

REQUEST FOR PROPOSAL (RFP)

Faculty of Health Sciences - 5th floor Pharmacy Laboratory Upgrade.

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| REQUEST FOR PROPOSAL (RFP) TITLE: Wits Faculty of Health Sciences - 5th floor Pharmacy Laboratory Upgrade. | UNIVERSITY OF THE WITWATERSRAND, JOHANNESBURG (WITS) |
| RFP REFERENCE NUMBER | FHSFRDP_TO4 |
| RFP DOWNLOAD DATE | Monday, 2 March 2026 |
| REGISTRATION: INFORMATION SESSION | Thursday, 5 March 2026 @ 15H00 |
| COMPULSORY INFORMATION SESSION | Friday, 6 March 2026 @ 10:00 |
| RFP CLOSING DATE & TIME | Monday, 30 March 2026 at 23h59 |
| DISTRIBUTION CHANNEL | The Sunday Times Wits Tenders Website. |
| ISSUED BY: | Campus Planning and Development Department 3 Jubilee Road Parktown |
| PREPARED BY: | Leah Rammego |
| CONTACT PERSON: | Charmaine Layton dept-tenders.cpd@wits.ac.za and copy Admin.tenders@wits.ac.za |

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Annexures, Schedules, and Declarations (as applicable)Appendix A: **NEC4 Engineering & Construction Contract (ECC4)**

- Part C1.1 Form of Offer and Acceptance – Completed and signed
- Schedule of deviations to be completed and signed (if there are no deviations strike through the table. complete and sign the page).
- Fee Percentage - **Completed**
- Part C1.2.2 The Contractor's Contract Data - Completed

Appendix B: Contactable Client References – **Completed**Annexure 1: **Bill of Quantities**

- Must be completed and submitted in **both** Excel and PDF formats

Annexure 2: Specifications Document

Annexure 3: Drawings

Annexure 4: Specification for Access to and Performing Works and Services on a University Precinct

Annexure 5: Generic Occupational Health and Safety Environmental Specification

Annexure 6: Electronic Submission Protocol

Annexure 7: Tender Terms and Conditions

T1.1 Tender Notice and Invitation to Tender

(i) Invitation

The Campus Planning and Development Department (CPD) of the University of the Witwatersrand, Johannesburg (WITS), herein referred to as the Client, cordially invites experienced and qualified contractors to participate in this Request for Proposal (RFP) for the **University's Faculty of Health Sciences Campus, Parktown, Fifth (5th) Floor Pharmacy laboratory upgrade**. This invitation is extended to contractors with a demonstrated expertise in executing projects of similar nature and scope.

(ii) Purpose and Scope:

The purpose of this bid is to appoint a contractor for the Faculty of Health Sciences Campus, Parktown, Fifth (5th) Floor Pharmacy laboratory upgrade. Which encompasses, the refurbishment of 400m² of existing floor area. The existing use is a classroom type teaching venue, that is being repurposed to an Undergraduate Pharmaceutical Biology and Industrial Pharmacy Laboratory. The extent of works includes the following:

- Demolition of existing vinyl floor, dry walling and suspended grid ceiling.
- New dry walls and 2 coat brick walls, vinyl clad to above ceiling.
- New skimmed painted suspended ceiling.
- New services include HVAC installation, electrical reticulation, hot and cold water, distilled water system and piped gas and vacuum installation. Security and AV installations.
- Coring through slab required to reticulate waste pipes,
- New Laboratory benches and cabinetry,
- Contractor will be working in a live educational facility.

(iii) Contractor Requirements:

Wits seek contractors who have a minimum **CIDB grading of 6GB**.

(iv) Contract Award:

The Client has elected the NEC4 Engineering & Construction Short Contract (ECSC4) included under Part C1.2 - to be a preferred form of contract for the project. The Tenderer will review the NEC4 Contract's standard terms and contract data; and will be permitted to submit its reasonable qualifications (if applicable) for the Client's consideration.

(v) Overall Project / Contract Execution Model

Overall delivery and management of WITS' capital work programme is aligned with the principles of an integrated project procurement and delivery management guidelines. The Tenderer's attention is drawn to the University's objective of seeking to establish proactive risk management and collaborative project delivery relationship between WITS and the appointed contractor.

(vi) Assumptions & Constraints

- All tender submissions are subject to the NEC4 Engineering & Construction Short Contract (ECSC4).
- Pricing **Must** include all costs, as no changes will be accepted post-submission.
- No travel or accommodation costs will be covered by WITS.

(vii) Policies, Procedures and Regulatory Standards:

WITS conducts this tender process in accordance with the latest edition of SANS 10845-3: Standard Conditions of Tender. Where any ambiguity or inconsistency arises, the University's Terms and Conditions, as set out in Annexure 7 – Tender Terms and Conditions, shall take precedence and supersede any conflicting provisions.

SANS 10845-3 makes 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 provisions of SANS 10845-3.

Each item of data given below is cross-referenced to the clause in SANS 10845-3 to which it mainly applies. Standard conditions for the calling for expressions of interest. As such, WITS prohibit anti-competitive practices and requires that all Tenderers submit a formal conflict of interest declaration. Tenderers can purchase electronic copies of the documents at the following links:

[SANS 10845-3:2022 \(Ed. 2.00\) \(sabs.co.za\)](https://sabs.co.za/SANS_10845-3:2022_(Ed._2.00)_)

(viii) Tender Terminology:

When considering the SANS, CIDB and NEC4 respective standard definitions, there is some discrepancy in the terminology. To clarify this, "Employer" and "Client" will be used interchangeably, having reference to the University of the Witwatersrand, Johannesburg (WITS). Similarly, 'Works Information' and/or 'Scope of Works' and 'Scope' will also be used interchangeably.

