

PROCUREMENT DOCUMENT

FOR

RFP – RESEARCH OFFICE – BESPOKE RESEARCH IT EQUIPMENT TO SUPPORT RESEARCH ACTIVITIES

Reference No.:	Wits Tender / 2025: 05	
Description:	Research Office – Bespoke Research IT Equipment to Support Research Activities	
Issue Date:	03 November 2025	
Issued by:	Research Office	
Submission Date and Time:	Date: 1 December 2025	Time: 23h59 (Before Midnight)
Important Information:	Non-compulsory Online Briefing Session Link below	Date: 12 November 2025 @ 10h00

Tenderers have the option to tender for all Component(s) or one component as described below

Component 1: Data Centre equipment (High performance computers and storage)
Component 2: User equipment (Non-standard end user devices-laptops/desktops and office/lab bound equipment)



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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 Research Office Department of the University of the Witwatersrand, Johannesburg, invites bids from suitably qualified, experienced, and skilled service providers to supply, install, support, and maintain bespoke Research IT equipment, as well as any incidental, ancillary, or complementary items related to Research IT equipment, in support of its research activities, based on its specific research need for a period of five (5) years.

1.3 Tender Description

1.3.1 The University aims to appoint a panel of service providers to acquire bespoke Research IT equipment that is supported and backed by OEM warranties as described in Annexure A: Scope of Work.

1.3.2 There are two (2) Components in this tender and service providers must specify if they are bidding for Component 1 or Component 2 and indicated such in Annexure B. Component 1 is for Data Centre equipment (High performance computers and storage), and Component 2 is for user IT equipment (Non-standard end user devices-laptops/desktops and office/lab bound equipment).

1.4 Procurement Strategy

1.4.1 The University wishes to appoint a panel of service providers for both components. No more than five (5) providers are to be appointed for each component. The allocation strategy will consider several factors including but not limited to experience, expertise and competencies related to the engagement scope, work already allocated to the provider and pricing.

1.4.2 This is an open, competitive tender process.

1.4.3 No partnership, subcontracting and joint ventures will be permitted.

1.5 Pre-qualification Criteria

1.5.1 Tenderers who have suitable skills, experience and demonstrated capacity to supply, install, support, and maintain bespoke Research IT equipment, as well as any incidental, ancillary, or complementary items related to it (Research IT equipment), in support of its research activities, based on its specific research needs may be eligible to participate 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	Label schedule
1	The Tenderer must submit a signed submission by an authorised employee of the company. Refer to schedule 1 in Annexure B.	3A
2	The Tenderer must submit Company Registration document(s) - CIPC documents for South African entities. Provide proof of company/close corporation registration and a copy of CIPC registration & directors/CM/CK certificates. The entity must have a Gauteng presence with registered offices located in South Africa.	3B
3	The Tenderer must provide proof of valid SARS Tax Pin	3C
4	The Tenderer if applicable, must provide VAT Registration Certificate. Provide rationale if not applicable. This will be considered for acceptability.	3D
5	The Tenderer must provide audited company financial statements for the past 3 (three) years, in line with the Companies act in South Africa. If the financial statements are not audited, provide reasons and provide confirmation of your Public Interest Score noting that tenderers must submit annual financial statements for the last three (3) financial years Or if an EME provide a letter from the accountant detailing the financials for the previous three years. The financial standing and health of	3E



