

REQUEST FOR PROPOSAL (RFP)

WITS HEATH SCIENCE LIBRARY REDEVELOPMENT.

REQUEST FOR PROPOSAL (RFP) TITLE: Wits Heath Science Library Redevelopment.	UNIVERSITY OF THE WITWATERSRAND, JOHANNESBURG (WITS)
RFP REFERENCE NUMBER	LOLARDP_T02
RFP DOWNLOAD DATE	Monday, 20 October 2025
COMPULSORY REGISTRATION: INFORMATION SESSION	Friday, 24 October 2025 @ 15H00
COMPULSORY SITE & INFORMATION SESSION	Tuesday, 28 October 2025 @ 11H00
RFP CLOSING DATE & TIME	Friday, 14 November 2025 @ 23H59
DISTRIBUTION CHANNEL	The Sunday Times Wits Tenders Website.
ISSUED BY:	Campus Planning and Development Department 3 Jubilee Road Parktown
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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 and signed**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 library redevelopment**. 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 who will undertake the refurbishment and redevelopment of the existing Health Science Library, on the Faculty of Health Sciences campus, 7 York Road, Parktown, Johannesburg. The extent of works includes the following:

High-Level Scope of Works

- Refurbishment of the existing library, including new and improved internal layouts and finishes to enhance the overall user experience.
- Upgrade and integration of all relevant building services, including:
 - HVAC (Heating, Ventilation, and Air Conditioning)
 - Electrical installations
 - Fire protection systems
 - Wet services (plumbing and drainage)
- Verification of all works in accordance with the approved construction drawings, specifications, and methodology statements, to be agreed upon with the Project Manager prior to execution.
- Adherence to the detailed scope as outlined in the contract drawings, specifications, and the Model Preambles for Trades (2008).
- Coordination of all building services to ensure proper sequencing of work and to avoid service clashes.
- Familiarization with the project management procedures and submission of a detailed cost breakdown covering all engineering and management components as required.

(iii) Contractor Requirements:

The University of the Witwatersrand (Wits) seeks contractors who have a **CIDB grading of 7GB** or higher, please note that PE will not be considered, this ensures that contractors possess the necessary experience, capability, and financial stability to effectively execute the project outlined within the NEC4 Contract.

(iv) Contract Award:

The Client has elected the NEC4 Engineering & Construction Contract (ECC4) 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.

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

Wits Faculty Of Health Sciences Campus Library redevelopment project

Tenderer to initial here:

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 Contract (ECC4).
- 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:

In general, WITS executes this tender process and incorporates tender conditions that are in accordance with the latest editions of SANS 10845-3 Standard Conditions of Tender. Additionally, the University's terms and conditions, as detailed in Annexure 7 - Tender Terms and Conditions, will also be taken into consideration.

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 link:

[\(SANS 10845-3:2022 \(Ed. 2.00\) \(sabs.co.za\)\)](https://sabs.co.za/SANS%2010845-3:2022%20(Ed.%202.00))

(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 **Wits Heath Science Library Redevelopment**.
- Proposal means the submission Tenderers will submit in response to this RFP, and any annexures thereto.
- Contract means the NEC4 Engineering & Construction Contract (ECC4)
- Site means Faculty of Health Sciences, 7 York Road, Parktown, Johannesburg, properties 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 contractor 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 Information Session

- **Purpose:** A compulsory site inspection and information session will take place on **Tuesday, 28 October 2025 @ 11h00. 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 **the Faculty of Health Sciences (Medical School), 7 York Road, Parktown, Johannesburg.**
- **Please meet at 10:50 at the entrance to the Faculty of Health Sciences, 7 York Road, Parktown, Johannesburg.**
- Tenderers **Must** register the name of their representative(s) and the make, model, and registration of their vehicle(s) for access control purposes no later than **Friday, 24 October 2026 @ 15:00.** **Please** ensure the driver of the vehicle has their driver's license for scanning at the gate.

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 Contract (ECC4) the refurbishment and redevelopment of the Health Science Library. This appointment will cover the entire **construction** period, culminating in a seamless handover and commissioning to the University's asset management departments.