(ix) Further Definitions:

- For the purpose of this RFP document 'University' and 'WITS' shall mean: The University of Witwatersrand, Johannesburg, being the entity to which Services will be delivered.
- Tenderer and/or bidder shall refer interchangeably to the party receiving this RFP and submitting a Proposal.
- Project means Faculty of Health Sciences Campus, Parktown, 5th floor pharmacy laboratory Upgrade.
- Proposal means the submission Tenderers will submit in response to this RFP, and any annexures thereto.
- Contract means the NEC4 Engineering & Construction Short Contract (ECSC4)
- Site means Faculty of Health Sciences Campus, Parktown, 5th floor pharmacy laboratory Upgrade where the University of the Witwatersrand is authorised to undertake infrastructure projects.
- Sourcing Process means the RFP process that the Client is embarking on to select and appoint capable service providers to deliver the scope.

(x) RFP Clarifications

- Should any part or parts of this RFP or the Sourcing Process described herein below require further explanation, or be ambiguous or contradictory, clarification prior to submission of your Proposal can be obtained in writing to the Tender Administrator.
- Email will be used for clarifications during the RFP period. The Tenderer shall, in all written correspondence, identify itself by the complete company name and RFP reference number.
- Telephonic clarifications are not officially acknowledged, and all clarifications or requests **Must** be in writing to the designated email address referenced in the RFP document.
- Upon receipt of any request to clarify elements of the RFP, an email to clarify the points in question shall be issued by WITS to all Tenderers that registered timeously, provided that the clarification is not of a confidential nature, broadly applicable and justified.
- All RFP clarifications or addenda shall be issued formally to Tenderers by means of a Tender Bulletin unless the information is of a confidential nature.
- No Tenderer may communicate with any person connected with this document on any matter affecting this document between the initial date of issue of the document and the dispatch of the written notification of the selected Tenderers, except via the contact person listed above.

(xi) Compulsory Onsite Information Session

- **Purpose:** A compulsory site inspection and information session will take place on **Friday, 6 March 2026 @ 10h00. Attendance is mandatory** to ensure all tenderers gain a thorough understanding of the project requirements and site conditions.
- **Participant Limitation:** To ensure a productive session, WITS will limit the number of participants per company to two (2) for the questions and answers segment.
- **Submission of Questions:** Participants are requested to submit any clarification questions before the Information Session (details of which will be included in the invitation email) to ensure that the most pertinent questions are addressed during the session.

Logistics & Registration

- The compulsory information session will be held at Wits Faculty of Health Sciences Campus, Parktown, Pharmacy Laboratory, 5th floor.
- Please meet at 09:45 at the entrance to the Wits Faculty of Health Sciences Campus, (7 York Road, Parktown, Johannesburg).

For registration, email your details to the following addresses:

- **Attention:** Charmaine Layton
- To: Dept-tenders.cpd@wits.ac.za
- Cc: admin.tenders@wits.ac.za
- Ensure the correct contact details are provided to receive all correspondence related to this RFP. For any questions or assistance regarding the Information Session, please use the contact details above.

(xii) Outcome Disclosure Discretion Clause:

The client reserves the right to exercise full discretion regarding the sharing of details pertaining to the outcome of the tender process. The client is not obliged to disclose any information regarding the tender outcome and may choose to keep such details confidential. Any decision to disclose or withhold information regarding the tender outcome shall be solely at the client's discretion.

(xiii) Overall Project / Contract Execution Model

The University aims to enhance the overall quality of project delivery by appointing a single contractor under the NEC4 Engineering & Construction Short Contract (ECSC4) conversion of existing tutorial rooms into a microbiology laboratory at the Faculty of Health Sciences Campus, Parktown. This appointment will cover the entire construction period, culminating in a seamless handover and commissioning to the University's asset management departments, as well as a 12 (twelve) month maintenance and guarantee period.

Prospective Tenderers should note the University's objective to establish a proactive risk management and collaborative project delivery relationship.

- The appointment is non-committal, and there is no guarantee of any additional projects being allocated to the appointed contractor beyond this specific project.
- The Client reserves the right to award any future projects outside of this contract at their discretion, for example, by undertaking standalone tender processes.
- The Client reserves the right to allocate any modifications or additional works related to this project to the appointed contractor at their full discretion, guided by considerations such as relevant experience, performance during the project, and contractor capacity.

QUERIES PERTAINING TO THIS RFP CAN BE DIRECTED TO -

Project Co-ordinator

Charmaine Layton

E-MAILTo: Dept-tenders.cpd@wits.ac.zaCc: admin.tenders@wits.ac.za

The **compulsory information session** with representatives of WITS will take place **on-site on Friday, 6 March 2026 @ 10h00.**

- The session will be held at **Wits Faculty of Health Sciences Campus, Parktown, Pharmacy Laboratory, 5th floor.**
- Please meet at 09:50 at the entrance to **Wits Faculty of Health Sciences Campus, 7 York Road, Parktown, Johannesburg.**

Important Notes:

- Tenderers are encouraged to register the name of their representative(s) control purposes no later than **Thursday, 5 March 2026 @ 15:00.**

(xiv) Sourcing Process

WITS conduct business in a manner that encourages good supplier relations within an environment that promotes competition and is compliant with WITS' policies and the law.

- The Tenders participating in this RFP are required to comply in all respects with the RFP instructions and requirements.
- The selection for the RFP process will include criteria for price, quality and preference.
- The Tenderers' Proposal will consist of a formal, binding bid relative to this project.
- The Client will evaluate and score each tender submission against pre-determined Evaluation Criteria.

The submission will be assessed in a 3 – phase process:

- **Phase 1:** Prequalification Procurement
- **Phase 2:** Functionality - Proposal evaluation with a minimum threshold of 70%
- **Phase 3:** Pricing (60%) and preference (20%) and Quality / Technical (20 %)

(xv) Financial Risk and Assessment**Submission Requirement**

- The Tenderer must submit signed Annual Financial Statements for the past three (3) financial years, including the most recent financial year, prepared in accordance with the Companies Act, where applicable.

Financial Assessment

- The Employer will review the submitted financial statements to evaluate the Tenderer's financial standing and overall financial health. This assessment will inform the risk evaluation and support the determination of the Tenderer's capacity to successfully execute the contract.

