 **"Services"** means the fit-for-purpose services as described in Annexure B (Scope of Work) and all services complementary and ancillary thereto to be provided in terms of this Agreement, and where relevant includes any Documentation supplied to aid the use and/or implementation of such services;
- 4.36 **"Signature Date"** means the date on which this Agreement is signed by the last Party to do so;
- 4.37 **"Termination Date"** means the date specified in section 6 Annexure A (Contract Data);
- 4.38 **"Terms and Conditions"** means these terms and conditions contained in this document;
- 4.39 **"University"** means the University of the Witwatersrand, Johannesburg; a public higher education institution recognised as such in terms of the Higher Education Act 101 of 1997;
- 4.40 **"VAT"** means the value-added tax levied by the South African Revenue Services on the supply of goods and services in terms of the Value Added Tax Act 89 of 1991.
- 5 TERM**
- 5.1 This Agreement commences on the Commencement Date and terminates on the Termination Date unless terminated earlier as provided in this Agreement.
- 5.2 Notwithstanding the provisions of clause 5.1 above, the University may terminate this Agreement on 1 (one) month's written notice to the Service Provider.
- 6 NATURE OF RELATIONSHIP**
- 6.1 The Service Provider will provide the Deliverables to the University as an independent contractor. Nothing in this Agreement will be construed as creating any relationship of agency, employment, partnership, joint venture or similar relationship between the University and the Service Provider.
- 6.2 Neither Party will have the authority to, nor will it represent that it has the authority to obligate or bind the other in any manner whatsoever.
- 6.3 The Service Provider specifically acknowledges and agrees that this Agreement does not constitute an undertaking by the University that it will procure minimum or any quantities and/or any guaranteed volumes of the Deliverables from the Service Provider under this Agreement.
- 7 RESPONSIBILITIES OF THE UNIVERSITY**
- 7.1 The University will, subject to the Rules:
- 7.1.1 provide the Service Provider and its Personnel with such access to the Precincts and/or Information Technology Systems (where applicable) as may be reasonably necessary to allow the Service Provider to fulfil its obligations in terms of this Agreement;
- 7.1.2 provide the Service Provider and its Personnel within reasonable lead times as described in Annexure B (Scope of Work) with:
- 7.1.2.1 accurate and timely examination schedules; and
- 7.1.2.2 confirmed quantities, technical specifications, and production instructions;
- 7.1.3 receive information from the Service Provider; and
- 7.1.4 pay the Service Provider as provided for in clause 23 of this Agreement.
- 8 RESPONSIBILITIES OF THE SERVICE PROVIDER**
- 8.1 Without derogating from, limiting, or detracting from any other obligations, warranties, or responsibilities of the Service Provider arising elsewhere in this Agreement or at law, the Service Provider must:
- 8.1.1 deliver the Deliverables which are fit for the purpose required by the University, produced using approved lithographic printing methods, on time, within budget, with due professional skill, care, diligence, and in compliance with all technical, quality, security, and service level requirements specified in Annexure B (Scope of Work);
- 8.1.2 ensure that all Deliverables comply in all respects with the approved technical specifications, including but not limited to paper quality, colour application, binding, pagination accuracy, sequential numbering, barcode readability, OMR compatibility (where applicable), packaging, and tamper-evident security requirements;
- 8.1.3 assign and maintain throughout the term of this Agreement Personnel who are sufficiently qualified and competent both in numbers and skill to provide the Deliverables and ensure the due and proper performance of its obligations under this Agreement;
- 8.1.4 designate a Representative, who will be responsible for liaising with the University's Representative at all times in respect of the provision of the Deliverables and who will supervise the Personnel responsible for the delivery of the Deliverables;
- 8.1.5 implement, maintain, and document robust quality assurance, security, and control procedures throughout all stages of production, storage, packaging, and delivery, including chain-of-custody controls, restricted access environments, batch traceability records, and secure destruction of waste and overruns, as specified in Annexure B (Scope of Work);
- 8.1.6 maintain at its own cost adequate production capacity, backup production capability, contingency arrangements, and business continuity measures to accommodate volume variability, peak examination cycles, equipment failure, power interruptions, supply chain disruptions, and other foreseeable operational risks, without

- compromising delivery timelines or quality;
- 8.1.7 deliver all Deliverables no later than sixty (60) calendar days prior to the scheduled examination period, strictly in accordance with the confirmed academic calendar and delivery requirements communicated in writing by the University;
- 8.1.8 do all that is reasonably necessary within the course and scope of the Agreement to prevent or minimise the risk of:
- 8.1.8.1 loss, damage, or compromise of the Deliverables;
- 8.1.8.2 security breaches, unauthorised access, or disclosure of confidential examination materials;
- 8.1.8.3 harm to University property, information systems, reputation, or persons;
- 8.1.8.4 loss or damage to University property, including its Information Technology System, academic processes, the University's reputation, or injury to persons;
- 8.1.9 co-operate and consult with other suppliers of the University, should it be necessary to ensure the seamless, secure, and uninterrupted delivery of the Deliverables and the continuation of academic operations.
- 8.2 The Service Provider will (and will ensure the same from its Personnel) at all times:
- 8.2.1 act in accordance with the lawful instructions of the University;
- 8.2.2 conduct itself with the utmost good faith, professionalism, and integrity in all dealings with the University;
- 8.2.3 not exceed the express or implied limits of the authority in terms of this Agreement;
- 8.2.4 not perform its responsibilities in terms of this Agreement in a manner that would cause the University to be in violation of any applicable laws;
- 8.2.5 perform its obligations in full compliance with all applicable laws, regulations, standards, and industry best practices, including but not limited to ISO, SANS, data protection, confidentiality, and environmental requirements referenced in the Scope of Work;
- 8.2.6 comply with the Rules;
- 8.2.7 provide the Deliverables without causing any annoyance, discomfort, interruption or disturbance to other users of the Precincts, including the University's students and staff and will not prevent them from carrying out their normal activities, including but not limited to the academic processes such as lectures, study, research, conducting practical classes or writing examinations;
- 8.2.8 inform the University in writing of every event, which could result in a position where the Service Provider is unable to fulfil its obligations in terms of this Agreement;
- 8.2.9 use Commercially Reasonable Efforts not to engage in activities which would detract it from the proper performance of its duties in terms of this Agreement; and
- 8.2.10 ensure that it avoids any appointment or circumstances which may reasonably result in any conflict between its interests and those of the University.
- 9 PERSONNEL**
- 9.1 The Parties will each nominate a Representative responsible for the overall management, execution, and oversight of this Agreement, who will:
- 9.1.1 on reasonable notice, consult with each other on matters relating to the Agreement;
- 9.1.2 engage with each other to ensure that day-to-day decisions and approvals with respect to the Agreement are made timeously;
- 9.1.3 oversee the contract management of the Agreement including oversight of the activities and responsibilities of the Personnel and Key Personnel;
- 9.1.4 accept and acknowledge all notices and correspondence relating to the Agreement; and
- 9.1.5 ensure that any administrative or compliance-related matters required in terms of this Agreement are carried out or completed timeously.
- 9.2 The Service Provider must inform the University of the names of its Representative, Personnel and/or Key Personnel authorised to provide the Deliverables within 2 (two) Business Days of the Signature Date. The University may object on reasonable grounds to any such person assigned. Upon receipt of such objection, the Service Provider must immediately assign alternative Personnel to act on its behalf.
- 9.3 The Service Provider acknowledges that the provision of Key Personnel and a Representative by the Service Provider, as specified in the Agreement, is critical to the Agreement.
- 9.4 If any of the Service Provider's Key Personnel are unavailable at any time, the Service Provider may provide a reasonable substitute, provided the Parties agree that such a substitute is suitable for the intended position.
- 9.5 The University will not be liable to the Service Provider for any delay or failure to provide the Deliverables either at all or in a timely manner, where such delay or failure is attributable to a breach by the Service Provider resulting from non-fulfilment by the Service Provider of its obligations under this clause 9.
- 9.6 The Service Provider accepts full responsibility for its Personnel's actions and will ensure that such actions at no time place the Personnel or property, including the Information Technology Systems, and the reputation of the University in danger.
- 10 SUB-CONTRACTING**
- 10.1 The Service Provider acknowledges that the University prefers to contract directly with all service providers.
- 10.2 The Service Provider must not sub-contract any of its responsibilities or obligations in terms of this Agreement, without the prior written consent of the University in each instance. Such consent does not relieve the Service Provider of any of its obligations. The Service Provider remains responsible to the University for the fulfilment of its obligations and responsibilities in terms of this Agreement and it is responsible for the acts and omissions of its sub-contractor as if such are the acts and omissions of the Service Provider.
- 10.3 If the Service Provider seeks to sub-contract any of its

