



UNIVERSITY OF THE
WITWATERSRAND,
JOHANNESBURG

PROCUREMENT DOCUMENT

FOR

REQUEST FOR PROPOSAL

Reference No.:	Wits Tender 2020/19	
Description:	Time & Attendance System	
Issue Date:	22 November 2020	
Issued by:	Israel Mogomotsi (Director: Services Department)	
Submission Date and Time:	Date: 07 December 2020	Time: 11h59 (midnight)
Important Information:	RFP by way of electronic submission	

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ATTACHMENTS:

List of Annexures	Description of Annexures
Annexure A	Scope of Work
Annexure B	Returnable Schedules and Documents
Annexure C	Pricing
Annexure D	Draft Contract
Schedule 4	Compliance Schedule

PART A: TENDER OVERVIEW

1 TENDER OUTLINE

1.1 University's Background

The University of the Witwatersrand, Johannesburg (the “**University**”) is a leading university in Africa, as reflected by its international standing and the quality of its graduates, many of whom have played a major role in founding industries in South Africa, including sectors such as mining, financial services and information technology. The University prepares students for managerial, professional and leadership positions in the public, private and non-governmental sectors. The University has more than 30000 students and approximately 6500 staff and is one of the biggest sources of skills in Africa.

1.2 Tender Background

The University's Services department invites Tenderers for the supply and installation of a Time and Attendance System, and detailing the various proposed options for a period of 3 (three) years.

This is an open, competitive tender process.

1.3 Tender Description

1.3.1 The primary operational objective of the tender is to appoint a reputable service provider to provide a Time and Attendance System to the University as follows:

1.3.1.1 Meets all the requirements as per the SOW (annexure A).

1.3.1.2 Meets all the criteria in the compliance schedule (Schedule 4).

1.4 Procurement Strategy

1.4.1 Appointment of a single service provider for the supply and installation of a Time and Attendance System.

1.5 Pre-qualification Criteria

1.5.1 Tenderers who have suitable experience and demonstrated capacity in the required work activities in Time and Attendance Systems may be eligible to partake in this Tender.

1.5.2 Only Tenderers who satisfy the pre-qualification criteria as set out in the table below should submit a Tender Submission, failure to do so will result in disqualification.

No.	Procurement Mandatory Criteria
	It is compulsory that the Tenderer:
1.	provides Schedule 1: Signed Submission which has be signed by a duly authorised representative
2.	provides proof of your legal entity's registration documentation (e.g. CIPC) indicating date of registration/incorporation, list of directors, partners, and members
3.	provides proof of valid SARS Tax Pin
4.	if applicable, provide VAT Registration Certificate
5.	provides a set of 3 (three) years recent Annual Financial Statements
6.	submits 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. The University is only considering B-BBEE Levels insert
7.	provides proof of bank confirmation letter and/or letter of good standing. The letter should include: <ul style="list-style-type: none"> • The Tenderer's bank account name and number; • A statement that engagements and accounts with the bank have always been properly and satisfactorily conducted; and • The Tenderer has access to lines of credit with the bank, they have the resources to meet their commitments, and that the bank considers the Tenderer a counterparty of good risk and good for business.
8.	is a South African entity or have local presence within South Africa. Please provide proof of local presence

No.	Functionality (including Technical) Mandatory Criteria
It is compulsory that the Tenderer:	
1.	At minimum 3 relevant acceptable references providing a similar services providing evidence of delivering a Time & Attendance System. References must be from local clients with multiple sites and building of similar scale and complexity of the University and date within the last 3 years. Acceptability of the references is part of the prequalification phase.
2.	Have a Track record / experience for at least three (3) years for deployment of a Time And Attendance System.
3.	Have an established existing local office that would provide local support.
4.	OEM Proof / Certification or Accreditation for agents / reseller /distributors from the OEM.
5.	Must meet all mandatory elements listed in the SOW
6.	Tenderers must meet all the mandatory criteria requirements in the technical compliance schedule.
7.	provides pricing as per Annexure C must include the full specification including but not limited to hardware, installation, commissioning, support and maintenance and training