Non-Compliance

- Failure to provide the required financial statements may result in disqualification from the tender process.

T1.2

Tender Data

Each item of data given below is cross-referenced to the clause in SANS 10845-3 to which it mainly applies.

| Clause number | Tender Data |
|---------------|--|
| 3.1 | The Employer is the University of the Witwatersrand, Johannesburg, acting through its Campus Planning and Development Department. |
| 3.2 | The tender documents issued by the Employer comprise the documents listed on the contents page. |
| 3.3 | The Project Co-Ordinator: Charmaine Layton #Dept-tenders.cpd@wits.ac.za and cc admin.tenders@wits.ac.za |
| 3.4 | The language for communication is English. |
| 3.5.1 | In addition, the Client reserves the right at any time to: <ul style="list-style-type: none"> • Request further information should the Tenderer submit insufficient detail. • Contact any Tenderer during the evaluation process, to clarify any information, without informing any other Tenderer, • Award only a portion of the tender, • Award portions of the tender to more than one contractor, • 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 contracts from time to time. • The Client reserves the right to reject any or all bids received in response to this tender invitation. Additionally, the Client reserves the right to reject the lowest responsive bid if it is determined that such a bid does not meet the requirements specified in the tender documents or is assessed as not offering value for money. The Client's decision in this regard shall be final. While the Client may not provide detailed reasons for rejection, feedback may be provided upon request at the Client's discretion. |
| 3.6 | The competitive negotiation procedure shall be applied. |

| Clause number | Tender Data |
|---------------|---|
| 4.1 | <p>Only Tenderers who meet the pre-qualification criteria outlined in the table below are eligible to submit a Tender Submission. Failure to meet the pre-qualification criteria will result in disqualification.</p> <p>Despite the above, the University reserves the right to request additional information (which request Must be provided to the University within the period as determined and communicated by the University) where the information provided yields insufficient detail and Tenderer differentiation.</p> <p>Prequalification criteria are listed below</p> <p>Procurement eligibility and Pre-Qualification criteria is listed below:</p> <ol style="list-style-type: none"> a) The compulsory registration to attend the compulsory site inspection. Additionally, Tenderers Must ensure representation by one of their full-time employees at the compulsory onsite information session. b) The Tenderer Must provide Company registration (CIPC /CK etc.) indicating the date of registration/incorporation, and a list of directors, partners, and members. c) the Tenderer submits an Original Valid Tax Clearance PIN (In case venture/consortia partners, each partner Must submit a tax clearance certificate) issued by the South African Revenue Services. In the case of a joint venture or consortium, each partner must submit a valid TCS PIN. d) The Tenderer submits a VAT Registration Certificate. e) The Tenderer Must provide signed Annual Financial Statements for the past three (3) years, including the latest financial statements for the year, in line with the Companies Act. <p>The Tenderer <u>Must</u> provide proof of the following insurance coverage:</p> <ol style="list-style-type: none"> i. Contractors Liability Insurance: with a minimum value aligned to the Tenderer's tendered contract value per claim with no limit to the number of claims. ii. General and commercial liability insurance which includes defective workmanship, public liability, cyber risk insurance, products and equipment liability, bodily injury and death, and property damage Public Liability with a minimum value of R 20 million per claim, with no limit to the number of claims with an annual aggregate of R 80 million. iii. SASRIA (Special Risk Insurance) with deductibles as per the Contractor's insurance policies. <p>The tenderer <u>Must</u> provide proof of bank rating and/or letter of good standing.</p> <p>The letter should include:</p> <ol style="list-style-type: none"> i. The Service provider's bank account name and number. ii. A statement that engagements and accounts with the bank have always been properly and satisfactorily conducted; and <p>Where applicable, the Service Provider may provide confirmation from their bank that they have access to appropriate financial facilities or other resources to meet their commitments.</p> |

| Clause number | Tender Data |
|---------------|--|
| 4.1 | <p>f) The Service provider Must provide proof that it is in possession of a letter of good standing from the Compensation Fund or a licensed compensation insurer as contemplated in the Compensation for Occupational Injuries and Disease Act No. 130 of 1993. The proof Must be valid at the time of close of the Tender and a valid certificate Must be produced at the time of award if the certificate expires between the close of Tender and award.</p> <p>The Tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector.</p> <p>The Tenderer has not:</p> <p>a) abused the Client's Supply Chain Management System; or</p> <p>b) failed to perform on any previous contract and has been given written notice to this effect.</p> <p>Technical/Functional Mandatory Criteria are listed below:</p> <p>a) Tenderers Must be South African entities or have a local presence within South Africa. Proof of local presence in the Greater Johannesburg area, either a utility bill or lease agreement), Must be provided.</p> <p>b) The Tenderer Must hold a CIDB grading of 6GB or higher, please note that PE will not be considered. Only Tenderers with suitable experience in providing similar works will have their submissions evaluated.</p> <p>c) The Tenderer Must provide a minimum of three (3) contactable client references for projects completed within the last three (3) years with construction values of R 15 million and above. These projects Must involve similar requirements in scope, HVAC installation, electrical reticulation which must include service integration, electrical reticulation, hot and cold-water supply as well as gas and vacuum systems. The references should demonstrate the Tenderer's ability to deliver projects of similar or greater technical capacity and complexity to the requirements of this Tender.</p> <p>For each reference, the Tenderer Must attach:</p> <p>i. A Completion Certificate, or</p> <p>ii. A written testimonial/confirmation of completion from the client, detailing the scope of work the successful delivery of the service, and any post-completion support, on the client's letterhead, dated within the required period.</p> <p>a) Tenderers Must complete Appendix B: Contactable Client References. References will be assessed for relevancy and acceptability.</p> <p>b) Tenderers Must submit the key personnel's qualifications, certificates, current and valid professional registrations and CV.</p> <p>c) Tenderers Must provide proof of assets e.g., equipment and property. The University reserves the right to inspect the locations where the assets are based.</p> |

