

REQUEST FOR PROPOSAL (RFP)

PARKTOWN 11Kv SWITCHGEAR UPGRADE.

REQUEST FOR PROPOSAL (RFP) TITLE: Design, supply, installation, commissioning and maintenance of substation equipment for the Wits Parktown 11kV Switchgear Upgrade.	UNIVERSITY OF THE WITWATERSRAND, JOHANNESBURG (WITS)
RFP REFERENCE NUMBER	WSOPCBC_TO8
RFP DOWNLOAD DATE	Monday, 1 September 2025
COMPULSORY REGISTRATION: INFORMATION SESSION	Thursday, 4 September 2025 @ 15:00.
COMPULSORY INFORMATION SESSION	Monday, 8 September 2025 @ 10:00
RFP CLOSING DATE & TIME	Friday, 26 September 2025 at 23h59
DISTRIBUTION CHANNEL	The Sunday Times Wits Tenders Website.
ISSUED BY:	Campus Planning and Development Department 3 Jubilee Road Parktown
PREPARED BY:	Nhlanhla Rikhotso
CONTACT PERSON:	Charmaine Layton #dept-tenders.cpd@wits.ac.za and copy Admin.tenders@wits.ac.za

Table of Contents

Annexures, Schedules, and Declarations	2
T1.1 Tender Notice and Invitation to Tender	3
(i) Invitation	3
(ii) Purpose and Scope:	3
(iii) Contractor Requirements:	3
(iv) Compliance Requirement	3
(v) Contract Award:.....	3
(vi) Overall Project / Contract Execution Model	3
(vii) Assumptions & Constraints.....	3
(viii) Policies, Procedures and Regulatory Standards:.....	4
(ix) Tender Terminology:	4
(x) Further Definitions:.....	4
(xi) RFP Clarifications.....	4
(xii) Compulsory Onsite Information Session	5
(xiv) Overall Project / Contract Execution Model.....	5
(xv) Sourcing Process.....	6
(xvi) The submission will be assessed in a 3 – phase process:.....	6
T1.2 Tender Data	7
Submission Details	18
Schedule 1a: Signed Tender Submission	19
Schedule 1b: Declaration Of Interest By The Tenderer	20
Part T2: Returnable documents	21
TENDERERS CHECKLIST.....	22

Annexures, Schedules, and Declarations**Appendix A NEC4 Engineering & Construction Short Contract (ECSC4)**

- Form of Offer and Deviations – Completed and signed
- Fee Percentage - Completed
- The Contractor's Contract Data - Completed

Appendix B Contactable Client References – Completed and signed**Appendix C Licensed Gas Practitioners****Annexure 1 Bill of Quantities**

- Excel Format
- Pdf Format

Annexure 2 Specifications Document**Annexure 3 Drawings****Annexure 4 Access to University Precincts****Annexure 5 Generic Occupational Health and Safety Environmental Specification****Annexure 6 Electronic Submission Protocol****Annexure 7 Tender Terms and Conditions**

UNIVERSITY OF THE
WITWATERSRAND,
JOHANNESBURG

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 Business Management Campus, Parktown and the Parktown Education Campus 11kV Switchgear 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 Wits Parktown Management and Education campuses 11 kV Switchgear Upgrade Project. Which encompasses, design, supply, installation, commissioning and maintenance of Substation switchgear equipment, at the University's Parktown and Business campuses. The extent of works includes the following:

- Electrical Works: Complete Installation of the substation switchgear and associated electrical infrastructure.
- Fire Works: Implementation of fire detection system.
- Testing and Commissioning: Full operational verification of all systems.
- Maintenance and Guarantee: Minimum one year maintenance and guarantee period.

(iii) Contractor Requirements:

Wits seeks contractors who have a minimum **CIDB grading of 5EP**.

(iv) Compliance Requirement

All gas-related works under this contract must be carried out by licensed gas practitioners in accordance with applicable legislation and safety regulations. Bidders are required to engage one of the licensed practitioners listed in Appendix C – Licensed Gas Practitioners.

(v) 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.

(vi) 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.

(vii) 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.

Parktown Campuses, 11kV Switchgear Upgrade

Tenderer to initial here:

(viii) 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 links:

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

(ix) 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.