	obligations in terms of this Agreement, the University reserves the right to offer any other of the University's preferred service providers the opportunity to provide the sub-contracted services.	11.2.6	it will comply with all applicable legislation in performing its obligations pursuant to this Agreement, including but not limited to:
10.4	The Service Provider must ensure that any guarantees, warranties, or other undertakings given by a sub-contractor are transferable to the University and warrants that such guarantees will, on notice from the University, be transferred to the University.	11.2.6.1	the Compensation for Occupational Injuries and Diseases Act 140 of 1993 (" COIDA "). The Service Provider will, upon request by the University, produce written proof of its registration and good standing with the Compensation Commissioner, as defined in the COIDA;
10.5	The Service Provider must ensure that each sub-contractor complies with all the terms of this Agreement as if it was the Service Provider.	11.2.6.2	the Occupational Health and Safety Act 85 of 1993 (" OHS "). The Service Provider will in terms of section 37(2) of the OHS, be deemed to be an employer in its own right with duties prescribed in the OHS and undertakes to procure that all work will be performed, and all equipment will be used in accordance with the provisions of the OHS and any Regulations issued in terms of the OHS. It is recorded that the Service Provider's Chief Executive Officer (or equivalent officer) accepts the duties and responsibilities set out in section 16 of the OHS;
10.6	If the University consents to the Service Provider entering into a sub-contract in terms of clause 10.2 the provisions of this Agreement will be applicable <i>mutatis mutandis</i> to the contract between the Service Provider and such sub-contractor.	11.2.6.3	the Basic Conditions of Employment Act 75 of 1997 (" BCEA ");
10.7	The Service Provider hereby warrants and undertakes that its sub-contractors will comply with and will not breach any obligations of the Service Provider in terms of the Agreement and that all the provisions of the Agreement relating to any sub-contractor will be expressly reflected in the sub-contracts.	11.2.6.4	the Labour Relations Act 66 of 1995 (" LRA ");
10.8	In the event of the Service Provider utilising the services of a sub-contractor, the University will make payment directly to the Service Provider as per clause 23 and the Service Provider agrees that liability and responsibility for any payment due to the sub-contractor will lie with the Service Provider and no third party will be entitled to seek payment directly from the University for Deliverables to the University.	11.2.6.5	the Data Protection Legislation; and
10.9	The Service Provider will stand as surety and co-principal debtor with any of its appointed sub-contractors for the due fulfilment of its obligations.	11.2.6.6	all taxation legislation in respect of any taxes and levies which the government of the Republic of South Africa or any other authority may from time to time impose or increase. Where applicable, unless the Service Provider can provide the University, on reasonable request by the University, with satisfactory proof that it is not an employee or personal service provider, as defined in the Fourth Schedule to the Income Tax Act 58 of 1962, the University may withhold employee's tax from the remuneration payable by the University to the Service Provider in terms of this Agreement in accordance with the rates prescribed by the Income Tax Act at the entire risk and cost of the Service Provider. The Service Provider must immediately, and in any event, before accepting any payments from the University, notify the University of any change of fact or circumstance that affects or may affect the University's liability to deduct employee's tax from payments made in terms of the Income Tax Act. For these purposes "taxation" includes SITE and PAYE, VAT, all other forms of duties or taxation, taxation in respect of any assessment of taxation and any penalties or interest;
10.10	Any breach by the sub-contractor of the terms of this Agreement will be deemed to be a breach by the Service Provider.		
11	WARRANTIES		
11.1	The persons signing this Agreement on behalf of a Party expressly warrant their authority to do so.		
11.2	The Service Provider warrants and represents that:		
11.2.1	it holds the absolute legal and beneficial title in and to the Deliverables and has the unfettered right to supply and provide them and to pass unencumbered right and/or title to University;		
11.2.2	it has the necessary skills, qualifications expertise, financial resources, Personnel, capacity, knowledge, experience, resources, equipment, and infrastructure to provide the Deliverables as required by the Agreement;		
11.2.3	it is a member of all professional and other bodies as may be required by applicable legislation and/or relevant industry regulations pertaining to its business and such membership is current and valid and will be maintained for the duration of the Agreement;	11.2.7	it has not committed an act of insolvency as contemplated in section 8 of the Insolvency Act 24 of 1936;
11.2.4	it holds, and will hold throughout this Agreement, all licences, certificates, permits, consents, approvals, and authorities required to perform its obligations pursuant to this Agreement;	11.2.8	it has full power and authority to accept its appointment as set out in clause 1 and perform its obligations pursuant to this Agreement;
11.2.5	in fulfilling its obligations under this Agreement, it will not infringe the intellectual property rights of any third party;	11.2.9	it is and must remain throughout the term of this Agreement, the employer of all individuals who may work for the Service Provider in providing the Deliverables, and the Service Provider will be solely responsible for the remuneration, insurance, and other obligations in respect of its Personnel.
		11.2.10	that it will use Commercially Reasonable Efforts:

- 11.2.10.1 to ensure that no viruses or similar items are coded or introduced into the systems or University Information Technology Systems used to provide the Services;
- 11.2.10.2 not to introduce or code any viruses or similar items into any University Information Technology Systems or Deliverables.
- 11.3 If a virus or similar item is found and the presence of same is due to the Service Provider's reckless or negligent act or omission, the Service Provider must reduce the effects of the virus or similar item and, if the virus or similar item causes loss of operational efficiency or loss of data, the Service Provider must mitigate and restore such losses within 2 (two) Business Days. Any work required under this clause 11.2.10 will be considered part of the Services and the Service Provider must perform such work without adjustment to the Fees.
- 11.4 A breach of any of the undertakings and/or warranties as set out in this Agreement will be deemed to be a material breach of the Agreement entitling the University to, subject to the provisions of clause 24, terminate the Agreement. A termination under clause 11 will be without prejudice to any of the University's rights.
- 11.5 The warranties contained in this Agreement are in addition to any other express, implied and/or statutory warranties applicable to the Deliverables,
- 12 CONTRACT MANAGEMENT**
- The Parties agree that the contract management protocol for this Agreement is set out in Annexure B (Scope of Work).
- 13 ACCEPTANCE**
- 13.1 Where applicable, the University has the right to inspect the Deliverables prior to Accepting the Deliverables.
- 13.2 It is specifically recorded that the Parties intend for each Deliverable to undergo Acceptance Testing, based on the Acceptance Criteria, as set out in Annexure B (Scope of Work).
- 13.3 The Service Provider will at its cost provide the University with such materials and facilities reasonably necessary to conduct the Acceptance Testing.
- 13.4 In the event that the Service Provider unreasonably withholds or delays any Acceptance Testing procedures, the University will have the exclusive right, but not the obligation, without prejudice to any of the University's rights, to cancel this Agreement or claim damages, in order to safeguard its interests and protect its reputation.
- 14 DEFICIENCIES IN PERFORMANCE**
- 14.1 A Party who becomes aware of any Defect will notify the other Party within 7 (seven) Business Days after becoming aware of the Defect.
- 14.2 Within 7 (seven) Business Days after becoming aware of the Defect or such other time frame as may be agreed upon in writing between the Parties, the Service Provider shall promptly and at no additional cost to the University, modify, correct, and repair any Defect. Upon receipt of a written notification regarding a Defect, the Service Provider must take immediate and necessary actions to rectify the Defect in a timely and diligent manner, utilising appropriate remedies such as repair, replacement, or re-performance. To facilitate the resolution process, the University shall upon written request by the Service Provider provide the Service Provider with unrestricted working access to the non-conforming Deliverables. Additionally, The University may, on receipt of a reasonable written request by the Service Provider consider the transfer of title to any replaced parts/items to the Service Provider.
- 14.3 Where required by the University, the Service Provider will, at its own cost provide the University with a replacement Deliverable for the time that the affected Deliverable is being repaired so as to prevent unexpected interruptions in the University's own day-to-day operations and business.
- 14.4 In the event that the Service Provider is unable to repair an affected Deliverable, it must replace the Deliverable at no additional cost to the University.
- 14.5 If the Service Provider is unable or unwilling to modify, correct or repair a Defect or replace a Deliverable within the period as set out in clause 14.2, (or, where applicable, within the reprint timeframe specified in the Annexure B (Scope of Work), the University may, in addition to any other rights or remedies it may have at law:
- 14.5.1 correct or repair the Defects, re-perform the Services, or reprint and replace the non-conforming Deliverables, including through an alternative supplier on an emergency basis, at the Service Provider's sole cost and expense; or
- 14.5.2 recover from the Service Provider all reasonable direct and indirect costs incurred by the University as a result of such correction, repair, re-performance, reprinting, alternative procurement, expedited production, logistics, or any measures necessary to prevent disruption to academic operations, which costs may be set-off against any amounts owing or becoming owing to the Service Provider; or
- 14.5.3 require the Service Provider to provide the University with a refund for all Deliverables which do not conform or perform as warranted or are not fit for the purpose for which they were procured; or
- 14.5.4 where delays or defects may reasonably result in disruption to examinations or academic scheduling, procure substitute services immediately without prior notice, and recover all associated costs from the Service Provider; and/or
- 14.5.5 enforce the provisions of clause 24,
- 14.6 The Service Provider shall be solely responsible for all costs, expenses, losses, and damages arising from or related to any Defective or non-conforming Deliverables, including but not limited to the costs of reprinting, replacement, inspection, quality verification, packaging, storage, transportation, expedited production, alternative procurement, logistical arrangements, and any other corrective or remedial action required to ensure compliance with this Agreement and the Scope of Work.
- 14.7 Unless explicitly stated otherwise in a written agreement between the Parties, the Service Provider must ensure uninterrupted provision of the Deliverables until such time as the University deems them to be fit for the intended purpose for which they were acquired, meeting the required level of quality, and free from any Defects.
- 15 RISK AND TITLE**
- Without prejudice to rights of rejection under this Agreement and subject to clause 11, ownership of the Deliverables,

including the associated risks, will transfer to the University upon Acceptance and full payment by the University. The University will become the legal owner of the Deliverables upon such transfer.

16 UNIVERSITY PRECINCTS AND PROPERTY

- 16.1 All Personnel, guests, invitees, or any other persons acting on behalf of the Service Provider may not without prior written consent of the University be allowed access to the Precincts for the purposes of fulfilling the Service Provider's obligations under the Agreement. The Service Provider acknowledges and accepts that access granted by the University in terms of this clause will be limited to the purpose stated above and for no other purpose.
- 16.2 Whenever any of the Service Provider, its Personnel or any person acting on its behalf are present on the Precincts the Service Provider will ensure that such person(s) comply with all applicable Rules including but not limited to:
- 16.2.1 the carrying of weapons, which is strictly prohibited;
- 16.2.2 the wearing of identification tags and the possession and use of access cards, which is required at all times whilst on the Precincts;
- 16.2.3 occupational health, safety, and emergencies practices and protocols;
- 16.2.4 the security of the Precincts and the protection of persons and property thereon;
- 16.2.5 the driving and parking of vehicles on or about the Precincts;
- 16.2.6 the utilisation of the University's amenities and facilities;
- 16.2.7 the prohibition or restriction of activities and practices which are actually or potentially detrimental to the interests of the University;
- 16.2.8 any reasonable instructions received from the University; and
- 16.2.9 any and all other applicable requirements prescribed by the University from time to time.
- 16.3 Where applicable, the Service Provider will pay to the University any charges levied by the University for the use or purchase of access cards and vehicle parking permits.
- 16.4 The University may require the Service Provider to effect the immediate removal from the Precincts of any Personnel of the Service Provider if the University on reasonable grounds deems it in the best interests of the University that such person is removed. The Service Provider will ensure that such person does not return to the Precincts. Removal by the Service Provider of such person(s) will not be a ground for any relaxation/waiver of the Service Provider's obligations under the Agreement.
- 16.5 The University reserves the right, at any given time and without prior warning, to search any or all of the Service Provider's movable property which includes but is not limited to vehicles, baggage and containers entering or exiting the Precincts.
- 16.6 No gatherings by the Service Provider's Personnel will be allowed in the Precincts.
- 16.7 The Service Provider agrees that it will not remove any property of whatever nature from the Precincts without

the prior written permission of the University.

- 16.8 All right and title in any plant, equipment, tools, appliances or other property and items that the University provides to the Service Provider to enable the Service Provider to fulfil its obligations in terms of this Agreement remains the University's property and must only be used for the purposes of fulfilling the Service Provider's obligations. Upon termination of this Agreement, the Service Provider undertakes to return any plant, equipment, tools, appliances or other property and items utilised by it to fulfil its obligations in terms of this Agreement, to the University.
- 16.9 The Service Provider agrees at all times to keep the University's property in good order and condition, subject, in certain specified cases, to fair wear and tear.
- 16.10 The Service Provider acknowledges and agrees that it is responsible and must compensate the University for any loss or damage to the University's property by the Service Provider, its Personnel, its sub-contractors or any other third party acting on behalf of the Service Provider.

17 DOCUMENTATION

- 17.1 The Service Provider shall provide the University with all documentation reasonably required to verify, manage, and audit the performance of the Services and compliance with Annexure B: Scope of Work. Such documentation shall include, but not be limited to:
- 17.1.1 approved artwork and pre-production proofs;
- 17.1.2 production specifications and print settings relevant to quality and consistency;
- 17.1.3 quality control and inspection records, including defect reports and corrective actions;
- 17.1.4 sequential numbering and barcode allocation registers;
- 17.1.5 OMR testing and alignment verification records, where applicable;
- 17.1.6 packaging, batching, and labelling records;
- 17.1.7 delivery notes, batch traceability records, and chain-of-custody documentation;
- 17.1.8 security procedures, access controls, and destruction certificates for spoiled or surplus materials;
- 17.1.9 any revisions or updates to the above documentation from time to time during the term of this agreement. .
- 17.2 The University must have the right to copy, reproduce and generally use the Documentation for the purpose as set out in this Agreement and the implementation, use and operation of the Deliverables.
- 17.3 The right to copy, reproduce and use the Documentation referred to in clause 17.2 will also extend to the University's sub-contractors and third-party suppliers provided that such use is required for the purposes of providing services to the University and subject to appropriate confidentiality obligations.
- 17.4 The Service Provider warrants that such reproduction and use of the Documentation will not infringe any of its or any third party's intellectual property rights.
- 17.5 All Documentation shall be accurate, complete, and maintained in a form capable of being audited upon reasonable notice by the University.