- 1.5.3 The Tenderer's attention is drawn to the pre-qualification criteria which requires the Tenderer to provide the necessary evidence (please refer to Annexure B: Returnable Schedules and Documents) in order to be eligible, failure to do so will result in disqualification.
- 1.5.4 Tenderers who fail to provide the required schedules and documents will not have their Tender Submissions evaluated further.
- 1.5.5 Despite the above, the University reserves the right to request additional information (which must be responded and/or provided to the University within the period as determined and communicated by the University) where the information provided yields insufficient detail and Tenderer differentiation.

1.6 Tender Terms and Conditions

- 1.6.1 The [Tender Terms & Conditions](#) apply to and form an integral part of this Tender.
Full link: <https://www.wits.ac.za/media/wits-university/footer/about-wits/procurement/Tender%20Terms%20%20Conditions%2015.08.2020.pdf>
- 1.6.2 Words and phrases defined in the Tender Terms & Conditions shall also apply in the interpretation of the same words and phrases in this Tender, save where specifically otherwise indicated.

PART B: KEY INFORMATION

2 TENDER TIMELINE

- 2.1 The table below lists key events, dates and periods applicable to this Tender:

No.	Description	Date / Period
1.	Invitation to Tender notice release via print media	22 November 2020
2.	Publication of Tender available on the University's Procurement website	23 November 2020
3.	Due date for Tenderer to submit its intention to respond	26 November 2020
4.	Online Briefing session – Non-compulsory Date and time: 27 November 2020 10h00 Microsoft Teams: The link to the session will be made available to all Tenderers that register their intent to submit a Tender Submission	

6.	Submission Date and Time	07/12/2020 23h59 (midnight)
7.	Presentation / Demo Date and Time	04 January 2020

- 2.2 These dates and times do not create an obligation on the part of the University to take any action or create any right for a Tenderer to demand that the University executes a certain action on a specific date at a certain time.
- 2.3 In accordance with section 6 of the Tender Terms and Conditions, the University may issue amendments until 3 (three) Business Days before the Submission Date and Time.

3 INTENT TO SUBMIT A TENDER SUBMISSION

Prior to the submission of any returnable schedules, documents or other information as set out in the Tender Documents, the Tenderer must submit to the University's Procurement Representative (see section 4) in a single email, on or before the time indicated in section 2.1, the Tenderer's written statement of intention to partake in the Tender.

4 UNIVERSITY CONTACT INFORMATION

Queries relating to the issue of the Tender Documents must be addressed to the Tender Administrator at admin.tenders@wits.ac.za and to Sagren Naidoo (**Procurement Representative**) via e-mail: Sagren.naidoo1@wits.ac.za.

5 DEVELOPING YOUR TENDER SUBMISSION

- 5.1 The Tender Documents set out the step-by-step process and conditions that apply.
- 5.2 Tenderers should take time to read and understand the Tender Documents, in particular:
- 5.2.1 the Tender Terms & Conditions;
- 5.2.2 the Tender Submission protocol (please refer to section 6);
- 5.2.3 develop a strong understanding of the University's Scope of Work detailed Annexure A;
- 5.2.4 in structuring your Tender Submission consider how it will be evaluated, Part C: The Evaluation Process of this document describes the evaluation approach;
- 5.2.5 important checklists are included in Annexure B: Returnable Schedules and Documents to assist Tenderers with the completion of their Tender Submission. Tenderers are required to tick the relevant boxes for verification purposes. Where information is not applicable, the symbols N/A must be inserted in the space provided.
- 5.3 Tenderers are advised to check the number of pages and should any be missing or duplicated, or the reproduction indistinct, or any descriptions ambiguous, or this document contain any obvious errors they shall inform admin.tenders@wits.ac.za and to insert email address and have the same rectified.
- 5.4 The University will respond to requests for clarification received up to 5 (five) Business Days before the Submission Date and Time. Queries should be by email to admin.tenders@wits.ac.za and to Sagren.naidoo1@wits.ac.za. Please note that additional information supplied to any one Tenderer may also be provided to other Tenderers via e-mail.
- 5.5 It must be noted that the University shall not be held liable for any loss or damage incurred to the Tenderer should the Tenderer fail to fulfil the requirements of the Tender.