(x) 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 Management Campus, and Education Campus, Parktown, Switchgear 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 Management Campus in Parktown including the Wits Parktown Education Campus 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.

(xi) 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.

Parktown Campuses, 11kV Switchgear Upgrade

Tenderer to initial here:

(xii) Compulsory Onsite Information Session

- **Purpose:** A compulsory site inspection and information session will take place on **Monday, 8 September 2025 @ 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 Management Campus, 2 St David's Place, Parktown, Johannesburg. From this point, the session will continue at Wits Parktown Education Campus for the second site.
- Please meet at 09:50 at the entrance to the Wits Management Campus, 2 St David's Place, 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 **Thursday, 4 September 2025 @ 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 (please include the # in front of the email address for tenders.cpd):

- **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.

(xiii) 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.

(xiv) 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) for **design, supply, installation and commissioning of a substation 11kV switchgear equipment at the Education and Business Management Campuses', Parktown**. This appointment will cover the entire **installation** 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-MAIL	To: #Dept-tenders.cpd@wits.ac.za Cc: admin.tenders@wits.ac.za
<p>The compulsory information session with representatives of WITS will take place on-site on Monday, 8 September 2025, at 10:00.</p> <ul style="list-style-type: none"> • The session will be held at Wits Management Campus 2 St David's Place, Parktown, Johannesburg. From this point, the session will continue at Wits Parktown Education Campus for the second site. • Please meet at 09:50 at the entrance to the Wits Management Campus, 2 St David's Place, Parktown. <p>Important Notes:</p> <ul style="list-style-type: none"> • 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 Thursday, 4 September 2025 @ 15:00. • The driver of the vehicle must have their driver's license on hand for scanning at the access gate. 			

(xv) 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.

(xvi) 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 %

Parktown Campuses, 11kV Switchgear Upgrade

Tenderer to initial here:

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.

Parktown Campuses, 11kV Switchgear Upgrade

Tenderer to initial here:

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>OEM Accreditation Requirement (Mandatory – Non-Negotiable)</p> <ul style="list-style-type: none"> a) The Tenderer must be an accredited partner, distributor, or installer for the specific 11kV switchgear brand proposed. b) Proof of valid OEM accreditation must be submitted with the bid. Failure to provide this will result in immediate disqualification from the evaluation process. <p>Procurement eligibility and Pre-Qualification criteria is listed below:</p> <ul style="list-style-type: none"> c) 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. d) The Tenderer Must provide Company registration (CIPC /CK etc.) indicating the date of registration/incorporation, and a list of directors, partners, and members. e) 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. f) The Tenderer submits a VAT Registration Certificate. Provide rationale if VAT is not applicable. This will be considered for acceptability. g) 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. h) The Tenderer Must provide proof of the following insurance coverage: <ul style="list-style-type: none"> i. Contractors Liability with a minimum value of R 10 million per claim, with no limit to the number of claims with an annual aggregate of R 50 million. ii. Professional Indemnity Insurance with a minimum value of R 10 million per claim, with no limit to the number of claims with an annual aggregate of R 50 million. iii. 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 10 million in per claim, with no limit to the number of claims with an annual aggregate of R 50 million. iv. SASRIA Special Risk Insurance i) The tenderer Must provide proof of bank rating and/or letter of good standing. <p>The letter should include:</p> <ul style="list-style-type: none"> v. The Service provider's bank account name and number. vi. 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>j) 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> <ul style="list-style-type: none"> 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. <p>Technical/Functional Mandatory Criteria are listed below:</p> <ul style="list-style-type: none"> a) Tenderers Must be OEM Accredited (Mandatory – Non -Negotiable) b) 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. c) The Tenderer Must hold a CIDB grading of 5EP or higher, please note that PE will not be considered, i.e. 5PE. Only Tenderers with suitable experience in providing similar works will have their submissions evaluated. d) 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. 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>For each reference, the Tenderer Must attach:</p> <ul style="list-style-type: none"> 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. e) Tenderers Must complete Appendix B: Contactable Client References. References will be assessed for relevancy and acceptability. f) Tenderers Must submit the key personnel's qualifications, certificates, and CV. g) Tenderers Must provide proof of Professional Registration. (Company and / or individual where applicable) h) 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. i) The Tenderer Must provide their National Treasury Central Supplier Database registration number, or proof of registration.