18 CONFIDENTIALITY

- 18.1 The Parties acknowledge that in terms of this Agreement, they may have access to each other's Confidential Information. Each of the Parties agrees that neither it nor any of its Personnel will at any time disclose or use, directly or indirectly, any Confidential Information of the other Party unless the Receiving Party first obtains written consent from the Disclosing Party or unless required by law or the lawful order of a court or governmental agency to do so. In this event, the Receiving Party will immediately give written notice to the Disclosing Party so that the Disclosing Party may seek a protective order or other remedy from the court or governmental agency.
- 18.2 Each of the Parties will with respect to the Confidential Information:
- 18.2.1 will ensure that all reasonable security measures, and at least the same steps that it takes for the purposes of protecting its own proprietary and Confidential Information, are taken in order to safeguard the other Party's proprietary and Confidential Information from unauthorised access or use;
- 18.2.2 inform its Personnel of the confidentiality restraint set out in this clause 18 and ensure that they are subject to the same confidentiality undertaking;
- 18.2.3 restrict disclosure of Confidential Information to its Personnel who have a need to know such Confidential Information in order to provide the Deliverables;
- 18.2.4 ensure that its Personnel exercise care appropriate for the protection of the Confidential Information;
- 18.2.5 upon request by the Disclosing Party promptly deliver any and all records containing Confidential Information which is in the possession or control of the Recipient, and its Personnel.
- 18.3 Except as expressly provided to the contrary elsewhere in this Agreement, the Parties will not acquire any proprietary or any other rights to any of the other Party's Confidential Information.

19 INTELLECTUAL PROPERTY

- 19.1 The ownership of rights in and to all Background Intellectual Property will be and remains unaffected by this Agreement.
- 19.2 The University grants the Service Provider a non-exclusive, non-transferable, revocable, royalty-free licence for the duration of this Agreement to use the University's Background Intellectual Property solely to the extent necessary to enable the Service Provider to comply with its obligations hereunder.
- 19.3 Foreground Intellectual Property in the Deliverables, including but not limited to all specific documentation, manuals, designs, reports and plans specifically created or developed by the Service Provider in the course and scope of this Agreement is owned by the University.
- 19.4 Unless otherwise agreed, where such Foreground Intellectual Property incorporates the Service Provider's Background Intellectual Property, the Service Provider hereby grants to the University (including its third-party service providers) a royalty-free, perpetual, non-exclusive licence to perform any lawful act, including the right of use of the Service Provider's Background Intellectual Property.

- 19.5 The Service Provider agrees to execute any documents or take any other actions as may reasonably be necessary, or as the University may reasonably request in writing, to perfect the University's ownership of the Foreground Intellectual Property.
- 19.6 Any sub-contract the Service Provider enters into in relation to this Agreement must contain a condition that the sub-contractor agrees to assign to the University all rights in any Foreground Intellectual Property created by it for the purposes of this Agreement.
- 19.7 The Service Provider will not use the University's names, trademarks, logos or other Intellectual Property in publicity releases, publications, advertising materials or in any other manner, without the prior written consent of the University in each instance.
- 19.8 The Service Provider will not use, register, or attempt to register any trademarks, company, business or trading names or domain names which are identical, similar to or incorporate the University name, trademarks, and logos, without the University's prior written consent; and
- 19.9 The Service Provider acknowledges and accepts that it will not acquire, nor claim, any right, title, or interest in or to the University name and logos or the goodwill attaching to them by virtue of this Agreement.

20 DATA PROTECTION

- 20.1 In performing its obligations under this Agreement, the Parties will:
- 20.1.1 comply with the provisions of the Data Protection Legislation insofar as it is applicable to this Agreement;
- 20.1.2 not process Personal Information for any purpose other than that which may be required to perform their obligations under this Agreement and ensure that such processing will not place either Party in breach of any Data Protection Legislation.
- 20.2 The Service Provider will:
- 20.2.1 only act on the express instructions of the University in collecting, processing, and utilising any Personal Information this Agreement will constitute such instructions;
- 20.2.2 not disclose or otherwise make available any Personal Information to any third party other than authorised Personnel or sub-contractors who require access to such Personal Information strictly in order for the Service Provider to carry out its obligations pursuant to this Agreement, and ensure that such Personnel and any other persons that have access to the Personal Information are bound by appropriate and legally binding confidentiality and non-use obligations in relation to the Personal Information.
- 20.3 The Service Provider must be responsible for establishing and maintaining an information security programme that is designed to:
- 20.3.1 ensure the security and confidentiality of all Personal Information and any University information (including any back-ups, where applicable) by the use of encryption for such information at transit and rest;
- 20.3.2 protect against any anticipated threats or hazards;
- 20.3.3 protect against unauthorised access to, disclosure or use of any University information;
- 20.3.4 ensure the proper separation of information