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 -			
Tender Administrator	Charmaine Layton	E-MAIL	To: Dept-tenders.cpd@wits.ac.za Cc: admin.tenders@wits.ac.za

The **compulsory information session** with representatives of WITS will take place **on-site on Tuesday, 28 October 2025, at 11:00.**

- The session will be held at Wits Health Sciences Campus, 7 York Rd, Parktown, Johannesburg, 2193.
- **Please meet at 10:50 at the entrance to the Medical School (Health Science) Campus.**

Important Notes:

- Tenderers are required to register the name of their representative(s) and the make, model, and registration of their vehicle(s) for access control purposes no later than **Friday, 24 October 2026 @ 15:00.**
- The driver of the vehicle must have their driver's license on hand for scanning at the access gate.

(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.

(xv) The submission will be assessed in a three (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%)

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 Tender Administrator: 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: • 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. 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	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. 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. Procurement eligibility and Pre-Qualification criteria is listed below: 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 or has made arrangements to meet outstanding tax obligations. d) The Tenderer submits a VAT Registration Certificate. Provide rationale if VAT is not applicable. This will be considered for acceptability. 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. The Tenderer must provide proof of the following insurance coverage: i. Contractor's 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. Professional Indemnity Insurance: with a minimum value of R10 million per claim, with no limit to the number of claims. iii. General and Commercial Liability Insurance: which must include coverage for defective workmanship, public liability, cyber risk, products and equipment liability, bodily injury and death, and property damage, with a minimum value of R50 million per claim and R200 million annual aggregate, with no limit to the number of claims. iv. SASRIA Special Risk Insurance: providing coverage in accordance with applicable legislation and regulations. In the event that the Tenderer's insurance coverage does not meet the requirements specified above, the Tenderer must provide a written commitment from their insurer confirming that the necessary coverage will be increased or upgraded to meet the contract requirements if the tender is awarded. f) The tenderer <u>Must</u> provide proof of bank rating and/or letter of good standing. The letter should include: 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 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

Clause number	Tender Data
	g) 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. 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. The Tenderer has not: a) abused the Client's Supply Chain Management System; or b) failed to perform on any previous contract and has been given written notice to this effect. Technical/Functional Mandatory Criteria are listed below: i. 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. ii. The Tenderer Must hold a CIDB grading of 7GB or higher, please note that PE will not be considered, i.e. 7GB PE. Only Tenderers with suitable experience in providing similar works will have their submissions evaluated. iii. The Tenderer must provide a minimum of three (3) contactable client references for projects where they have provided a similar requirement in the last five (5) years, with construction values of R40 million and above. These projects Must involve similar requirements. 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. For each reference, the Tenderer <u>Must</u> attach: i. A Completion Certificate, or 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. a) Tenderers Must complete Appendix B: Contactable Client References. References will be assessed for relevancy and acceptability. b) Tenderers Must submit the key personnel's qualifications, certificates, and CV. c) Tenderers Must provide proof of Professional Registration. (Company and / or individual where applicable) d) 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. e) The Tenderer Must provide their National Treasury Central Supplier Database registration number, or proof of registration.

Joint Ventures and Partnerships

- a) Only incorporated joint ventures or registered partnerships are permitted to submit a tender. Unincorporated joint ventures are not allowed.

For any joint venture or partnership:

- 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.

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.

ECC4 Contract Mandatory Criteria

- 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

Tenderers **Must** ensure that their pricing is submitted to the University in accordance with the pricing requirements set out in the Tender Documents

Functionality (including Technical) Criteria

- 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.

Other Elements that are considered as part of the evaluation include:

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	The compulsory onsite Information Session with representatives of WITS will take place at the project site on-site on Tuesday, 28 October 2025, at 11:00. At the Faculty of Health Sciences, (Medical School), 7 York Road, Parktown. Tenderers must register the name of their representative(s) and the make, model, and registration of their vehicle(s) for access control purposes no later than Friday, 24 October 2025 @ 15H00. Only two (2) participants per Tenderer are allowed. All participants shall be confirmed in the attendance register prior to the commencement of the session. The driver of the vehicle must have their driver's license on hand for scanning at the access gate.
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	Email Proposal addressed to, with the following details in the covering mail: Attention: Charmaine Layton (Project Co-Ordinator) E-Mail Addresses: To: Dept-tenders.cpd@wits.ac.za Cc: admin.tenders@wits.ac.za, Subject Matter: Request for Proposal RFP Tender No: LOLARDP_T02 RFP Tender Title: Wits Heath Science Library Redevelopment.