| Clause number | Tender Data |
|---------------|--|
| 4.1 | <p>Joint Ventures and Partnerships</p> <p>a) Only incorporated joint ventures or registered partnerships are permitted to submit a tender. Unincorporated joint ventures are not allowed.</p> <p>For any joint venture or partnership:</p> <ul style="list-style-type: none"> i. A formal agreement must be in place clearly defining each partner’s roles and responsibilities. ii. For partnerships, the agreement must ensure the partnership can continue to function automatically in the event of the death or withdrawal of a partner. iii. Each partner must individually meet the eligibility criteria. iv. Any experience or capability requirements apply specifically to the partner performing the relevant work. <p>The evaluation team will assess the roles, responsibilities, and risk associated with the proposed structure. If the risk is deemed too high, the tender may be disqualified.</p> <p>ECC4 Contract Mandatory Criteria</p> <ul style="list-style-type: none"> a) Tenderers Must complete the Schedule of Deviations in the RFP document if applicable. b) Contractors Must complete and sign the Form of Offer and Acceptance. c) Tenderers Must complete the Data provided by the Contractor section in the Contract document d) Tenderers Must complete the Price list information. e) Tenderers Must complete the fee percentage <p>Tenderers Must ensure that their pricing is submitted to the University in accordance with the pricing requirements set out in the Tender Documents.</p> <p>Functionality (including Technical) Criteria</p> <ul style="list-style-type: none"> a) Tenderers Must submit a comprehensive project programme that includes the project timeline, resource allocation, coordination and communication plan, risk management plan, and monitoring and reporting plan. <p>Other Elements that are non-mandatory but considered as part of the evaluation include:</p> <ul style="list-style-type: none"> a) The tenderer should submit a current, valid B-BBEE certificate issued by a SANAS accredited verification agency unless the Tenderer is an exempted micro enterprise (EME) or a qualifying small enterprise (QSE), in which case the Tenderer may submit a sworn affidavit in accordance with the B-BBEE Act: Codes of Good Practice published in Government Gazette No. 36928. |

| Clause number | Tender Data |
|---------------|--|
| 4.7 | <p>The compulsory onsite Information Session with representatives of WITS will take place at the project site Friday, 6 February 2026 @ 10h00.</p> <p>The compulsory information sessions will be held at the Wits Faculty of Health Sciences Campus, Parktown, Pharmacy Laboratory, 5th floor.</p> <p>Tenderers are encouraged but not required to register the name of their representative (s) for control purposes. Completed registrations should be submitted by Thursday, 5 March 2026 @ 15:00.</p> <p>Only two (2) participants per Tenderer are allowed. All participants shall be confirmed in the attendance register prior to the commencement of the session.</p> <p>The driver of the vehicle must have their driver's license on hand for scanning at the access gate.</p> |
| 4.10 | Tenderers are required to state the rates and currencies in South African Rands (ZAR). |
| 4.11 | An item against which no rate or price is entered by the Tenderer shall be covered by other rates or prices detailed in the tender offer. |
| 4.12 | Not applicable. |
| 4.13.4 | 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. WITS may request proof of the authorisation document at any time. |
| 4.13.5 | Only Electronic Submissions are allowed |
| 4.13.5 | <p>Email Proposal addressed to, with the following details in the covering mail:</p> <p>Attention: Charmaine Layton (Tender Administrator)</p> <p>E-Mail Addresses: To: Dept-tenders.cpd@wits.ac.za Cc: admin.tenders@wits.ac.za, Subject Matter: Request for Proposal RFP Tender No: FHSFRDP_TO4 RFP Tender Title: Faculty of Health Sciences - 5th floor Pharmacy Laboratory Upgrade</p> |

| Clause number | Tender Data |
|---------------|--|
| 4.15 | <p>The Tenderer is required to submit electronic proposals in strict accordance with WITS' Email Tender Submission Protocol and Terms and Conditions (Annexure 7), which outline WITS' requirements. Email submissions are mandated to ensure proper control over access.</p> <p>The Tenderer shall:</p> <ul style="list-style-type: none"> • Avoid emailing submissions in the last sixty (60) minutes that the Invitation to Tender is open. • Use the following identification format: [Number of Emails Sent Tender Reference Number Tender Short Description Tenderer's Company Name]. • Ensure that only the following file extensions are used: .zip, .doc / .docx, .pdf, .xls, .mp4. • Ensure the University's server limits are adhered to: emails containing ZIP files or attachments exceeding 20 MB will not be accepted. Submissions exceeding this limit must be split into separate emails under 20 MB each and numbered accordingly. • Ensure all emails are sent with a read and delivery receipt request from an Outlook or Gmail server. • Not submit via any cloud-based file-sharing platforms. This includes, but is not limited to, Google Drive, SharePoint, OneDrive, Dropbox, WeTransfer, or any similar cloud-sharing services. These submissions will not be accepted. • Not include the information annexures in the submission. |
| 4.15 | The closing time for submission of tender offers is on Monday, 30 March 2026 at 23h59 |
| 4.16 | The tender offer validity period is one hundred and eighty (180) days. |
| 4.22 | All returnable documents, certificates and schedules Must be current and valid and returned with the tender's offer submission. |
| 5.1 | The Client will respond to requests for clarification received up to five (5) working days before the tender closing time. |
| 5.2 | The Client shall issue addenda until three (3) working days before tender closing time. |
| 5.11.1 | The financial offer will be reduced to a comparative basis using the Tender Assessment Schedule included below: |

5.11.5

Tender Evaluation Criteria

The tender submissions will be evaluated in terms of Method 4: Financial offer, quality, and preferences in the final scorecard.

The scores of each of the evaluators will be averaged, weighted, and then totalled to obtain the final score for quality.