	belonging to the University from any third-party information;		(Contract Data) and/or Annexure B (Scope of Work), if applicable.
20.3.5	where appropriate, ensure the proper disposal of information belonging to the University;	22.2	To the extent that any provision of the Agreement is considered to be, or qualifies as, a penalty stipulation in terms of the Conventional Penalties Act 15 of 1962, as amended:
20.3.6	preserve the integrity of any information belonging to the University and prevent the corruption, destruction, or loss of such information at all times; and	22.2.1	the Agreement will not be construed or interpreted in such a way as entitling the University to recover both damages and the penalty;
20.3.7	ensure that all sub-contractors of the Service Provider, if any, comply with the provisions of this clause 19.9.	22.2.2	the University will be entitled to recover damages in lieu of the relevant penalty;
20.4	The Service Provider must report to the University orally and confirm in writing any actual and/or suspected breaches such as security incidents, unauthorised access, or disclosure of Confidential and/or Personal Information immediately upon discovery of the unauthorised disclosure but in no event more than 2 (two) days after the Service Provider reasonably believes there has been such unauthorised use or disclosure.	22.2.3	the University will not be obliged to accept defective or delayed performance by the Service Provider; and
		22.2.4	the Service Provider acknowledges and agrees, having taken account of the prejudice that will be suffered by the University, that the penalty stipulation is fair and equitable in the circumstances.
20.5	Where the Service Provider (including the Service Provider's Personnel) is given access (whether direct or remote) to any University Information Technology Systems under or in connection with the Agreement, the Service Provider will (and must ensure that the Service Provider's Personnel):	23 FINANCIAL TERMS	
		23.1 Fees:	
20.5.1	comply with the Rules, requirements, or other instructions of the University or, where applicable, the University's third-party suppliers, regarding the use of such University Information Technology Systems;	23.1.1	The Fees, as set out in Annexure C (Fees), consist of the Service Providers' charges, in respect of the Deliverables, and any Fee adjustments, annual increases and/or exchange rate provisions.
20.5.2	only use the University Information Technology Systems in connection with the proper delivery of the Deliverables;	23.2	Administration Process:
20.5.3	not permit any other individual or entity to access the University Information Technology Systems;	23.2.1	The Service Provider must ensure that supporting documents have been approved by the University and are annexed to the invoice. Payment will be made against invoices submitted by the Service Provider.
20.5.4	upon the University's request, immediately cease access to and use of any University Information Technology Systems and return all University Information Technology Systems (and associated documentation) to the University; and	23.2.2	On condition that the University is satisfied that the Service Provider has:
20.5.5	not reverse engineer, deconstruct, decompile, deactivate, or disable any University Information Technology Systems or introduce any viruses or other similar code, or take any other action that would cause any damage or harm to any Information Technology Systems of the University.	23.2.2.1	provided the Deliverables in accordance with the provisions of Annexure B (Scope of Work) and the University has Accepted the Deliverables; and
		23.2.2.2	provided the Deliverables that are fit for the purpose for which they were procured, of suitable quality and within budget as set out in Annexure C (Fees); and
		23.2.2.3	the University has approved the payment of the amounts reflected on an invoice in writing,
			the University will settle the invoice within 30 (thirty) days after presentation.
21 RECORDS AND AUDIT		23.2.3	In order to ensure efficient financial transactions, the University shall promptly notify the Service Provider in the event of any discrepancies or disagreements regarding invoices. The University and the Service Provider will work collaboratively to resolve such issues and once mutually resolved, the University shall promptly make payment for the undisputed amount. In the event that the University and the Service Provider are unable to reach a resolution regarding the disputed invoice, the matter will be referred to in accordance with the provisions of clause 29.
21.1	The Service Provider must keep and maintain both during the term of the Agreement and for up to 5 (five) years following termination or expiry of the Agreement, full and accurate records of its performance of the Agreement.		
21.2	The Service Provider must on request afford the University, the University's auditors, or its duly authorised representatives such access to those records as may be required in connection with the Agreement.		
22 PENALTIES		23.2.4	Fees, including those charges, damages and penalties described in this Agreement, to be paid by or retained from the Service Provider may, at the University's option, be set off against any amounts due and payable by the University to the Service
22.1	In the event that the Service Provider fails to meet any of the obligations contained in the Agreement, the Service Provider will be liable to compensate the University for penalties as stipulated in Annexure A		

	Provider.	24.5.2	if so, required by the University, subject to the applicable fees as agreed between the Parties in writing, assist the University with the seamless transition of providing the Deliverables to an incoming supplier. All applicable terms and conditions of this Agreement will apply to such transition services.
23.2.5	Subject to the provisions of clause 23.2.2, the University will effect payment by direct or electronic deposit into the nominated account of the Service Provider, stipulated on its invoice.		
23.2.6	Where applicable and in the event of the Service Provider's Personnel become involved in any strike, stay-away or other action, where no, or only partial service is rendered, the Fees for the period concerned will be adjusted accordingly and the Service Provider must present revised invoices for payment at the end of the month in which the partial or no service, as the case may be, was rendered.	24.6	Upon termination of the Agreement, the Service Provider will only be entitled to be paid for the Deliverables provided on a <i>quantum meruit</i> basis and will not have any claim of any nature whatsoever against the University for any additional consideration and/or related payments which would have been payable had the Deliverables have been provided in full in terms of the Agreement.
23.2.7	The Service Provider agrees that the University will deduct from the amount due by it in terms of this Agreement, or any other amount that it is required by law to deduct.	24.7	If the University terminates this Agreement as provided for hereunder, the University's sole liability to the Service Provider, and the Service Provider's sole and exclusive remedy, is payment for Deliverables received that have been completed and Accepted by the University before the date of termination. The University may also require Service Provider to transfer title and deliver to the University any or all property produced or procured by Service Provider to perform this Agreement.
24	BREACH AND TERMINATION		
24.1	Should a Party commit a material breach of the Agreement, then the aggrieved Party will be entitled to require the defaulting Party to remedy the breach within 7 (seven) Business Days of delivery of a written notice requiring it to do so, or within any other reasonable period agreed to between the Parties.		
24.2	If the defaulting Party fails to remedy such breach within the period specified in the breach notice, the aggrieved Party will be entitled to cancel this Agreement and to claim damages, alternatively to claim immediate specific performance of the defaulting Party's obligations. The foregoing is without prejudice to such other rights as the aggrieved Party may have in law.	25	LIMITATION OF LIABILITY
24.3	If the Service Provider fails to comply with the terms of the Agreement, the University will be entitled, without prejudice to any of its rights in terms of this Agreement or in law to withhold all payments due and payable to the Service Provider until such time as the Service Provider has provided the Deliverables to the satisfaction of the University.	25.1	Without limiting any other obligation of the Service Provider under this Agreement or otherwise, the Service Provider must do all that is commercially reasonably necessary within the course and scope of this Agreement to prevent or minimise the risk of loss or damage to property, University data/information and Personal Information, the University's reputation, and injury to persons.
24.4	The University will be entitled to terminate this Agreement with immediate effect, should the Service Provider:	25.2	The Service Provider will be liable for any loss of, or damage to, its, and/or the University's property or any financial loss suffered by it, and/or the University or for claims arising out of any damage to property or death or injury to any person, in the course and scope of providing the Deliverables and/or for any act or omission by the Service Provider and/or its Personnel and/or agents.
24.4.1	be placed under compulsory or voluntary winding-up or business rescue, to the extent permitted by applicable law; or, being a natural person, commit an act of insolvency, or be provisionally or finally sequestered; or	25.3	The Service Provider hereby indemnifies the University:
24.4.2	suffer any judgement to be obtained against it and allow such judgement to remain unsatisfied or fail to apply for the rescission thereof within a period of 10 (ten) Business Days from the time the judgement was obtained; or	25.3.1	or damage sustained by any Personnel in the course or scope of that individual's employment and whilst being on the University Precincts. Save where such injury, loss or damage is caused by the gross negligence and wilful misconduct of the University or its Personnel;
24.4.3	do or suffer any act or thing whereby the University's rights or interest may be prejudiced, or which might cause the University to suffer any loss or damage.	25.3.2	against all claims of whatsoever nature and howsoever arising which may be made against the Service Provider and/or the University by any Personnel of the Service Provider for any injury (whether physical, disease, psychological or otherwise) or loss or damage sustained by that Personnel member in the course or scope of that Personnel's employment and whilst being on the Precincts,
24.5	On termination or expiry of the Agreement for any reason, the Service Provider must:	25.3.3	in respect of all actions, proceedings, liabilities, claims, damages costs and expenses arising out of the acts and/or omissions of its Personnel, guests, invitees, or any other person acting on behalf of the Service Provider; and
24.5.1	immediately deliver to the University all Deliverables whether or not then complete and return all University information (together with all copies thereof). Until they have been returned or delivered, the Service Provider will be solely responsible for their safekeeping and will not use them for any purpose not connected with this Agreement; and	25.3.4	from any liability arising from:
		25.3.4.1	any breach of laws or regulations by the Service Provider which is directly applicable to