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 <u>Must</u> complete the Schedule of Deviations in the RFP document if applicable. b) Contractors <u>Must</u> complete and sign the Form of Offer and Acceptance. c) Tenderers <u>Must</u> complete the Data provided by the Contractor section in the Contract document d) Tenderers <u>Must</u> complete the Price list information. e) Tenderers <u>Must</u> complete the fee percentage f) Tenderers <u>Must</u> ensure that their pricing is submitted to the University in accordance with the pricing requirements set out in the Tender Documents. <p>Functionality (including Technical) Criteria</p> <ul style="list-style-type: none"> a) Tenderers <u>Must</u> provide technical brochures and specification sheets for all equipment. b) Tenderers <u>Must</u> submit a schedule of warranty and OEM services. c) Tenderers <u>Must</u> 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> <p>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.</p>
4.7	<p>The compulsory onsite Information Session with representatives of WITS will take place at the project site on Monday, 8 September 2025 @ 10h00.</p> <p>The compulsory information sessions will be held respectively at the Wits Management Campus 2 St David's Place, and Wits Education Campus, Parktown, Johannesburg. Please meet at 09:50 at the entrance to the Wits Management Campus, 2 St David's Place, Parktown.</p> <p>Tenderers <u>must</u> register the name of their representative(s) and the make, model, and registration of their vehicle(s) for access control purposes no later than Thursday, 4 September 2025 @ 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
4.15	<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. - 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.
4.13.5	<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: WSOPCBC_TO8 RFP Tender Title: Parktown Management and Education campuses, 11kV Switchgear Upgrade</p>
4.15	The closing time for submission of tender offers is on Friday, 26 September 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.

Parktown Campuses, 11kV Switchgear Upgrade

Tenderer to initial here:

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 that the score is as a total % of the criterion points. The breakdown of the final scorecard is below.

Financial Offer	60 Points
Quality – pro rated	20 Points
Company Experience & Track Record	10 Points
Team experience & competency	6 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 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 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. 	50 %
Scoring: Company Experience & Track Record	Tenderer has completed at least five (5) or more similar projects	Excellent (Score 100)
	Tenderer has completed at least four (4) similar projects	Good (Score 90)
	Tenderer has completed at least three (3) similar projects	Satisfactory (Score 70)
	Tenderer has completed at least two (2) similar projects	Poor (Score 40)
	Not applicable	Cannot Score (Score 0)

Quality criteria	Sub criteria	Maximum number of points
Criterion 2: Team 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. Note: For evaluation purposes, only the Senior Installation Technician will be scored in accordance with the detailed criteria set out below. However, Tenderers must still submit qualifications and CVs for the Contracts Manager and the Contractor's Project Manager/Senior Supervisor to meet compliance requirements. Requirements: <ul style="list-style-type: none"> – National Diploma in Electrical Engineering (Advantageous) – Electrical Trade Test Certificate. – List of key personnel and their qualifications 	30 %
Scoring: Team experience & competency	Tenderers Key Personnel has >12 years of relevant experience with National Diploma.	Excellent (Score 100)
	Tenderers Key Personnel has more than 12 years relevant experience with a Trade Test Certificate. OR Tenderers Key Personnel has 9 - 12 years of relevant experience with National Diploma	Good (Score 90)
	Tenderers Key Personnel has more than 9 - 12 years relevant experience with a Trade Test Certificate. OR Tenderers Key Personnel has 6 - 9 years of relevant experience with a National Diploma.	Satisfactory (Score 70)
	Tenderers Key Personnel has more than 6-9 years relevant experience with a Trade Test Certificate. OR Tenderers Key Personnel has < 6 years of relevant experience with a National Diploma.	Poor (Score 40)
	Tenderer has not submitted information, or experience and qualifications are below the minimum requirements.	Cannot Score (Score 0)

Quality criteria	Sub criteria	Maximum number of points
Criterion 3: Programme and Proposed Methodology and Execution Plan	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 	20%
Scoring: Programme	Tenderer submitted a program containing all of the required criteria	Excellent (Score 100)
	Tenderer submitted a program containing only four (4) of the criteria.	Good (Score 90)
	Tenderer submitted a program containing only three (3) of the criteria.	Satisfactory (Score 70)
	Tenderer submitted a program containing only two (2) of the criteria	Poor (Score 40)
	Tenderer submitted a program containing only one (1) of the criteria or no Project programme submitted	Cannot Score (Score 0)

Criterion 1**COMPANY EXPERIENCE & TRACK RECORD****Tenderer's Experience and Competency**

The scoring of the respondent's experience will be as follows:

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.