Clause number	Tender Data
4.15	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. The Tenderer shall: • Avoid emailing Submissions in the last sixty (60) minutes that the Invitation to Tender is open. • Tenderers Must use the following identification format: [Number of Emails Sent Tender Reference Number Tender Short Description Tenderers Company Name]. • The University will only accept the following file extensions: .zip - Zip compressed file, .doc and docx. Microsoft Word file, .pdf - PDF file, .xls - Microsoft Excel file and .mp4 - MPEG4 video file. • The University's server cannot accept emails containing zip files or attachments that exceed 20 MB. If the total size of the submission is in excess of 20 MB, Tenderers Must separate the submission into parts less than 20 MB and note the number of emails sent accordingly. • Tenderers Must ensure that all emails are sent with a read and delivery receipt request from an Outlook or Gmail server. • Do not submit via Google Drive, SharePoint, or OneDrive • We do not accept submissions through WeTransfer. • Do not include the information annexures in your submission.
4.15	The closing time for submission of tender offers is on Friday, 14 November 2025 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.

Each evaluation criterion will be assessed in terms of five indicators – Excellent, good, satisfactory, poor and no response. Scores of 100%, 90%, 70%, 40%, or 0% will be allocated to each response. 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.
- Where the minimum experience requirement for any key personnel position is not met, the Tenderer will receive 0 points for the Experience parameter of that position.

Financial Offer	60 Points
Quality	20 Points
Company Experience & Track Record	6 Points
Key Personnel Experience & Competency	5 Points
Programme including Proposed Methodology and Execution Plan	4 Points
Empowerment Strategy & Subcontracting Strategy	1 Point
Local Unskilled Labour Sourcing Strategy	1 Point
Quality Control and Assurance	1 Point
Proximity to University Location	2 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	

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	The Tenderer to provide a minimum of three (3) contactable client references where they have provided a similar requirement in the last 5 (five) years, with construction values of R 40 million and above. 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.: - Project description (not just a title) - Project value overall budget (if available) including VAT @15% - Project start date - Project completion date - 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.	6 Points
Scoring: Company Experience & Track Record	Tenderer has completed at least five (5) or more similar projects	6 Points
	Tenderer has completed at least four (4) similar projects	5.4 Points
	Tenderer has completed at least three (3) similar projects	4.2 Points
	Tenderer has completed two (2) or less similar projects	0 Points

5.11.9

Quality criteria	Sub criteria			Maximum number of points
Criterion 2: Key Personnel Experience & Competency	CVs of project staff/key personnel must be provided. Proof of qualifications and years of relevant experience of proposed staff / key personnel is to be submitted with a Curriculum Vitae. - Relevant professional certifications e.g. Pr Eng, Pr CPM, Pr CM, Pr QS etc. - List of key personnel and their qualifications Note: The NOSA certificate is acceptable and will be evaluated on condition			5 Points
Scoring: Key Personnel Experience & Competency	Contracts Manager	BSc, BEng, or BTech / Advanced National Diploma in any Built Environment field. Minimum 10 years' relevant experience. Professional registration with SACPCMP.	Qualifications submitted – 0.7 Points Experience – 0.7 Points Statutory membership – 0.6 Points	2 Points
	Site Agent	CV – Minimum NDip in any Built Environment Field 10 or more years' experience. Professional registration with SACPCMP	Qualifications submitted – 0.4 Points Experience – 0.3 Points Statutory membership – 0.3 Points	1 Point
	Quantity Surveyor	CV - BSc, or BTech / Advanced National Diploma in Quantity Surveying. 5 or more years' experience. Professional registration with SACQSP.	Qualifications submitted – 0.4 Points Experience – 0.3 Points Statutory membership – 0.3 Points	1 Point
	Safety Officer	CV – Minimum NDip in the Built Environment or NOSA certificate 5 or more years' experience. Professional registration with SACPCMP. (points will only be allocated if recognised by SACPCMP)	Qualifications submitted – 0.4 Points Experience – 0.3 Points Statutory membership – 0.3 Points	1 Point