Please note the following:

- The score is as a total % of the criterion points.

| | |
|---|-------------------|
| Financial Offer | 60 Points |
| Quality – pro rated | 20 Points |
| Company Experience & Track Record | 8 Points |
| Team experience & competency | 8 Points |
| Programme including Proposed Methodology and Execution Plan | 4 Points |
| Preference | 20 Points |
| Tendering Company's B-BBEE Level | 10 Points |
| Tendering Company is at least 51% Black owned. | 10 Points |
| Total | 100 Points |

5.11.8

Wits Preferential Procurement Goals

WITS recognised the need to participate meaningfully in the socio-economic transformation of South Africa and has identified specific principles that will address business and wealth creation imperatives with its dedicated preferential procurement philosophy.

To this end, in addition to requirements in the RFP, WITS will use the 80/20 preference points system. The allocation of the points will be as follows:

10 of 100 evaluation points (10%) to the below criterion related to the B-BBEE level.

| B-BBEE Status Level of Contributor | Number of points (20% B-BBEE system) |
|------------------------------------|---|
| Level 1 Contributor | 10 |
| Level 2 Contributor | 9 |
| Level 3 Contributor | 7 |
| Level 4 Contributor | 6 |
| Level 5 Contributor | 4 |
| Level 6 Contributor | 3 |
| Level 7 Contributor | 2 |
| Level 8 Contributor | 1 |
| Non-compliant contributor | 0 |

A further 10 of 100 evaluation points (10%) to the following yes/no criterion:

- Tendering company is at least 51% Black owned

5.11.9

Minimum Evaluation Score

In this stage, the Tenderer **Must** get a minimum of 70% (i.e. 70) to move on to the next stage of evaluation. The minimum score for quality evaluation is 70%.

The maximum possible score for quality (Ms) **100%**

The evaluation of the Functionality Criteria of the Tender Submission will be based on the following criteria

| Quality criteria | Sub criteria | Maximum number of points |
|--|--|--------------------------|
| Criterion 1: Company Experience & Track Record | <p>The Tenderer must submit three (3) contactable client references for projects completed in the last three (3) years, each with a minimum construction value of R15 million, involving similar scope and complexity, including HVAC, integrated electrical reticulation, and hot and cold-water, gas, and vacuum systems.</p> <p>The references Must have similar or greater technical capacity and complexity to that of this Tender. For each, attach a Completion Certificate or written testimonial/confirmation of completion from the client or employer.:</p> <ul style="list-style-type: none"> - The valid reference letter Must be on the client's letterhead, and it should include the site name, scope of work conducted, project duration, project date, and be duly signed by the client. The letter should also include contact details, such as email and telephone numbers. | 8 Points |
| Scoring: Company Experience & Track Record | Tenderer has completed at least five (5) or more similar projects | 8 Points |
| | Tenderer has completed at least four (4) similar projects | 7.2 Points |
| | Tenderer has completed at least three (3) similar projects | 5.6 Points |
| | Tenderer has completed at least two (2) similar projects | Disqualified |

5.11.9

| Quality criteria | Sub criteria | | Maximum number of points |
|--|---|--|--------------------------|
| <p>Criterion 2:</p> <p>Team experience & competency</p> | <p>CVs of all project staff/key personnel must be provided. Proof of qualifications and years of relevant experience of the proposed staff/key personnel is to be submitted along with the Curriculum Vitae.</p> <p>CVs of all proposed key personnel must be provided. Each CV must clearly indicate:</p> <ul style="list-style-type: none"> • Role/title • Relevant qualifications • Years of relevant experience • Professional registration (must be current and valid) • Additional role-specific certifications (e.g. NOSA) <p>Failure to submit a CV or meet the minimum requirements for a role will result in 0 points for that role.</p> <p>A complete list of key personnel with their qualifications must be attached to ensure clarity and compliance with tender requirements.</p> | | <p>8 Points</p> |
| <p>Scoring: Team experience & competency</p> | <p>Contracts Manager</p> | <p>Qualification: BSc / BEng / BTech / Advanced National Diploma (Built Environment) – 0.7 Points</p> <p>Experience: ≥ 10 years relevant experience – 0.7 Points</p> <p>Registration: SACPCMP – 0.6 Points</p> | <p>2 Points</p> |
| | <p>Site agent</p> | <p>Qualification: Minimum NDip Built Environment qualification – 1 Point</p> <p>Experience: ≥ 10 years relevant experience – 1 Point</p> <p>Registration: SACPCMP – 1 Point</p> | <p>3 Points</p> |
| | <p>Quantity surveyor</p> | <p>Qualification: QS qualification – 0.5 Points</p> <p>Experience: ≥ 5 years' experience – 0.5 Points</p> <p>Registration: SACQSP – 0.5 Points</p> | <p>1.5 Point</p> |
| | <p>Health and Safety officer</p> | <p>Qualification: Built Environment qualification or NOSA – 0.5 Points</p> <p>Experience: ≥ 5 years' experience – 0.5 Points</p> <p>Registration: SACPCMP (CHSA) – 0.5 Points</p> | <p>1.5 Point</p> |
| | <p>Tenderer has not submitted information, or experience and qualifications are below the minimum requirements.</p> | | <p>Disqualified</p> |