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	the tenderer will be assessed and inform risk elements that will be considered as part of the evaluation.	
6	The Tenderer must provide (current) Letter of Good Standing from its bankers and/or bank confirmation letter.	3F
7	Tenderers must have presence in the Gauteng province to fulfil the requirement as per the scope of work. Provide supporting evidence confirming presence in the Gauteng province, such as lease agreement, utility bill or similar. The tenderer must be a South African entity with technical expertise in Gauteng.	3G
8	The Tenderer 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. Provide rationale if this is not in place. The rationale will be considered for acceptability.	3H
9	The Tenderer must provide proof of their Insurances. The Tenderer must demonstrate that it has an 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 or provide their commitment to having the insurance in place at time of contract conclusion if awarded. It is the responsibility of the Service Provider to establish whether its cover is adequate to insure against all the liabilities imposed by the delivery of goods and services to the University and that such cover is aligned to the industry standard bearing in mind the nature of the goods and services to be delivered to the University. The Tenderer will have to establish its standard company insurance. Refer to the insurance clause in the tender document.	3I
No	Functionality (including Technical) Mandatory Criteria-Component 1	
10	The Tenderer must provide at minimum 2 relevant acceptable references providing similar services. References must be from different clients and dated within the last 5 years. One reference can be for the University of Witwatersrand or a Wits Group entity (e.g. Wits Health Consortium, Wits Enterprise etc.). Acceptability of the references is part of the prequalification phase. Additional applicable references may improve on your scoring in the second phase. It is advisable to submit references related to different solutions that you have delivered on. This must be submitted for Component 1. References will be assessed for acceptability and relevancy.	3J
11	The Tenderer must provide a technical solution proposal including the specification that addresses the requirement as depicted in the scenario in the scope of work for Component 1. The solution will be assessed in term of acceptability; unacceptable solutions will render your bid as been disqualified.	3K
12	The Tenderer must have the relevant OEM or other accreditation for sales and support of the solutions that they are proposing. Provide the OEM accreditation information. This will be assessed for acceptability.	3L
13	The Tenderer must at minimum show a Track record/experience of 3 years in providing Data Centre equipment (High performance computers, compute and storage solutions) or similar services as described in the scope of work. Complete Schedule 3M in Annexure B.	3M
14	The Tenderer must meet all mandatory elements listed in the SOW. Equipment must meet Data Centre Standards: Data centre cabinets are 600mm X 900mm; power must be compatible with current infrastructure.	3N
15	The Tenderer must provide Annexure C: Pricing schedule information for Component 1	Annexure C Comp1
	Functionality (including Technical) Mandatory Criteria-Component 2	
16	The Tenderer must provide at minimum 3 relevant acceptable references providing similar services. References must be from different clients and dated within the last 5 years. One reference can be for the University of Witwatersrand or a Wits Group entity (e.g. Wits Health Consortium, Wits Enterprise etc.). Acceptability of the references is part of the prequalification phase. Additional applicable references may improve on your scoring in the second phase. It is advisable to submit references related to different solutions that you have delivered on. This must be submitted for Component 2. References will be assessed for acceptability and relevancy.	3O
17	The Tenderer must provide a technical solution proposal including the specification that addresses the requirement as depicted in the scenario in the scope of work for Component 2. The solution will be assessed in term of acceptability; unacceptable solutions will render your bid as been disqualified.	3P



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18	The Tenderer must have the relevant OEM or other accreditation for sales and support of the solution that they are proposing. Provide the OEM accreditation information. This will be assessed for acceptability.	3Q
19	At minimum show a Track record/experience of 3 years in providing user IT equipment (mobile devices or office/lab bound equipment) solutions as described in the scope of work. Complete Schedule 3R in Annexure B.	3R
20	The Tenderer must provide Annexure C: Pricing schedule information for Component 2	Annexure C Comp2
	Other required documentation (non-mandatory but will be considered in the final stage of the tender)	
21	The Tenderer should provide a valid B-BBEE Certificate (SANAS accredited)/ Sworn Affidavit	4A

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) 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 to 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	03 November 2025
2.	Publication of Tender available on the University's Procurement website	04 November 2025 14h00
3.	NON-COMPULSORY REGISTRATION Note that any amendments or additional information related to this tender may be made available on the University's website and tender page. Ensure that you check the site on a regular basis for updates. Registered tenderers will be emailed.	
4.	Non-Compulsory Online Briefing Session Date and time: 12 th November 2025 10h00 Link: Join the meeting now Meeting ID: 328 725 665 924 1 Passcode: oi9rP3pj Note: it is highly recommended that the person/s that will be working on the	



	submission attend the online briefing session.	
5.	Submission Date and Time	1 December 2025 23h59 (Before Midnight)

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 AND NON-COMPULSORY TENDERER REGISTRATION

Prior to the submission of any returnable schedules, documents or other information as set out in the Tender Documents, the Tenderer is recommended to 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 zarina.hassim@wits.ac.za and jay.ramaser@wits.ac.za via email.