5.11.9

Quality criteria	Sub criteria	Maximum number of points
Criterion 3: Project Approach/ Methodology	Submit a Methodology & Programme relevant to the project, detailing how the tenderer plans to manage the works on site which includes the process of completing all works i.e.: site establishment; risks & OHS site specific compliance; understanding of the Scope of Work; actions required and sequencing of works and trades to complete the works in time. Detailed Scheduling of work required, Indication of critical path (6 points) The Construction Programme must clearly indicate the following: • Overall project duration, start and completion dates. • Key milestones and activity sequencing from site establishment to final handover. • Dependencies between activities and identification of the critical path. • Major work packages aligned with the scope of works and bill of quantities. • Resource planning (labour, plant, and key materials). • Procurement timelines and lead times for long-lead items. • Interfaces, access requirements, and known constraints.	4 Points
Scoring: Project Approach/ Methodology	Detailed project plan/programme submitted (milestones must be aligned to project plan submitted).	2.5 Points
	Clear indication of the deployment of specific trades involved and the management thereof.	0.5 Points
	Managing noise, dust, rubble and safety of students and Wits staff around operating spaces.	0.5 Points
	Delivery, storage and preparation areas (laydown area)	0.5 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 4: Empowerment & Subcontracting Strategy	Empowerment: Initiatives for youth employment, gender equality, employment of persons with disabilities, and broader transformation efforts. Po Categories: 1. Youth Employment 2. Gender Equality 3. Employment of Persons with Disabilities Subcontracting: Detailed plans for managing subcontractors, ensuring compliance with basic requirements, and adding value to the project. (1 Points) Categories: 4. Strategy Detail 5. Compliance with Basic Requirements 6. Value Addition	1 Point
Scoring: Empowerment & Subcontracting Strategy	Tenderer has submitted all six (6) Category requirements	1 Point
	Tenderer has submitted five (5) Category requirements	0.9 Points
	Tenderer has submitted four (4) Category requirements	0.7 Points
	Tenderer has submitted three (3) Category requirements	0.4 Points
	Tenderer has submitted two (2) or less Category requirement. Or No information provided	0 Points

5.11.9

Quality criteria	Sub criteria	Maximum number of points
Criterion 5: Local Unskilled Labour Sourcing Strategy	The Contractor shall demonstrate a clear plan for sourcing local unskilled labour from the surrounding community to support project execution. The strategy must include: 1. Recruitment Approach: Outline methods for identifying and engaging local residents, including partnerships with local community centres, labour offices, and informal networks. 2. Selection Criteria: Provide fair and transparent criteria for recruitment, ensuring equal opportunity and compliance with relevant labour legislation. 3. Training and Induction: Include plans for on-site orientation, basic skills training, and health & safety induction for all unskilled labourers. 4. Employment Monitoring: Detail how employment of local labour will be tracked, reported, and adjusted to ensure targets are met. 5. Community Impact: Explain measures to maximize socio-economic benefits to the local community while maintaining project efficiency and quality. Evaluation: Proposals will be scored based on the clarity, feasibility, and impact of the proposed local labour sourcing strategy.	1 Point
Scoring: Local Unskilled Labour Sourcing Strategy	Tenderer has submitted all five (5) required Category requirements	1 Points
	Tenderer has submitted four (4) of the required Category requirements	0.9 Points
	Tenderer has submitted three (3) of the required Category requirements	0.7 Points
	Tenderer has submitted two (2) Category requirements	0.4 Points
	Tenderer has submitted only one (1) or No information provided, or submission does not address the requirement.	0 Points