	providing the Deliverables;	26.1.5	general and commercial liability insurance which includes but is not limited to defective workmanship, public liability, products and equipment liability, data protection, cyber risk insurance, bodily injury and death, and property damage.
25.3.4.2	any breach of labour legislation, including but not limited to the BCEA, the LRA, the Employment Equity Act No. 55 of 1998, and payment of any contributions in terms of the Unemployment Insurance Act No. 30 of 1966 and payment of any subscription to any relevant Bargaining Council that has or might have jurisdiction, as well as compliance with any Collective Contract concluded by such Bargaining Council;	26.2	Where applicable, the Service Provider must ensure that any sub-contractors also maintain adequate insurance having regard to their obligations under this Agreement.
25.3.4.3	any breach of environmental legislation (where applicable);	26.3	The Service Provider agrees to provide a certificate of proof of the insurance as set out in clause 26.1, a copy of the policy itself as well as any further documentation as may be reasonably be requested by the University.
25.3.4.4	any breach of the Data Protection Legislation and the provisions of clause 19.9 above;	26.4	Should the Service Provider fail to effect and/or keep in force to the satisfaction of the University and its insurance brokers any of the insurances it is required to effect and maintain under this Agreement, or fails to provide satisfactory evidence and/or copies of policies in terms of clause 26.3, this action would constitute a material breach by the Service Provider.
25.3.4.5	any breach of the Income Tax Act;		
25.3.4.6	work-related injury or death caused by the Service Provider including payment of any contributions or compensation as a result of any injury sustained by any Personnel of the Service Provider in terms of the COIDA and compliance with all safety regulations in terms of the OHSA;	27	FORCE MAJEURE
25.3.4.7	any claim by a third party that the Service Provider infringes upon its proprietary intellectual property rights or any other rights;	27.1	In the event of any failure, interruption, or delay in the performance of either Party's obligations (or of any of them) resulting from any Force Majeure Event, that Party (the " Affected Party ") must promptly notify the other Party in writing specifying:
25.3.4.8	the Service Provider's failure and/or refusal to meet the payment of any levies, contributions, or subscriptions to the applicable institutions in terms of any legislation; and/or	27.1.1	the nature of the Force Majeure Event;
25.3.4.9	costs incurred by the University in connection with the enforcement of this clause 25.	27.1.2	the anticipated delay in the performance of obligations;
25.4	The Parties record that the University has insured itself against the acts and omissions of persons acting on its behalf within the course and scope of the University's business. The University's maximum liability will be limited, whether for a single or multiple events, to the extent of its insurance cover herein.	27.1.3	the action proposed to minimise the impact of the Force Majeure Event;
25.5	Notwithstanding anything to the contrary contained in this Agreement, neither the University nor the Service Provider will be liable to the other for any indirect or consequential loss or damages, including without limitation loss of profit, revenue, anticipated savings, business transactions, goodwill or other contracts, whether arising from the negligence or breach of this Agreement by the University or the Service Provider.		and the Affected Party will not be liable or have any responsibility of any kind for any loss or damage thereby incurred or suffered by the other Party, provided always that the Affected Party will use all reasonable efforts to minimise the effects of the same and will resume the performance of its obligations as soon as reasonably possible after the removal of the cause.
26	INSURANCE	27.2	If the Force Majeure Event continues for 42 (forty-two) Business Days either Party may terminate at 7 (seven) Business Days' notice.
26.1	The Service Provider warrants that it has and will maintain the following insurance cover which includes indemnities for the liabilities in clause 25 and which adequately insures against all the liabilities imposed by this Agreement to the satisfaction of the University's insurance brokers, for the duration of this Agreement:	27.3	In circumstances where a Party is an Affected Party, it will be relieved from any obligation to make payments under this Agreement save to the extent that payments are properly due and payable for obligations actually fulfilled in accordance with the terms and conditions of this Agreement.
26.1.1	insurance covering its liability to any Personnel, as contemplated in COIDA;	28	ADDRESSES AND NOTICES
26.1.2	public liability insurance cover;	28.1	The Parties choose as their <i>domicilia citandi et executandi</i> for the purpose of giving or serving any notice (other than communication of day-to-day operational matters in relation to the rendering of the Deliverables) the addresses set out in section 11 of Annexure A (Contract Data).
26.1.3	any other insurance cover deemed necessary by the University's insurers that will adequately make provision for any possible losses and/or claims arising from its, Personnel and/or omissions on the University;	28.2	For purposes of this clause 28, the word "notice" will include a notice regarding a dispute, demand, breach, renewal, or termination.
26.1.4	professional indemnity insurance;	28.3	All notices given in terms of this Agreement will be in writing and any notice given by any Party to another (the " addressee ") which:
		28.3.1	is delivered by hand between the hours of 09h00 and 17h00 on any Business Day to the addressee's physical <i>domicilium</i> for the time being, will be

	deemed to have been received by the addressee on the first Business Day after the date of delivery. Delivery outside the said hours will not constitute proper delivery;	30.2.1	This Agreement contains all the express provisions agreed on by the Parties with regard to the subject matter of the Agreement and the Parties waive the right to rely on any alleged express provision not contained in the Agreement.
28.3.2	is mailed by pre-paid registered mail from an address within the Republic of South Africa to the postal <i>domicilium</i> address for the time being, will be deemed to have been received by the addressee on the 10th (tenth) Business Day after the date of such despatch;	30.2.2	This Agreement will prevail over, cancel, and supersede all terms and conditions, whether written, oral, or implied, not contained in this Agreement which the Service Provider may seek to incorporate in the Agreement in whatsoever manner. In particular, the Service Provider's standard terms and conditions (including but not limited to any quotations, invoices, or standard supplier contracts) will not apply to this Agreement.
28.3.3	is delivered by email to the addressee's e-mail <i>domicilium</i> , will be deemed to have been received by the addressee only once the addressee has acknowledged receipt thereof in writing, with an automatic "read receipt" not constituting acknowledgement of an e-mail for purposes of this clause 28.3.3.	30.3	Variation and Cancellation
28.4	Either Party will be entitled, from time to time, by giving written notice to the other, to vary its <i>domicilium</i> to any other physical and postal address within South Africa and any other e-mail address.	30.3.1	No amendment, variation, or consensual cancellation of this Agreement, including an amendment to this clause 30.3, and no settlement of any disputes arising under this Agreement, will be binding unless recorded in writing and signed by the Parties.
29 SETTLEMENT OF DISPUTES		30.3.2	For the purposes of this clause 30.3, "writing" will exclude any written document that is in the form, either wholly or partly, of a data message as defined in the Electronic Communications and Transactions Act 25 of 2002; as amended or substituted.
29.1	Each Party will inform the other in the event of any perceived or potential dispute occurring.	30.4	No Representations. No Party may rely on any representation, which allegedly induced that Party to enter into this Agreement unless the representation is recorded in this Agreement.
29.2	Within a period of 14 (fourteen) days after the date on which a dispute arises (" Dispute Date ") the Parties' Representatives or Directors will meet to discuss the dispute and will endeavour to resolve the dispute amicably. Each Party undertakes at such meeting to make full disclosure to the other of all information and records relating to the dispute.	30.5	Indulgences
29.3	If the Parties are unable to resolve the dispute amicably within 30 (thirty) days from the Dispute Date, either Party may refer the dispute to the University's Vice-Chancellor or his nominee and the Service Provider's Chief Executive Officer or his duly appointed nominee, who will use their best endeavours to resolve the dispute.	30.5.1	If either Party at any time breaches any of its obligations under this Agreement, the aggrieved Party:
29.4	If the individuals referred to in clause 29.3 are unable to resolve the dispute within a period of 30 (thirty) days after it had been referred to them, either Party may submit the matter for mediation. The Parties will refer the matter for mediation to a mediator appointed by agreement between the Parties, or, failing agreement, to a mediator appointed by the Chairman of the Bar Council of South Africa on written request by either Party. The costs of mediation will be borne by the Parties equally. The determination by the mediator will be final and binding and must be carried into effect by the Parties.	30.5.1.1	may at any time after that breach exercise any right that became exercisable directly or indirectly as a result of the breach unless the aggrieved Party has expressly elected in writing or by clear and unambiguous conduct, amounting to more than mere delay, not to exercise the right. In particular, acceptance of late performance will be provisional only, and the aggrieved Party may still exercise that right during that period;
29.5	If the mediator is unable to resolve the dispute or difference to the mutual satisfaction of the Parties, the Parties will submit to the jurisdiction of the South Gauteng Local Division of the High Court of South Africa in regard to such dispute or difference.	30.5.1.2	will not be estopped (i.e., precluded) from exercising its rights arising out of that breach, despite the fact that it may have elected or agreed on one or more previous occasions not to exercise the rights arising out of any similar breach or breaches.
29.6	Nothing in this clause 29 shall preclude any Party from seeking urgent interim relief from a court of competent jurisdiction.	30.6	Counterparts and Electronic Signatures. This Agreement may be executed in one or more counterparts, each of which will be deemed an original and all of which together will constitute a single instrument. By signing this Agreement electronically, the Parties agree to the acceptance of the terms and conditions of this Agreement as if it was physically signed by them by hand and in writing.
30 GENERAL PROVISIONS		30.7	Waiver. No extension of time or waiver or relaxation of any of the provisions of this Agreement will operate as an estoppel against any Party in respect of its rights under this Agreement, nor will it operate to preclude such Party from exercising its rights strictly in accordance with this Agreement.
30.1	Governing Law. This Agreement is governed by the laws of the Republic of South Africa and any disputes will be subject to the provisions of clause 29 without giving effect to any conflict of laws.	30.8	Assignment, cession, and delegation.
30.2	Entire Agreement		