6 SUBMITTING YOUR TENDER SUBMISSION

- 6.1 The mode of delivery for submission is set out below and will apply to this Tender:
- 6.2 Electronic Submissions:
- 6.2.1 The [Electronic Submission Protocol](#) will apply to this Tender.
Full Link: <https://www.wits.ac.za/media/wits-university/footer/about-wits/procurement/Electronic%20Submission%20Protocol%202015.08.2020.pdf>
- 6.2.2 Tenderers must submit Annexure C: Pricing in an editable xls - Microsoft Excel file and a .pdf - PDF file.



- 6.3 Tenderers are urged to contact the University's Procurement Representative if unsure which mode of delivery applies to the Tender. The University will not be held responsible where the Tenderer incorrectly interprets the mode of delivery.
- 6.4 **Please note that telegraphic, telephonic, telex, facsimile, physical submissions, and late submissions will not be accepted by the University.**

PART C: THE EVALUATION PROCESS

7 EVALUATION METHODOLOGY

- 7.1 The University will apply a multi-criteria approach in evaluating the prospective Tender Submissions. It is envisaged that the following core criteria (not complete and in order of preference) will amongst others form the basis of the tender evaluation:
- 7.1.1 The financial offer;
- 7.1.2 The Tenderer's ability to match service requirements as set out in Annexure A: Scope of Work and adequate client liaison;
- 7.1.3 The type of organisation and the number of years in operation in the industry;
- 7.1.4 The track record and experience of the Tenderer;
- 7.1.5 The Tenderer's contactable client references;
- 7.1.6 The competence of the proposed management, project managers and staff of the Tenderer;
- 7.1.7 Accuracy and presentation of the calculations which must be sufficient for comparison purposes;
- 7.1.8 Financial ability of the Tenderer to provide the goods and/or services and to meet its contractual obligations;
- 7.1.9 Adequate insurance coverage with regard to the goods and/or services.
- 7.2 **Evaluation Procedure:**
- 7.2.1 The evaluation procedure is in 4 (four) stages (please refer to section 8).
- 7.2.2 The University may request additional information, clarification or verification in respect of any information contained in or omitted from a Tenderer's Tender Submission and this information will be requested in writing.
- 7.2.3 The University may enforce whatever measures it considers necessary to ensure the confidentiality and integrity of the contents of the Tender.
- 7.2.4 The University will evaluate the proposals with reference to the University's set and approved evaluation criteria as indicated in these Tender Documents.

8 EVALUATION CRITERIA

8.1 **Stage 1: Pre-qualification Stage (Procurement Mandatory Criteria & Functionality Criteria)**

- 8.1.1 The University has a defined minimum pre-qualification listed in the table under section 1.5 that must be met by the Tenderer in order for the University to accept the Tender Submission for evaluation.
- 8.1.2 The pre-qualification evaluation will be carried out by the University's tender evaluation committee members to determine which Tender Submissions are compliant or non-compliant with the requirements issued by the University as part of this tender process.
- 8.1.3 Where there is failure to comply with the pre-qualification criteria as set out in section 1.5 or the University is for any reason unable to verify whether the pre-qualification criteria are fully complied with, the University may disqualify the Tender Submission;
- 8.1.4 Tenderers that do not meet the pre-qualification criteria may not advance to the next stage of evaluation.
- 8.1.5 Please note that no points are allocated at this stage.
- 8.1.6 **Note:** Documents submitted in support of this Tender must be documents of the Tenderer's entity. It is not permitted that documents submitted pertain to different companies or units within a group.