Quality criteria	Sub criteria	Maximum number of points
Criterion 6: Quality Control and Assurance	Quality Control and Assurance (QC/QA) Strategy The Contractor shall implement a comprehensive Quality Management Plan to ensure all works meet project specifications, standards, and statutory requirements. The plan must include: Quality Control Procedures: Detailed processes for inspecting, testing, and verifying materials, workmanship, and installations throughout all project phases. Roles and Responsibilities: Clear allocation of quality responsibilities, including the appointment of a qualified QA/QC officer and reporting lines. Monitoring and Reporting: Regular quality audits, site inspections, and reporting mechanisms to track compliance with specifications and rectify non-conformances. Evaluation: Proposals will be assessed based on the completeness, clarity, and practicality of the QC/QA approach.	1 Point
Scoring: Quality Control and Assurance	Tenderer has submitted all three (3) required Category requirements	1 Point
	Tenderer has submitted two (2) of the required Category requirements	0.9 Points
	Tenderer has submitted only one (1) of the required Category requirements	0.7 Points
	The tender does not address any of the required elements or fails to provide a Quality Management Plan	0 Points

Quality criteria	Sub criteria	Maximum number of points
Criterion 7: Proximity to University Location	≤ 10 kilometres ≥ 10 & ≤ 30 kilometres ≥ 30 & ≤ 50 kilometres ≥ 50 & ≤ 80 kilometres ≥ 80 kilometres	2 Points
Scoring: Proximity to University Location	Tenderer is at least ≤ 10 kilometres	2 Points
	Tenderer is at least > 10 & ≤ 30 kilometres	1.8 Points
	Tenderer is at least > 30 & ≤ 50 kilometres	1.4 Points
	Tenderer is at least > 50 & ≤ 80 kilometres	0.8 Points
	Tenderer is > 80 kilometres	0 Points

Criterion 1	COMPANY EXPERIENCE & TRACK RECORD Tenderer's Experience and Competency The scoring of the respondent's experience will be as follows: These projects Must involve similar requirements. The tender response Must take all the below listed items into consideration: 1. Project description (not just a title) 2. Project start date 3. Project completion date 4. Project value overall budget (if available) including VAT @15% 5. 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 Tender will be evaluated on the following key personnel: 1. Site Manager 2. Contracts Manager 3. Health and Safety Officer 4. Quantity Surveyor Each CV must be no more than three (3) pages in length and structured as follows: 1. Personal particulars: Name, date of birth, place(s) of tertiary education with dates, professional awards. 2. Qualifications: Degrees, diplomas, grades of membership of professional societies, and professional registrations; include certifications and trade tests. 3. Current employment: Name of current client and position in enterprise. 4. 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.

Criterion 3	Project Programme and Methodology Methodology & Programme relevant to the project, detailing how the tenderer plans to manage the works on site which includes the process of completing all works i.e.: site establishment; risks & OHS site specific compliance; understanding of the Scope of Work; actions required and sequencing of works and trades to complete the works in time. Detailed Scheduling of work required, Indication of critical path. The Construction Programme must clearly indicate the following: • Overall project duration, start and completion dates. • Key milestones and activity sequencing from site establishment to final handover. • Dependencies between activities and identification of the critical path. • Major work packages aligned with the scope of works and bill of quantities. • Resource planning (labour, plant, and key materials). • Procurement timelines and lead times for long-lead items. Interfaces, access requirements, and known constraints.
Criterion 4	Empowerment Strategy & Subcontracting Strategy Empowerment: Initiatives for youth employment, gender equality, employment of persons with disabilities, and broader transformation efforts. Categories: 7. Youth Employment 8. Gender Equality 9. Employment of Persons with Disabilities 10. Transformation Initiatives Subcontracting: Detailed plans for managing subcontractors, ensuring compliance with basic requirements, and adding value to the project. Categories: 1. Strategy Detail 2. Compliance with Basic Requirements 3. Value Addition Your submission should clearly outline your company's initiatives, programs, measurable targets, and the added value these strategies will bring to the project. The evaluation will consider the comprehensiveness, clarity, and effectiveness of your strategy.