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 in 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 the parties indicated in section 4 above.

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 sent by email to the parties indicated in section 4 above. Please note that additional information supplied to anyone 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. Submission is by Email to the contact persons indicated above.



Full Link: <https://www.wits.ac.za/media/wits-university/footer/about-wits/procurement/Electronic%20Submission%20Protocol%2015.08.2020.pdf>

- 6.2.2 Tenderers must submit Annexure C: Pricing Schedule in an editable - 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 For the avoidance of doubt, 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 Risk and financial ability of the Tenderer to provide the goods and/or services and to meet its contractual obligations,
- 7.1.9 Adequate insurance coverage regarding the goods and/or services.
- 7.2 **Evaluation Procedure:**
- 7.2.1 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.
- 7.2.2 The University may enforce whatever measures it considers necessary to ensure the confidentiality and integrity of the contents of the Tender.
- 7.2.3 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 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 business units within a group.



8.2 Stage 2: Functional including Technical Evaluation Component 1

- 8.2.1 In this stage for Component 1, the Tenderer must get a minimum of **80%**, to move on to the next stage of evaluation.
- 8.2.2 The evaluation of the Functionality Criteria for Component 1 of the Tender Submission will be based on the following criteria which tenderers should provide supporting information for:

Functional/Technical evaluation criteria Component 1	Weighting	Label Schedule
1. Track Record /Experience The years of experience in providing custom built solutions will be assessed. Clearly indicate your track record and provide summary detail to support this (e.g. project and spec related information to substantiate the indicated track record). The relevancy and appropriateness of the custom built solutions will be considered as part of the evaluation of this criteria.	10%	5A
2. References Calibre of the references will be assessed in terms of appropriateness of equipment (what was supplied) and client needs(who this was supplied to) and for what purpose. It is recommended that at minimum two appropriate references are provided. It is to your advantage to provide more references (up to a maximum of 4 or more). References should be related to supply within the last five (5) years. Complete Schedule 6A in Annexure B. Additional acceptable references may impact on your scoring. Reference letters are preferred. Credibility of the reference will be assessed. References will be assessed for acceptability. Reference letters to be attached in a zipped folder labelled 5B	10%	6A (summary) and 5B(letters)
3. Experience The volume and the appropriateness of delivered solutions will be assessed. Provide scopes of work, from clients with the related solutions/specifications that you have delivered. it is preferably that you provide the details related to three to five appropriate solutions you have delivered. For example. We gave a sample table describing what we need. Who did you advise and what system did you configure for your customers. Justify if the provided solution was at a lower or different specification when compared to the original request. The solutions must be have been provisioned within the last five years. It is preferable that you provide at minimal three delivered appropriate solutions. It is to your advantage to provide more appropriate solutions (up to a maximum of 5 or more).	30%	5C
4. Work Plan a. Show us at minimum two (2) project implementation plan and track record related to two of the solutions you proposed above. The plan should show the line items, plan time, actual time and preferably reason for any differences. The comprehensives and the alignment to the original plan will be considered. The delivery timelines will be assessed. b. Indicate how risks including crisis and delivery risks were dealt with in the two projects. The maturity, resolutions and the appropriateness of your mitigations will be assessed. Escalations will be assessed for reasons and resolutions. We reserve the right to ask your clients about escalations.	10%	5D