- 30.8.1 The Service Provider must not cede, assign, or delegate any of its rights, responsibilities, or obligations to any other party, including subcontractors, without the prior consent of the University. If such consent is given to the Service Provider, the Service Provider is deemed to have bound itself as surety and co-principal debtor with the third party for the due performance by the third party of all its obligations in terms of the Agreement.
- 30.8.2 The University may cede its rights or delegate its obligations to any other party.
- 30.8.3 On termination of the Agreement for any reason whatsoever, and without prejudice to any of its other rights, the University may be entitled to take cession of any sub-contracts from the Service Provider and enforce any such sub-contracts.
- 30.9 **Remedies.** No remedy conferred by this Agreement is intended to be exclusive of any other remedy that is otherwise available under any law. Each remedy will be cumulative and in addition to every other remedy given under this Agreement or any existing or future law. The election of any one or more remedies by one of the Party's will not constitute a waiver by such Party of the right to pursue any other remedy.
- 30.10 **Costs.** The Parties will each pay their own costs of negotiating, drafting, preparing, and implementing this Agreement.
- 30.11 **Severance.** If any provision of this Agreement, which is not material to its efficacy as a whole, is rendered void, illegal or unenforceable in any respect under any law, the validity, legality, and enforceability of the remaining provisions will not in any way be affected or impaired thereby and the Parties will endeavour in good faith to agree an alternative provision to the void, illegal or unenforceable provision.
- 30.12 **Survival of Rights, Duties and Obligations.** Termination of this Agreement for any cause will not release a Party from any liability which at the time of termination has already accrued to such Party or which thereafter may accrue in respect of any act or omission prior to such termination.
- 30.13 **Successors in title.** Without prejudice to any other provision of this Agreement, any successor in title, including any executor, heir, liquidator, judicial manager, curator, or trustee, of a Party will be bound by this Agreement.
- 30.14 **Change Control.** If at any time while this Agreement is in force the major portion of the assets of the Service Provider is disposed of or the majority shareholding or the business of the Service Provider is transferred or there is a change of management control of the Service Provider, the Service Provider will notify the University forthwith, giving details, whereupon the University will be entitled but not obliged to terminate the Agreement forthwith without payment to the Service Provider of any damages whatsoever resulting from such termination.
- 30.15 **Integrity, Transparency and Fair Business Practice.**
- 30.15.1 The Service Provider is required to submit to the University, annually, a valid B-BBEE certificate issued by a South African National Accreditation System ("SANAS") accredited B-BBEE verification agency; or a Sworn Affidavit in the case of the Service Provider is an Exempted Micro Enterprise ("EME") or in the case of the Service Provider being a greater than or equal to 51% (fifty-one per cent) Black Owned Qualifying Small Enterprise ("QSE").
- 30.15.2 In instances where a QSE or an EME has black/black women ownership that is held through a trust, an employee share ownership programme/scheme or a broad-based ownership scheme, the University reserves the right to request proof of compliance of such a programme/scheme/trust with the requirements of the Code Series 100 of the Broad-Based Black Economic Empowerment Act and Codes of Good Practice as amended from time to time. The proof of compliance must be in the form of an ownership verification certificate issued by a SANAS-accredited B-BBEE verification agency.
- 30.15.3 The Service Provider undertakes to notify and provide full details to the University in the event that there is:
- 30.15.3.1 a negative change to the Service Provider's B-BBEE rating, which is less than its B-BBEE status was at the time of its appointment, including the impact thereof;
- 30.15.3.2 a corporate or internal restructure or change in control of the Service Provider which has impacted, or is likely to impact, negatively on the Service Provider's B-BBEE rating.
- 30.15.4 The Service Provider must issue the notice and relevant details required in clause 30.15.1 within 30 (thirty) days from the date the event occurred.
- 30.15.5 The University reserves the right to, in its sole discretion, call upon the Service Provider to provide details regarding its shareholding, management, and related information in order to verify that the Service Provider is not engaging in fronting practices or other practices that are designed to circumvent the B-BBEE Act and the South African Department of Trade and Industry Codes of Good Practice.
- 30.15.6 Should there be any negative change to the Service Provider's B-BBEE rating, and should the Service Provider fail to comply with its reporting obligations in terms of clause 30.15.3, the University reserves the right to terminate this Agreement with immediate effect.
- 30.15.7 The Service Provider must immediately notify the University during the subsistence of this Agreement upon becoming aware of any changes in circumstances which may give rise to a conflict of interest.
- 30.15.8 The Service Provider agrees that it will immediately provide to the University such information as may be requested by the University for the purposes of checking for conflicts of interest, and the Service Provider warrants that such information so provided will in each instance be complete and accurate in all respects.
- 30.15.9 Should it be deemed by the University that a conflict of interest concern exists or has come into existence in relation to the Agreement, the University and the Service Provider must take all reasonable commercial steps necessary to attempt to resolve such conflict of interest concern.
- 30.15.10 Where it is not reasonably possible to so resolve such a conflict of interest concern, the University will in its sole and absolute discretion be entitled to terminate this Agreement, in which event the Service Provider will not have any claim whatsoever against the University of any nature.