8.2 Stage 2: Functional including Technical Evaluation

- 8.2.1 In this stage, the Tenderer must get a minimum of 70%, in order to move on to the next stage of evaluation.
- 8.2.2 The evaluation of the Functionality Criteria of the Tender Submission will be based on the following criteria:

Functional Criteria - Minimum Threshold is 70%		
No	Criteria	Points / Weights
1.	Track Record/Experience	Maximum 30 Points / Weight 30%
1.1	Provide a minimum of three recent (3) acceptable reference should be attached providing evidence of delivering a Time and Attendance solution	
	Three (3) Confirmed acceptable references provided	15
	Two (2) Confirmed acceptable references provided	10
	One (1) Confirmed acceptable references provided	5
1.2	Years of experience in Implimentation and Support - Company experience: <ul style="list-style-type: none"> • The Tenderer must have experience on similar projects. • The Tenderer must provide a clearly detailed company profile, stipulating the number of years rendering similar services 	15 Points
2.	Functional Compliance Schedule	Maximum 30 Points / Weight 30%
2.1	As per compliance schedule - at minimum 80% compliance is required for solution capacity. Some criteria are mandatory. Criteria elements are	30 Points
3.	Skill/ Competency/Capacity	Maximum 10 Points / Weight 10%
3.1	Provide Staff Capacity - Indicate the revlevant technical skills of key staff member (Technical team leader). Show the years of experience of the team leader showing evidence of Time and Attendance Implementation and experience (scale and years of experience). It is prefereable that the key resource has at lease 3 years relevant experience.	5 Points
3.2	Provide proof of Supplier Training and Certifications of staff to install the recommended solutions. Relevant staff members should meet the required product/technology certifications and relevant other certifications such as Project Management Certifications. Summarise the experience and certifications of the installation and support team.	5 Points
4.	Comprehensive Project Plan	Maximum 10 Points / Weight 10%
4.1	Provide a project implementation plan. Your plan will be accessed in terms of completeness and comprehensiveness . How well does the plan meet the milestones and full scope of work.	10 Points
5.	Supplier Strategic Intent	Maximum 10 Points / Weight 10%
5.1	What is the suppliers short/medium/long term strategic intent. (For example road map of the tool, cloud, mobile, Problem identification and resolution, reporting capabily)	10 Points
6.	Proof of Relevant Quality Management Processes	Maximum 5 Points / Weight 5%
6.1	Provide proof of formal quality management systems / processes	5 Points
7.	Risk/Assumptions/Dependencies/Exclusions	Maximum 5 Points / Weight 5%
7.1	Provide contingency plan (risk register) including details related to Backup, redundancy, risks, assumptions you are making, dependancies, exclusions, short comings etc, and indicate how business continuity is addressed.	5 Points
Total Points for Functionality		Points 100 / Weight 100%

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9.1 **Stage 3: Presentation, Site Visits, Demonstrations, or other due diligences**

9.1.1 This phase of assessment is the final stage in the evaluation process and only successful Tenders that have met the minimum requirements in the technical/functionality stage will be considered.

9.1.2 Presentations:

9.1.2.1 The University may require short-listed Tenderers to make presentations to University and the evaluation team on the date and at the place in section 2.1.

9.1.2.2 Presentations are designed to give Tenderers the opportunity to present their solution and have a question and answer clarifying session.

9.2 **Stage 4: Price, Preference (B-BBEE) Evaluation and where applicable Consideration of Previous Stages**

9.2.1 Tenderers who scored 80% in stage 3 (three) will be considered for stage 4 (final stage).

9.2.2 In this final stage the criteria elements below will be considered. Therefore, a Tenderer's Tender Submission will be evaluated based on the weightings set out below:

Price and B-BBEE and Consideration of Previous Stages	Documents Required	Weighting %
Price	Annexure C: Pricing to be completed	60%
B-BBEE	Please 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.	20%
Consideration of Previous Stages	Previous Stages 2 and 3	20%
Total		100%

9.2.3 **B-BBEE Score Card**

B-BBEE Status Level Contributor	Number of Points (20% B-BBEE)
Level 1 contributor	20
Level 2 contributor	18
Level 3 contributor	14
Level 4 contributor	12
Level 5 contributor	8
Level 6 contributor	6
Level 7 contributor	4
Level 8 contributor	2
Non-Compliant contributor	0

Note: Non-compliant contributors or failure to provide certification substantiating the B-BBEE status level of contribution will result in the Tenderer being awarded zero (0) points for the preference point system.