5. Proposed Warranty/ Guarantee Indicate the warranty OEM period and arrangements that you have for the respective suppliers of the various components. Provide any back to back agreements you may have with respective OEMs. Confirm that you are registered provide of the at minimum the OEM warranty period should be three years. If the OEM warranty period is below 3years, the service provider needs to indicate whether they are willing to provide a service provider warranty for the remaining period. In addition, supply information related to any further warranty periods you are willing to provide for the solutions.	10%	5E
6. Attach a summary of CV's for competency of account manager, technical team lead and support team:(Skills/Competency/ Capacity) . Please provide detailed Organogram of the envisaged Wits support structure		5F
The account manager including their certifications where applicable (certified for sales for the particular brands that you are tendering for) and relevant years of experience. Provide this information in Schedule 5FA . It is recommended that the business/account manager has at least 2 years experience.	5%	5FA
Technical Team Leader / Manager: For the Wits Contract if you were awarded including their certifications, relevant experience, years of experience. The technical team leader must be certified for support for the particular brands that you are tendering for. In addition, provide an organogram of the support structure you envision for the Wits account with an indication of the roles and responsibilities with minimal skills/competencies/qualifications/ certifications and years of experience for the Wits contract if you were awarded. Relevant staff members should have a track record of at least 2 years in delivering the required services. If these are current staff members employed by your organisations, then provide accredited Training and Certifications (by the OEM or other approved training institute) of support staff envisioned for this account. It is preferred that the relevant staff members be certified for support with a minimum of 2 years experience. Provide this information in Schedule 5FB	25%	5FB
Total:	100%	
Threshold	80%	

8.3 **Stage 2: Functional including Technical Evaluation Component 2**

8.3.1 In this stage for Component 2, the Tenderer must get a minimum of **70%**, to move on to the next stage of evaluation.

8.3.2 The evaluation of the Functionality Criteria for Component 2 of the Tender Submission will be based on the following criteria which tenderers should provide supporting information for:

Functional/Technical evaluation criteria Component 2	Weighting	Label the Schedule
1. Track Record /Experience The years of experience in providing custom built solutions will be assessed. Clearly indicate your track record and provide summary detail to support this (e.g. project and spec related information to substantiate the indicated track record). The relevancy and appropriateness of the custom built solutions will be considered as part of the evaluation of this criteria.	10%	5G



2. References Calibre of the references will be assessed in terms of appropriateness of equipment (what was supplied) and client needs(who this was supplied to) and for what purpose. It is recommended that at minimum three appropriate references are provided. References should be related to supply within the last five (5) years. Complete Schedule 6B in Annexure B. Reference letters are preferred. Reference letters to be zipped into a folder labelled 5H. Additional acceptable references may impact on your scoring. It is to your advantage to provide more references (up to a maximum of 4 or more). Credibility of the reference will be assessed. References will be assessed for acceptability.	10%	5H and 6B
3. Experience The volume and the appropriateness of delivered solutions will be assessed. Provide scopes of work, from clients with the related solutions/specifications that you have delivered. it is preferably that you provide the details related to three to five appropriate solutions you have delivered. For example. We gave a sample table describing what we need. Who did you advise and what system did you configure for your customers. Justify if the provided solution was at a lower or different specification when compared to the original request. The solutions must be have been provisioned within the last five years. It is preferable that you provide at minimal three delivered appropriate solutions. It is to your advantage to provide more appropriate solutions (up to a maximum of 5 or more).	30%	5I
4. Work Plan a. Show us at minimum two (2) project implementation plan and track record related to two of the solutions you proposed above. The plan should show the line items, plan time, actual time and preferably reason for any differences. The comprehensives and the alignment to the original plan will be assessed. b. Indicate how risks including crisis and delivery risks were dealt with in the two projects. The maturity, resolutions and the appropriateness of your mitigations will be assessed. Escalations will be assessed for reasons and resolutions. We reserve the right to ask your clients about escalations.	10%	5J
5. Proposed Warranty/ Guarantee Indicate the warranty OEM period and arrangements that you have for the respective suppliers of the various components. Provide any back to back agreements you may have with respective OEMs. In addition, supply information related to any further warranty periods you are willing to provide for the solutions. at minimum the OEM warranty period should be three years. if the OEM warranty period is below 3years, the service provider needs to indicate whether they are willing to provide a service provider warranty for the remaining period.	10%	5K
6. Attach a summary of CV's for competency of account manager, technical team lead and support team:(Skills/Competency/ Capacity) . Please provide detailed Organogram of the envisaged Wits support structure		5L
Business/account manager including their certifications (certified for sales for the particular brands that you are tendering for) and relevant years of experience. It is recommended that the business/account manager has at least 2 years experience. Provide this information in Schedule 5LA .	5%	5LA