- 30.15.11 The Service Provider agrees that in connection with the Deliverables to be provided under this Agreement:
- 30.15.11.1 to comply with all applicable laws and regulations in the Republic of South Africa regarding anti-bribery and corruption; not to offer, promise, give, request, accept or receive bribes, including facilitation payments;
- 30.15.11.2 to disclose immediately all bribes, offers of bribes or suspicions of bribery or corruption regarding this Agreement;
- 30.15.12 The Service Provider represents and warrants that it has policies and procedures in place consistent with acceptable industry standards, for the avoidance, mitigation, detection, and disposition of Counterfeit Goods to ensure that none of the Deliverables furnished under this Agreement are Counterfeit Goods.
- 30.15.13 The Service Provider warrants that only new, unused, authentic, genuine, and legitimate items must form part of the Deliverables supplied to the University.
- 30.15.14 The Service Provider warrants that all materials, consumables, and inputs used in the production of the Deliverables, including but not limited to paper, inks, binding materials, security features, packaging, and finishing components, will be sourced from reputable, lawful, and industry-recognised suppliers that comply with applicable South African legislation, relevant ISO and/or SANS standards, and accepted lithographic printing industry best practices.
- 30.15.15 The Service Provider may not knowingly source materials from informal, unverified, or unauthorised suppliers where such sourcing may compromise quality, security, compliance, or supply chain integrity. Where the Service Provider proposes to source any materials from a supplier that is not ordinarily used in its standard production processes, such sourcing will require the prior written approval of the University.
- 30.15.16 In such instances, the Service Provider must provide adequate supporting information reasonably required by the University to demonstrate supply chain traceability, material authenticity, fitness for purpose, and compliance with the technical, quality, and security requirements set out in this Agreement and the Scope of Work. The Service Provider further warrants that all materials supplied will be new, unused, authentic, genuine, and suitable for secure lithographic examination printing.
- 30.15.17 The Service Provider represents and warrants that at the Commencement Date that neither the Service Provider nor its Personnel, its sub-contractors, or other persons associated with it, including but not limited to its own suppliers:
- 30.15.17.1 has been convicted of any criminal offence; and
- 30.15.17.2 having made reasonable enquiries, to the best of its knowledge and belief, has not been or is not the subject of any investigation, inquiry or regulatory body regarding any offence or alleged offence of or in connection with slavery and human trafficking.
- 30.15.18 The Service Provider must notify the University by written notice as soon as it becomes aware of any breach of this Agreement.
- 30.15.19 The Parties agree that a breach by the Service Provider of any of its obligations or warranties under clause 30.15 is a material breach of this Agreement, irrespective of the level of financial loss, deprivation of benefit or exposure to liability to which such breach would or potentially would give rise.
- 30.15.20 Either Party desiring to issue a news release or advertisement or another form of media publicity in relation to this Agreement must obtain the written consent of the other Party prior to the release of such publicity, which written consent will not be unreasonably delayed or withheld.
- 30.15.21 The Service Provider (and its Personnel) undertakes and agrees that for the duration of this Agreement and after the termination thereof:
- 30.15.21.1 not to make any disparaging remarks, derogatory statements, or any other comments privately or publicly about the University via any social media site or any other platform; and
- 30.15.21.2 to immediately remove any reference to the University of whatsoever nature that the Service Provider or its Personnel have made via any social media site or any other platform.
- 30.16 **Survival of Provisions.** Clauses 11.2.6, 18, 19, 20, 21, 25, 26, 29, 30.1 and 30.15 of this Agreement will survive termination.
- 30.17 **Good Faith.** Each of the Parties undertakes with each of the others to do all things reasonably within its power which are necessary or desirable to give effect to the spirit and intent of this Agreement.

ANNEXURE A: CONTRACT DATA

1. SIGNATORIES

For the University	
Signature(s)	
Full Name(s)	
Capacity	
Signature Date	
Place	

For the Service Provider	
Signature(s)	
Full Name(s)	
Capacity	
Signature Date	
Place	

2. INTRODUCTION

2.1. This Annexure A (Contract) Data is made pursuant to the Terms and Conditions concluded between the University and the Service Provider.

3. DEFINITIONS AND INTERPRETATION

3.1. In this Annexure A (Contract Data), unless the context otherwise requires, terms used but not defined in this Annexure A: Contract Data will have the meanings given to them in the Terms and Conditions.

4. CLASSIFICATION AND TYPE OF AGREEMENT

4.1. Supply and Services Agreement.

4.2. No form of exclusivity has been conferred on the Service Provider nor volume or value guarantee granted by the University.

5. SERVICE PROVIDER DETAILS

Full Registered Name:	To be inserted
Registration Number:	To be inserted
Country of Incorporation:	To be inserted

6. TERM AND TERMINATION

6.1. Term

Commencement Date:	To be inserted, notwithstanding the Signature Date
Termination Date:	To be inserted
Contract Term:	To be inserted years

7. PENALTIES

- 7.1. Penalties will be imposed in the event of ineffective or inaccurate operation of the Deliverables after Acceptance Testing has taken place, failure to meet and/or satisfy the completion requirements as outlined in the Scope of Work or within Acceptance Period, or any delay in delivering any part the Deliverables. These penalties may include but are not limited to, temporary withholding of payment until satisfactory functioning is demonstrated, retention of payments allocated to specific portions of the Deliverables, and/or the penalties outlined in section 7.2.
- 7.2. If the Service Provider fails to fulfil its obligations as outlined above and does not rectify the breach as stipulated in the Terms after receiving a demand for remedy, the University has the right to impose a penalty for each instance of the breach. The penalty will be equivalent to one day's charges for the Deliverables per day that the Service Provider remains in breach.

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8. DETAILS OF INSURANCE COVER

To be inserted

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9. SERVICE PROVIDER'S KEY PERSONNEL

Full Name & Position	Contact Details	Area of Responsibility
Name: To be inserted Position: To be inserted	Mobile: To be inserted Email: To be inserted	To be inserted
Name: To be inserted Position: To be inserted	Mobile: To be inserted Email: To be inserted	To be inserted

10. REPRESENTATIVES

Details	University	Service Provider
Name:	To be inserted	To be inserted
Position:	To be inserted	To be inserted
Tel:	To be inserted	To be inserted
Email:	To be inserted	To be inserted

11. DOMICILIUM CITANDI ET EXECUTANDI

11.1. Address for Operational Correspondence

The University	
Marked for the attention of:	To be inserted
Electronic mail address:	To be inserted
Physical Address:	To be inserted

The Service Provider	
Marked for the attention of:	To be inserted
Electronic mail address:	To be inserted
Physical Address:	To be inserted

11.2. Address for the Service of Legal Documents

The University	
Marked for the attention of:	Director Legal Services
Electronic mail address:	Nkosinathi.Mavimbela@wits.ac.za
Physical Address:	5th Floor, Room 5006A, Solomon Mahlangu House East Campus, Braamfontein, Johannesburg 2050

The Service Provider	
Marked for the attention of:	To be inserted
Electronic mail address:	To be inserted
Physical Address:	To be inserted

ANNEXURE B: SCOPE OF WORK

To be inserted

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ANNEXURE C: FEES

1. FEES

To be inserted

A. The fees are as described in Pricing Schedule: Annexure C

- i) The pricing contained Pricing Schedule: Annexure C is the maximum that the Service Provider can charge the University.
- ii) The Service Provider agrees not to unilaterally increase the prices. However, nothing in this contract prevents the Service Provider from improving on the prices.
- iii) The Service Provider acknowledges and accepts that the pricing is all inclusive and includes all costs and charges associated with the Annexure B (Scope of Work).
- iv) The prices for the Services must include VAT, all other taxes, (as far as they are applicable) and insurance as required.

All costs must be firm from the date of receipt of purchase order issued by the University. Furthermore, no additional costs will be accepted by the University.

1.1. Fee Adjustment Provisions [Exchange Rate Fluctuation Provisions and/or Annual Increases]

To be inserted

The University reserves the right to accept/decline any proposed price increases

Exchange Rate Fluctuation

The University reserves the right to refuse any ROE fluctuations which the Service Provider accepts. The Service Provider agrees that any increase in ROE is not guaranteed and must bear the risk.

1.2. Detailed Pricing Schedule

To be inserted

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