| 5.11.9 | <table border="1"> <thead> <tr> <th style="background-color: #003366; color: white;">Quality criteria</th> <th style="background-color: #003366; color: white;">Sub criteria</th> <th style="background-color: #003366; color: white;">Maximum number of points</th> </tr> </thead> <tbody> <tr> <td>Criterion 3: Project Programme</td> <td>Comprehensive project programme that includes: <ul style="list-style-type: none"> • Project timeline • Resource allocation • Coordination and communication plan • Risk management plan • Monitoring and reporting plan </td> <td style="text-align: center;">4 pts</td> </tr> <tr> <td rowspan="5">Scoring: Project Programme</td> <td>Tenderer submitted a program containing all of the required criteria</td> <td style="text-align: center;">4 Points</td> </tr> <tr> <td>Tenderer submitted a program containing only four (4) of the criteria.</td> <td style="text-align: center;">3.6 Points</td> </tr> <tr> <td>Tenderer submitted a program containing only three (3) of the criteria.</td> <td style="text-align: center;">2.8 Points</td> </tr> <tr> <td>Tenderer submitted a program containing only two (2) of the criteria</td> <td style="text-align: center;">1.6 Points</td> </tr> <tr> <td>Tenderer submitted a program containing only one (1) of the criteria or no Project programme submitted</td> <td style="text-align: center;">0 Points</td> </tr> </tbody> </table> | Quality criteria | Sub criteria | Maximum number of points | Criterion 3: Project Programme | Comprehensive project programme that includes: <ul style="list-style-type: none"> • Project timeline • Resource allocation • Coordination and communication plan • Risk management plan • Monitoring and reporting plan | 4 pts | Scoring: Project Programme | Tenderer submitted a program containing all of the required criteria | 4 Points | Tenderer submitted a program containing only four (4) of the criteria. | 3.6 Points | Tenderer submitted a program containing only three (3) of the criteria. | 2.8 Points | Tenderer submitted a program containing only two (2) of the criteria | 1.6 Points | Tenderer submitted a program containing only one (1) of the criteria or no Project programme submitted | 0 Points |
|--|--|--------------------------|--------------|--------------------------|--|--|--------------|-------------------------------|--|----------|--|------------|---|------------|--|------------|--|----------|
| Quality criteria | Sub criteria | Maximum number of points | | | | | | | | | | | | | | | | |
| Criterion 3: Project Programme | Comprehensive project programme that includes: <ul style="list-style-type: none"> • Project timeline • Resource allocation • Coordination and communication plan • Risk management plan • Monitoring and reporting plan | 4 pts | | | | | | | | | | | | | | | | |
| Scoring: Project Programme | Tenderer submitted a program containing all of the required criteria | 4 Points | | | | | | | | | | | | | | | | |
| | Tenderer submitted a program containing only four (4) of the criteria. | 3.6 Points | | | | | | | | | | | | | | | | |
| | Tenderer submitted a program containing only three (3) of the criteria. | 2.8 Points | | | | | | | | | | | | | | | | |
| | Tenderer submitted a program containing only two (2) of the criteria | 1.6 Points | | | | | | | | | | | | | | | | |
| | Tenderer submitted a program containing only one (1) of the criteria or no Project programme submitted | 0 Points | | | | | | | | | | | | | | | | |

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| Criterion 1 | <p>COMPANY EXPERIENCE & TRACK RECORD</p> <p>Tenderer's Experience and Competency</p> <p>The scoring of the respondent's experience will be as follows:</p> <p>The Tenderer Must provide a minimum of three (3) contactable client references for projects completed within the last three (3) years. These projects Must involve similar requirements.</p> <p>The tender response Must take all the below listed items into consideration:</p> <ol style="list-style-type: none"> 1. Project description (not just a title) 2. Project start date 3. Project completion date 4. Type of contract used. |
|--------------------|---|

Criterion 2**Key Personnel (Experience & Competency)**

The capability and experience of the Tenderer's Team's staff/key personnel will be evaluated in relation to the scope of work from two (2) different points of view:

1. General experience and qualifications,
2. Knowledge of issues which the Tenderer considers pertinent to this type of project assignable under this contract.

An equal weighting will be applied to 1) and 2) above.

The Contractor must obtain the Employer's prior approval in writing before changing any Key Person.

In the event that a Key Person needs to be replaced, the Contractor shall provide a replacement resource with the same or higher level of qualifications and relevant experience.

Submission Requirements

CVs of all key personnel must be provided.

Tenderers **must clearly indicate which person is being assigned to each of the required roles:**

1. Contracts Manager
2. Site Manager
3. Quantity Surveyor
4. Health and Safety Officer

Each CV must be no more than three (3) pages in length and structured as follows:

- a) **Personal particulars:** Name, date of birth, place(s) of tertiary education with dates, professional awards.
- b) **Qualifications:** Degrees, diplomas, grades of membership of professional societies, and professional registrations; include certifications and trade tests.
- c) **Current employment:** Name of current client and position in enterprise.
- d) **Overview of work experience:** Year, organisation, and position.
5. **Relevant assignments:** Outline recent assignments/experience that directly relate to the scope of work.
 - Proof of qualifications, certifications, professional registrations, and memberships must be attached to this schedule.

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| Criterion 3 | <p>Project Programme</p> <p>The Tenderer is to label the Programme as Schedule 2</p> <p>The programme will be assessed for completeness based on the presence of key elements (timeline, resource allocation, coordination, risk management, and monitoring). However, the actual score is exclusively tied to the programme duration as shown in the scoring criteria. This ensures that while the full programme content is evaluated for quality, the efficiency of the timeline itself drives the score.</p> <p>Programme Format:</p> <ul style="list-style-type: none"> • Label the Programme as Schedule 2. • Require a Gantt Chart format for clear visibility of all principal activities and their timing. <p>Programme Requirements:</p> <ul style="list-style-type: none"> • Limit the programme submission to essential elements that directly impact project delivery speed and quality. <p>Revised Elements:</p> <ul style="list-style-type: none"> • Project Timeline (Essential): <ul style="list-style-type: none"> ○ Detailed Milestones and Completion Timelines: The programme should include only the major project milestones (e.g., design completion, equipment delivery, installation start and finish, commissioning). ○ Critical Path Identification: Indicate any tasks on the critical path and propose mitigation for potential delays. • Resource Allocation (Key Summary Only): <ul style="list-style-type: none"> ○ Labour and Equipment Allocation: A high-level summary of labour, key equipment, and material resources, ensuring they are sufficient to meet project timelines. ○ Resource Constraints: Briefly describe how constraints (e.g., limited access to critical resources) will be addressed to prevent delays. • Coordination and Communication <ul style="list-style-type: none"> ○ Stakeholder Interfaces: Identify key coordination points between the Tenderer, Employer, Engineer/Project Manager, and any third parties. ○ Internal Coordination: Briefly describe how activities across disciplines (design, procurement, construction, commissioning) will be coordinated to maintain programme integrity. ○ Communication Approach: Provide a short description of communication methods and frequency (e.g., site meetings, progress updates) relevant to programme delivery. • Monitoring and Reporting (Summary Level): <ul style="list-style-type: none"> ○ Progress Tracking: Describe how progress against the programme will be monitored (e.g., milestone tracking, critical path monitoring). ○ Reporting Mechanism: Indicate the frequency and format of programme reporting to the Employer/Project Manager. ○ Corrective Actions: Briefly explain how deviations from the programme will be identified and addressed to recover time. • Risk Management (Brief Overview): <ul style="list-style-type: none"> ○ Key Risks to Timeline: Identify any significant risks that could impact the timeline, with a simple, practical plan for addressing them. |
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| 5.13 | Tender offers will only be accepted if all the requirements in clause 4.1 are met. |
| 5.15 | Not applicable. |
| 5.17 | The tenderer is to submit a completed and signed electronic copy of the contract with their submission |