9.3 **Price Points Calculation**

A maximum of 60% = X points is allocated for price on the following basis:

$$PS = X \left\{ \frac{1 - \frac{Pt - Pmin}{Pmin}}{Pmin} \right\}$$

Where:

- Ps = Points scored for comparative price of Tender Submission under consideration;
- X = Ratio allocated to pricing for scoring purposes;
- Pt = Comparative price of the Tender Submission under consideration; and
- Pmin = Comparative price of the lowest acceptable Tender Submission.



9.4 Other Information

- 9.4.1 All Tenderers will be formally notified (successful or not) after the evaluation process has been completed, and are requested not to contact the University in this regard.
- 9.4.2 The detailed evaluation results and Tenderer ratings will not be published or made available to anyone.

PART D: SCOPE OF WORK

10 SCOPE OF WORK

- 10.1 The detailed scope of work is attached to the Tender Documents and marked as Annexure A: Scope of Work.
- 10.2 Tenderers must ensure that before submitting a Tender Submission that they are able to meet the University's requirements as set out in Annexure A: Scope of Work.
- 10.3 **Note:** The University will not accept any variation to Annexure A: Scope of Work (which may include but not is not limited to the products, services and service levels).

PART E: RETURNABLE SCHEDULES & DOCUMENTS

11 THE SUBMISSION OF RETURNABLE SCHEDULES & DOCUMENTS

- 11.1 The Tender Submission will be evaluated based on the information submitted as instructed through the returnable schedules and documents.
- 11.2 The Tenderer's Tender Submission must be composed according to, and in the sequence as set out in Annexure B: Returnable Schedules and Documents. Additional instructions are contained under the applicable sections per Annexure B: Returnable Schedules and Documents.
- 11.3 Tenderers must complete the returnable schedules in type-written format and submit them in PDF and/or Excel compatible (.xls) (where indicated).
- 11.4 Tenderers must ensure that all returnable schedules, documents, and certificates are legible, current, legally compliant and valid.

PART F: PRICING

12 PRICING INSTRUCTIONS

- 12.1 The pricing that the Tenderer submits will be considered the Tenderer's final pricing which will be included in the Contract. The Excel spreadsheet that is Annexure C: Pricing must be used to submit the applicable pricing as indicated in these Tender Documents.
- 12.2 Tenderers must show its pricing information using the pricing template contained in Annexure C: Pricing
- 12.3 Pricing must be submitted in editable and printable softcopy in both the original Excel compatible (.xls) and .pdf formats.
- 12.4 Tenderers agree that an item against which no rate or price is entered by the Tenderer shall be considered to be covered by other rates or prices detailed in the Tenderers final pricing submitted.
- 12.5 Tenderers must carefully consider the provisions as set out in sections 12.6, 12.7, and 12.8 when providing provisions
- 12.6 **Annual Escalation Adjustments:**
- 12.6.1 The prices for the goods and/or services must include VAT, all other taxes (insofar as they are applicable) and insurance as required.
- 12.6.2 Provided the relevant supporting documentation required by the University is supplied by the Service Provider, the Fees may be adjusted subject to successful negotiations between the Parties as follows:
- 12.6.2.1 for the labour cost component in respect of remuneration of the successful service provider's personnel, according to the annual increases in wages specified in the Basic Conditions of Employment Act, No 75 of 1997, specifically the Sectoral Determination insert, and
- 12.6.2.2 for the remaining components of the fees (excluding all capital and goods/equipment costs), annually

on the first and each subsequent anniversary of the effective date of the awarded Contract, in line with or less than CPI.