Criterion 5	Local Unskilled Labour Sourcing Strategy Methodology for Local Unskilled Labour Sourcing Strategy The Contractor shall demonstrate a clear plan for sourcing local unskilled labour from the surrounding community to support project execution. The strategy must include: 1. Recruitment Approach: Outline methods for identifying and engaging local residents, including partnerships with local community centres, labour offices, and informal networks. 2. Selection Criteria: Provide fair and transparent criteria for recruitment, ensuring equal opportunity and compliance with relevant labour legislation. 3. Training and Induction: Include plans for on-site orientation, basic skills training, and health & safety induction for all unskilled labourers. 4. Employment Monitoring: Detail how employment of local labour will be tracked, reported, and adjusted to ensure targets are met. 5. Community Impact: Explain measures to maximize socio-economic benefits to the local community while maintaining project efficiency and quality. Evaluation: Proposals will be scored based on the clarity, feasibility, and impact of the proposed local labour sourcing strategy.
Criterion 6	Quality Control and Assurance Methodology for Quality Control and Assurance: Elaborate on your methodology for ensuring quality control and assurance throughout the project. Describe inspection processes, testing procedures, and any measures in place for continuous improvement.
Criterion 7	Proximity to University Location This criterion evaluates the proximity of the Tenderer's location to the University, with the general location being Parktown Wits The School of Medicine at Wits located at 7 York Road, Parktown, Johannesburg, 2193. Points will be allocated based on the distance between the Tenderer's address and the University's location within Parktown. This assessment ensures that proximity is considered when awarding the tender, considering the convenience and accessibility of the Tenderer's location in relation to the University.
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 are PDF, .docx, .xls, and .zip. No other file types will be accepted.

File Size Limit:

- Maximum file size per email is 20MB. If your submission exceeds this size, please split it into multiple emails and label them clearly (e.g., [1 of 3], [2 of 3], etc.).

Submission Deadlines:

- **Site Inspection Registration: Friday, 24 October 2025 at 15H00**
- **Tender Submission Deadline: Friday, 14 November 2025 at 23h59**

Late submissions will not be considered, so ensure your submission is received on or before **Friday, 14 November 2025 at 23h59**.

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 **Monday, 10 November 2025 by 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:	

Wits Faculty Of Health Sciences Campus Library redevelopment project

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:

1. *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 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:		
i. been convicted of any criminal offence; and		
ii. 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
- Part C1.2.2 The Contractor's Contract Data - Completed

3. Appendix B: Contactable references

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.	OEM Accreditation	Proof of OEM accreditation must be submitted – No accreditation = Disqualify	
4.	Contactable Client References	Must Complete Appendix B in full, detailing client references. Must Submit completion certificates or letters of confirmation for each project reference.	
5.	Form of Offer and Acceptance	Must complete and sign the Form of Offer and Acceptance in NEC ECSC4.	
6.	Schedule of Deviations (NEC ECSC4)	Must Sign and complete the Schedule of Deviations.	
7.	Contractor's Information	Complete the Data Provided by the Contractor in the NEC ECSC4 contract document.	
8.	Price List and Fee Percentage	Must complete the pricing and fee percentage in NEC ECSC4.	
9.	Insurance Coverage Proof	Must Submit - Contractors Liability: with a minimum value aligned to the Tenderer's tendered contract value. - Professional Indemnity Insurance: minimum value of R 10 million per claim, - General and commercial liability: minimum value of R 200 million in per claim. - SASRIA Special Risk Insurance.	
10.	Programme	Must submit the proposed programme. Labelled as Schedule 2	
11.	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	Must 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	Must submit proof of a local presence in South Africa, including a utility bill or lease agreement.	
9.	CIDB Grading	Must submit proof of CIDB grading of 7GB or higher.	
10.	Key Personnel Qualifications	Must provide the qualifications, certificates, and CVs of key personnel.	
11.	Proof of Professional Registration	Must Submit proof of professional registration for both the company and individuals where applicable.	
12.	Proof of Assets	Must provide proof of ownership of assets such as equipment and property. The client reserves the right to inspect the locations.	
13.	National Treasury Central Supplier Database	Provide the supplier's Central Supplier Database (CSD) registration number or proof of registration.	