Submission Details

Electronic Submissions Only

All tender submissions **Must** be made electronically via email. No paper submissions will be accepted. Please ensure that your submission adheres to the following criteria:

- **Submission Email Address:**
 - To: Dept-tenders.cpd@wits.ac.za
 - Cc: admin.tenders@wits.ac.za

File Formats:

- Acceptable formats: PDF, .docx, .xls, .zip. No other file types will be accepted.
- Files **must not be** submitted via any cloud-based file-sharing platforms, including (but not limited to) Google Drive, SharePoint, OneDrive, Dropbox, WeTransfer, or similar services. Submissions via these platforms will not be accepted.

Submission Deadlines:

- **Tender Submission Deadline: Monday, 30 March 2026 at 23h59** Late submissions will not be considered.

Questions and Clarifications:

For any inquiries or clarifications related to this tender, please contact:

- **Contact Person: Charmaine Layton**
- **Email: Dept-tenders.cpd@wits.ac.za Cc: admin.tenders@wits.ac.za**

All clarification requests **Must** be submitted in writing to the Tender Administrator via email. Clarifications will be shared with all registered Tenderers. The deadline for submitting clarification requests is **Tuesday, 24 March 2026, at 16h00**.

Schedule 1a: Signed Tender Submission

| | |
|------------------------------------|--|
| Name of Tenderer: | |
| Entity registration number: | |
| Contact person: | |
| Email: | |
| Telephone & Mobile no: | |
| Physical address: | |

Section 2a: Declaration

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the service provider and confirms that the contents of this **Section 2: Declaration** to my personal knowledge, and save where stated otherwise in an attachment hereto, are to the best of my belief both true and correct, furthermore, this individual is authorised to sign and execute the NEC4 contract on behalf of the service provider, and:

- i. The Tenderer acknowledges and accepts that:
- ii. the University reserves the right to reject a Tender Submission if during the past five (5) years, the Tenderer has a documented history of poor/unsatisfactory performance on a previous contract or project/s with the University. Poor/unsatisfactory performance may include but is not limited to failure to meet contractual obligations, substandard quality of work, or repeated breaches of terms and conditions.
- iii. Neither the name of the Tenderer or any of its Personnel appear on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 (applicable to South African entities).
- iv. Neither the Tenderer or any of its Personnel has within the last 5 (five) years been convicted of fraud or corruption by a court of law (including a court outside of the Republic of South Africa).
- v. The Tenderer is not associated, linked, or involved with any other tendering entities submitting a Tender Submission.
- vi. The Tenderer has not engaged in any prohibited restrictive horizontal practices including consultation, communication, agreement, or arrangement with any competing or potential tendering entity regarding prices, geographical areas in which goods and services will be rendered, approaches to determining prices or pricing parameters, intentions to submit a response or not, the content of the submission (specification, timing, conditions of contract etc.) Or intention to not win a tender.
- vii. The Tenderer has no other relationship with any of the Tenderers or those individuals responsible for compiling the Tender Documents that could cause or be interpreted as a conflict of interest.
- viii. The Tenderer, its Personnel, and its subcontractors (where applicable) do not have any relationship (family, friend or other) with any person employed by the University and/or who may be involved with the evaluation and/or adjudication of this Tender (if the statement is considered true, the Tenderer undertakes to immediately disclose the applicable information to the University as part of its Tender Submission).
- ix. The Tenderer, its Personnel and any other person connected with the Tenderer is not employed by the University (if the statement is considered not true, the Tenderer undertakes to immediately disclose the applicable information to the University as part of its Tender Submission).
- x. The Tenderer has satisfied itself as to the correctness and validity of its Tender Submission, that the price(s) and rate(s) quoted cover all the goods and/or services in the Tender Documents; and that the price(s) and rate(s) cover all its obligations under a resulting Contract. Further, the Tenderer accepts that any mistakes regarding price(s) and calculations will be at its risk and confirm that the University will incur no additional costs whatsoever, over and above the amount submitted as part of its Tender Submission; and
- xi. The Tenderer agrees to be bound to the Tender Documents.

By signing below, the Tenderer agrees with all the conditions, statements and terms contained the Tender Documents.

| | |
|--|--|
| Full Name of person signing on behalf of the Tenderer | |
| Capacity: | |
| Signature | |
| Date: | |

Faculty Health Sciences – 5th Floor Lab Upgrade

Tenderer to initial here:

Schedule 1b: Declaration Of Interest By The Tenderer

All Tenderers are required to complete this Declaration of Interest form to ensure compliance with our procurement policies and to promote transparency. The University requires full disclosure from all Tenderers regarding any existing or potential conflicts of interest. Failure to disclose such information will be considered a significant breach of the Tender Terms and Conditions or any subsequent Contract awarded by the University.

The disclosure **Must** include any affiliations between the Tenderer, its personnel, shareholders, subcontractors, or other associated entities, and the University and/or its personnel.