- 12.6.3 **Note:** CPI means the average annual rate of change (expressed as a percentage) in the Consumer Price Index for all metropolitan areas as published by Statistics South Africa (or such other index reflecting the official rate of inflation in the Republic of South Africa as may replace it), which annual change shall be determined by comparing the most recently published index with the average index published over the 12 (twelve) months preceding the anniversary of the start date of the awarded Contract, and applying the lower of the 2 (two) compared indices.
- 12.7 **Exchange Rate Fluctuations:**
- 12.7.1 Tenderers agree that any escalation ROE must be discussed and agreed with the University's duly representative in writing at the time of when the Contract is awarded. The University reserves the right to refuse any ROE fluctuations.
- 12.8 **Cost Savings:**
- 12.8.1 The University expects the Tenderer to be an active partner in generating ideas to reduce costs beyond only price reductions. Alternative cost reduction methods must be included in a separate spread sheet in Annexure C: Pricing.

PART G: INSURANCE

13 INSURANCE REQUIREMENTS

- 13.1 A Tenderer must demonstrate that it has adequate insurance cover to meet the minimum requirements as set out in the Scope of Work or obtain a letter of confirmation from its insurers indicating that the Tenderer will qualify for adequate insurance cover to satisfy the minimum requirements. The Tenderer will have to establish its standard company insurance (please refer to Annexure B: Returnable Schedules and Documents) and details of:
- 13.1.1 public liability; and/or
- 13.1.2 professional indemnity insurance; and/or
- 13.1.3 insurance covering its liability to any employees, its agents or representatives as contemplated in the Compensation for Occupational Injuries and Diseases Act, 130 of 1993; and/or
- 13.1.4 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.
- 13.2 Tenderers agree that should it be awarded as a successful service provider that it shall at all times maintain insurance cover satisfactory to the University's insurance brokers. Proof of payment of premium for the respective policy shall be furnished annually to the University in the event the Tenderer is the successful service provider. This should not have an impact on the Tenderer's submitted pricing.

PART H: THE CONTRACT

14 THE CONTRACT

- 14.1 Tenderers must please take note of the following important contractual terms:

Indicative Contract Dates:	Start Date 01 January 2021 – End Date 31 December 2024
Indicative Contract Duration:	3 years

- 14.2 Any award made as a result of this Tender process will be governed by the regents of the Contract.
- 14.3 In the event that a Contract has been included in the Tender Documents (see Annexure D: Draft Contract) and if a Tenderer takes exception or wishes to propose a deviation to any term or condition in the Contract, it must be done clearly and conspicuously by referencing the specific clause number or the term or condition and by describing the exception or deviation in the Annexure B under the Contract Deviation Schedule. If a Tenderer does not clearly and conspicuously take an exception or propose a deviation to a specific term or condition, the Tenderer shall be bound by such term or condition in the event the award is made to it. The University reserves the right to in each instance to:
- 14.3.1 Accept the deviations or exceptions; or
- 14.3.2 Negotiate the deviations or exceptions; or



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- 14.3.3 Reject a proposal with deviations or exceptions deemed unacceptable by the University at its option and in the exercise of its sole discretion.
- 14.4 The rejection or amendment by the Tenderer of any terms and conditions contained in the Contract may increase the risk to the University and will thus be taken into consideration when assessing the Tenderer's Tender Submission.
- 14.5 Tenderers should not provide or include their own contract, service level agreement or '*reserve the right to negotiate if the Tenderer is selected as the preferred service provider*' statement (the University will not consider this type of documentation). Tenderers must ensure that they follow the protocol as set out in section 14.3.
- 14.6 The Tender awarded will be conditional and subject to successful negotiations and signing of a written contract, failing which the University reserves the right to withdraw the Tender and to award another Tenderer without the need to repeat the same Tender process.
- 14.7 Should final contract negotiations with the preferred Tenderer not be concluded within 2 (two) weeks of the tender award or the preferred Tenderer takes exception to certain terms in the Contract which the parties cannot agree to, the University reserves the right to cancel the award and select an alternative Tenderer.