Technical Team Leader / Manager: For the Wits Contract if you were awarded including their certifications, relevant experience, years of experience. The technical team leader must be certified for support for the particular brands that you are tendering for. In addition, provide an organogram of the support structure you envision for the Wits account with an indication of the roles and responsibilities with minimal skills/competencies/qualifications/ certifications and years of experience for the Wits contract if you were awarded. Relevant staff members should have a track record of at least 2 years in delivering the required services. If these are current staff members employed by your organisations, then provide accredited Training and Certifications (by the OEM or other approved training institute) of support staff envisioned for this account. It is preferred that the relevant staff members be certified for support with a minimum of 2 years experience. Provide this information in Schedule 5LB.	25%	5LB
Total:	100%	
Threshold	70%	

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

8.4.1 This phase of assessment is a possible third stage in the evaluation process and only successful Tenders that have met the minimum requirements of 80% for Component 1 and/or 70% for Component 2 in the technical/functionality stage may be considered.

Presentations:

8.4.2 The University may require short-listed Tenderers to make presentations to the University's evaluation team on the date and at the place to be confirmed at a later stage. A threshold may be applicable.

8.4.3 Presentations are designed to give Tenderers the opportunity to present their solution and various aspects as identified by the University. A question-and-answer session is part of the presentation phase. Client Site visits may be required as part of the process.

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

8.5.1 Tenderers who met the threshold from the previous stages(where applicable) are considered in this final stage.

8.5.2 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 sworn in affidavit in accordance with the B-BBEE Act: Codes of Good Practice published in Government Gazette No. 36928.	20%
Functionality pro rated	Prorated	20%
Total		100%

8.5.1 ***B-BBEE Score Card***

B-BBEE Status Level Contributor	Number of Points (20% B-BBEE system)
Level 1 contributor	20
Level 2 contributor	18



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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.	

8.6 Price Points Calculation

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

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

Where:

- Ps = Points scored for the 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.

8.7 Other Information

- 8.7.1 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.
- 8.7.2 The detailed evaluation results and Tenderer ratings will not be published or made available to anyone.

PART D: SCOPE OF WORK

9 SCOPE OF WORK

- 9.1 The detailed scope of work is attached to the Tender Documents and marked as Annexure A: Scope of Work.
- 9.2 Tenderers must carefully review Annexure A: Scope of Work and confirm their ability to meet all the requirements outlined therein before submitting a Tender Submission.
- 9.3 The University strictly prohibits any material variation to Annexure A: Scope of Work. This prohibition encompasses but is not limited to changes in the products, services, and service levels specified in the scope of work. Any Tender Submission that deviates materially from the requirements stated in Annexure A will not be accepted by the University.
- 9.4 Tenderers explicitly and unequivocally confirm that the pricing submitted encompasses all activities outlined within Annexure A: Scope of Work, and includes any associated costs, materials, and services required for the successful completion of the Contract. The Tenderer acknowledges and agrees that the pricing provided is comprehensive and accounts for all foreseeable expenses related to the specified activities. Any additional costs incurred due to incomplete or inaccurate pricing will be the sole responsibility of the Tenderer, and no claims for reimbursement will be entertained by the University.

PART E: RETURNABLE SCHEDULES & DOCUMENTS

10 THE SUBMISSION OF RETURNABLE SCHEDULES & DOCUMENTS

- 10.1 The Tender Submission will be evaluated based on the information submitted as instructed through the returnable schedules and documents.
- 10.2 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.
- 10.3 Tenderers must complete the returnable schedules in type-written format and submit them in PDF and/or



- Excel compatible (where indicated).
- 10.4 Tenderers must ensure that all returnable schedules, documents, and certificates are legible, current, legally compliant, and valid.