The tender response **Must** take all the below listed items into consideration:

1. Project description (not just a title)
Project start date
2. Project completion date
3. Type of contract used.

Criterion 2	<p>Key Personnel (Experience & Competency)</p> <p>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:</p> <ol style="list-style-type: none"> 1. General experience and qualifications, 2. Knowledge of issues which the Tenderer considers pertinent to this type of project assignable under this contract. <p>An equal weighting will be applied to 1) and 2) above.</p> <p>The Tender will be evaluated on the following key person:</p> <ol style="list-style-type: none"> 1. Senior Installation technician. <p>The nominated Senior Installation Technician must:</p> <ol style="list-style-type: none"> a) Be a qualified technician, trade-tested, and duly accredited to perform work on 11kV Medium Voltage (MV) networks in accordance with SANS 10142-2 standards. b) Be registered and authorised by the Department of Labour to issue valid Certificates of Compliance (COCs) for MV installations. c) Hold certification in: <ul style="list-style-type: none"> • National Diploma in Electrical Engineering (Advantageous) • MV switching procedures, • Fault diagnosis, and • Safety protocols within MV distribution networks. d) Be accountable for supervising all on-site activities and ensuring full compliance with regulatory and occupational safety standards. <p>Submission Requirements</p> <p>CVs of all key personnel (Senior Installation Technician, Contracts Manager, and Contractor's Project Manager/Senior Supervisor) must be provided.</p> <p>Each CV must be no more than three (3) pages in length and structured as follows:</p> <ol style="list-style-type: none"> 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. <ul style="list-style-type: none"> • Proof of qualifications, certifications, professional registrations, and memberships must be attached to this schedule.
--------------------	---

Criterion 3	<p>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. • 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.
--------------------	---

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:** Thursday, 4 September 2025, by 15:00
- **Tender Submission Deadline:** Friday, 26 September 2025, by 23:59

Late submissions will not be considered, so ensure your submission is received on or before **Friday, 26 September 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, 22 September 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:	

Parktown Campuses, 11kV Switchgear 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:

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 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 signed
- Fee Percentage - Completed
- Part C1.2.2 The Contractor's Contract Data - Completed

3. Appendix B: Contactable references**Additional Documents Required****4. OEM Accreditation**

- Programme: Labelled as Schedule 2
- Warranties
- Technical brochures and specification sheets for all equipment.

UNIVERSITY OF THE
WITWATERSRAND,
JOHANNESBURG

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 submit a minimum of three (3) similar projects successfully completed in the last 3 years. <ul style="list-style-type: none"> 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 <ul style="list-style-type: none"> Contractors Liability - minimum value of R 10 million per claim Professional Indemnity Insurance - minimum value of R 10 million per claim, General and commercial liability - minimum value of R 10 million in per claim. SASRIA Special Risk Insurance. 	
10.	Programme	Must submit the proposed programme. Labelled as Schedule 2	
11.	Warranties	As issued by the OEM	
12.	Technical brochures.	Must submit technical brochures and specification sheets for the specified equipment.	
13.	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 5EP or higher.	
10.	Key Personnel Qualifications	Must provide the qualifications, certificates, and CVs of key personnel.	
11.	Proof of Professional Registration	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.	
General Information: Local Presence in South Africa			
Tenderers are required to submit proof of a local presence in South Africa, such as a utility bill or lease agreement. While it is preferable for the local office to be within 80km of the project location to facilitate efficient support and response times, this proximity is not a mandatory requirement and will not disqualify tenderers. The proof of local presence ensures that the tenderer has the capacity to provide services locally.			