I, _____, acting on behalf of the Tenderer, declare as follows:

- The following questionnaire **Must** be completed on behalf of the Tenderer and returned to the University. Tick the relevant box.

| Declarations | Yes | No |
|--|-----|----|
| 1.1 Does the Tenderer have an existing relationship with the University? | | |
| 1.2 Is the Tenderer or is there any person connected with the Tenderer employed by the University? | | |
| 1.3 Does the Tenderer, or any person connected with the Tenderer, have any relationship (family, friend, or other) with a person employed by the University and who may be involved with the evaluation and/or adjudication of this tender?? | | |
| 1.4 Does the Tenderer, its sub-contractors, or other associated persons: been convicted of any criminal offence; and made reasonable inquiries and to the best of its knowledge and belief, is not or has not been the subject of any: | | |
| a. pending disputes? | | |
| b. investigations? | | |
| c. inquiry by a regulatory body regarding any offence, or alleged offence, in connection with slavery and human trafficking? | | |
| 1.5 Does the Tenderer share an address, resources, or personnel with any other entity or company that has submitted a bid for this tender? | | |
| 1.6 Do any of the Tenderer's directors, shareholders, personnel, or subcontractors have a familial, business, or other relationship with directors, shareholders, or personnel of another Tenderer? | | |
| 1.7 Has the Tenderer entered into any joint venture, partnership, or subcontracting arrangement with another entity also bidding for this tender? | | |
| If yes to any of the above (1.5–1.7), please provide details below, including the nature of the relationship, potential conflict of interest, and any pertinent information: | | |
| If No, to all of the above, the Tenderer is assumed to have no current, no future possible conflict of interest in the Tenderer becoming a supplier to the University and with respect to this Tender. | | |

| | |
|--|--|
| Full Name of person signing on behalf of the Tenderer | |
| Capacity: | |
| Signature | |
| Date: | |

Part T2: Returnable documents

The following documents **Must** be submitted with your tender:

1. Annexure 1: Bill of Quantities

- Excel Format
- Pdf Format

2. Appendix A: NEC4 Engineering & Construction Short Contract

- Part C1.1 Form of Offer and Acceptance – Completed and signed
- Schedule of deviations to be completed and signed (if there are no deviations strike through the table. complete and sign the page).
- Fee Percentage – Completed (**Mandatory. Bidders who do not complete this section will be disqualified.**)
- Part C1.2.2 The Contractor's Contract Data - Completed

3. Appendix B: Contactable references

Additional Documents Required

- 4. Programme:** Labelled as Schedule 2

TENDERERS CHECKLIST

Tenderers **Must** ensure that all required documents are completed and submitted with their tender response. The following checklist is provided for tenderers to verify their submissions. Failure to provide any of the listed documents may result in disqualification.

| Item No. | Document / Information Required | Description / Submission Requirements | Tenderer Checklist |
|----------|---|---|--------------------|
| 1. | Signed Submission | Must Complete and submit Schedule 1a: Signed Tender Submission: Signed Submission signed by a duly authorized representative. | |
| 2. | Signed Declaration of Interest | Must Complete and submit Schedule 1b: Declaration Of Interest signed by an authorized representative. Joint ventures Must submit for all partners. | |
| 3. | Contactable Client References | Must Complete Appendix B in full, detailing client references. Must Submit completion certificates or letters of confirmation for each project reference. | |
| 4. | Form of Offer and Acceptance | Must complete and sign the Form of Offer and Acceptance in NEC ECSC4. | |
| 5. | Schedule of Deviations (NEC ECSC4) | Must Sign and complete the Schedule of Deviations. | |
| 6. | Contractor's Information | Must complete the Data Provided by the Contractor in the NEC ECSC4 contract document. | |
| 7. | Price List and Fee Percentage | Must complete the pricing and fee percentage in NEC ECSC4. | |
| 8. | Insurance Coverage Proof | Must Submit <ul style="list-style-type: none"> • Contractors Liability: with a minimum value aligned to the Tenderer's tendered contract value per claim. • General and commercial liability: minimum value of R 20 million in per claim. • SASRIA Special Risk Insurance. | |
| 9. | Programme | Must submit the proposed programme. Labelled as Schedule 2 | |
| 10. | Bill of Quantities | Must Complete and submit in both Excel and Pdf format. | |

| Procurement Eligibility and Pre-Qualification Criteria: | | | |
|---|--|---|--------------------|
| Item No. | Document / Information Required | Description / Submission Requirements | Tenderer Checklist |
| 1. | Proof of Legal Entity Registration | Must provide proof of your legal entity's registration (e.g., CIPC) with a list of directors, partners, and members. | |
| 2. | Valid SARS Tax Pin | Must submit proof of a valid SARS Tax Pin. | |
| 3. | VAT Registration Certificate | Must provide a VAT registration certificate or rationale if VAT is not applicable. | |
| 4. | Annual Financial Statements | Must submit signed financial statements for the past three years, including 2024, in line with the Companies Act. | |
| 5. | B-BBEE Certificate | Submit a current, valid B-BBEE certificate from a SANAS-accredited agency or a sworn affidavit if applicable. | |
| 6. | Bank Rating/Letter of Good Standing | Must provide a bank rating or letter of good standing that includes the bank account name and number and confirms the service provider's satisfactory conduct. | |
| 7. | Letter of Good Standing (COIDA) | Must submit a letter of good standing from the Compensation Fund or licensed compensation insurer under the Compensation for Occupational Injuries and Disease Act. | |
| 8. | Proof of Local Presence | Tenderers Must submit proof of a local presence within the Greater Johannesburg area, such as a utility bill or lease agreement. The purpose of this requirement is to ensure operational capacity, efficient support, and reasonable response times for the duration of the contract. | |
| 9. | CIDB Grading | Must submit proof of CIDB grading of 6GB or higher. | |
| 10. | Key Personnel Qualifications | Must provide the qualifications, certificates, current valid registration and CVs of key personnel. | |
| 11. | Proof of Assets | Must provide proof of ownership of assets such as equipment and property. The client reserves the right to inspect the locations. | |