PART F: PRICING

11 PRICING INSTRUCTIONS

- 11.1 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 Schedule must be used to submit the applicable pricing as indicated in these Tender Documents. Note there are two worksheets. One for each component.
- 11.2 Tenderers must show their pricing information using the pricing template and worksheets contained in Annexure C: Pricing Schedule.
- 11.3 Pricing must be submitted in editable and printable softcopy in both the original Excel compatible and PDF formats.
- 11.4 Tenderers hereby acknowledge and agree that in the event of their failure to specify a fee or price for a particular item within their submission, said item(s) will be deemed to be encompassed within the overall fees and/or prices submitted by the Tenderer.
- 11.5 Tenderers must carefully consider the provisions as set out in sections 11.6 , 11.7, and 11.8 when providing provisions.
- 11.6 **Annual Escalation Adjustments:**
- 11.6.1 The prices for the services specified in Annexure A: Scope of Work will remain unchanged for the first 12 (twelve) months of the Contract. Thereafter, such amounts may be adjusted provided that the relevant supporting documentation is supplied in accordance with CPI on the first and each subsequent annual anniversary of the effective date (the successful service provider is required to give 1 (one) month's prior written notice of such adjustment). The prices for the goods and/or services must include VAT, all other taxes (insofar as they are applicable) and insurance as required.
- 11.6.2 The annual escalation will be capped at a margin for imported goods. The margin cap will apply to all imported hardware. The prices for the goods and/or services must include VAT, all other taxes (insofar as they are applicable) and insurance as required. The mark-up % is indicated on the pricing schedule and is the cap/maximum percentage to be applied to imported goods for the duration of the Contract.
- 11.7 **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.
- 11.8 **Exchange Rate Fluctuations:**
- 11.8.1 Tenderers agree that any escalation exchange rate fluctuations ("ROE") must be discussed and agreed with the University's duly representative in writing at the time of Contract award. The University reserves the right to refuse any exchange rate fluctuations ("ROE") fluctuations.
- 11.9 **Cost Savings:**
- 11.9.1 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 spreadsheet in Annexure C: Pricing Schedule.

PART G: INSURANCE

12 INSURANCE REQUIREMENTS

- 12.1 A Tenderer must demonstrate that it has an 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 or provide their commitment to having adequate insurance in place at time of contract conclusion if awarded with no impact on submitted



pricing. The Tenderer will have to establish its standard company insurance (please refer to Annexure B: Returnable Schedules and Documents) and details of:

- 12.1.1 The successful tenderer assumes all risks associated with damage, loss, or delay of the goods upon successful delivery by the successful tenderers at the designated location/site(s). The successful tenderer must obtain comprehensive insurance from a reputable insurer, covering the entire invoice value of each delivery. The insurance coverage must provide comprehensive protection until the goods are delivered to the designated delivery points/site(s) and the University has confirmed in writing that the goods are fit for purpose, undamaged, and meet the University's requirements. The University will not be liable for any expenses associated with insurance coverage concerning the successful tenderer's insurance costs as outlined herein.
- 12.2 Tenderers agree that should it be awarded as a successful service provider that it shall always 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

13 THE CONTRACT

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

Indicative Contract Dates:	Start Date – End Date (TBC) Target from February/March 2026
Indicative Contract Duration:	5 (Five) Years
Classification and Type of Contract:	Memorandum of Agreement

13.2 Any award made because of this Tender process will be governed by the regents of the Contract.

13.3 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 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:

13.3.1 Accept the deviations or exceptions; or

13.3.2 Negotiate the deviations or exceptions; or

13.3.3 Reject a proposal with deviations or exceptions deemed unacceptable by the University at its option and in the exercise of its sole discretion.

13.4 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.

13.5 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 13.3.

13.6 The Tender awarded will be conditional and subject to successful negotiations and the 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.

13.7 Should a final contract negotiation with the preferred Tenderer not be concluded within 4 (four) weeks of the tender award or the preferred Tenderer takes exception to certain terms in the Contract that the parties cannot agree to, the University reserves the right to cancel the award and select an alternative Tenderer.