



UNIVERSITY OF THE
WITWATERSRAND,
JOHANNESBURG

PROCUREMENT DOCUMENT

FOR

REQUEST FOR PROPOSAL

External Audit Services

Reference No.:	Wits 2025 18	
Description:	External Audit Service	
Issue Date:	29 June 2025	
Issued by:	CHIEF FINANCIAL OFFICER, University of the Witwatersrand Johannesburg	
Submission Date and Time:	Date: 24 th July 2025	Time: 23h59
Important Information:	Note the returnable schedules Annexures B, C and D Note the submission is via email	

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ATTACHMENTS:

List of Annexures	Description of Annexures
Annexure A	Scope of Work
Annexure B	Returnable Schedules and Documents (for Tenderer to complete)
Annexure C	Pricing (for Tenderer to complete)
Annexure D	Draft Contract (for Tenderer to provide)

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 40000 students and more than 6500 (i.e. including permanent and temporary) staff and is one of the biggest sources of skills in Africa.

1.2 Tender Background

The External audit appointment for a five-year period, as mutually agreed, has the following requirements. The University requires the services of an external auditor for five financial year-ends, which is likely to commence with FY2026. The group comprises of the University and its wholly owned subsidiaries namely University of the Witwatersrand Foundation, Wits Health Consortium Proprietary Limited, Wits Junction Residences Proprietary Limited, Wits Plus (Pty) Ltd, Wits Commercial Enterprises Proprietary Limited, Wits Tshimologong Proprietary Limited and its joint venture, Wits University Donald Gordon Medical Centre and possible associate (i.e. SmartSpot Quality Proprietary Limited). The wholly owned subsidiaries are fully consolidated, while the joint venture is equity accounted. The external Audit services will be for the University and its subsidiaries.

This is an open competitive tender process.

1.3 Tender Description

The University's requirements related to External Audit services are detailed in Annexure A: Scope of Work.

1.4 Procurement Strategy

1.4.1 The procurement strategy for this tender is to appoint a single service provider.

1.4.2 The appointed service provider may not sub-contract any of its services.

In case of a partnership/consortia/joint venture, a signed written agreement between the parties which must clearly set out the roles and responsibilities (including work- allocation percentage) of each member must be submitted with the bid. This includes a resolution authorizing a member of the partnership/consortia/joint ventures to sign and submit the tender documents on behalf of the partnership/consortia/joint venture.

All the parties must together meet the procurement eligibility criteria specified in the Tender Documents. Tenderers are required to submit the duly signed partnership/consortia/joint venture as a mandatory returnable schedule, clearly defining the roles and responsibilities of each party in relation to the services they will provide and indicating the lead party.

The suitability and role of each party will be thoroughly evaluated to determine their acceptability and if the associated risk is deemed excessively high or the role is deemed as inappropriate, the Tender Submission may be disqualified. No subcontracting will be permitted.

1.5 Pre-qualification Criteria

1.5.1 Tenderers who have suitable experience and demonstrated capacity in the required work activities in the External Audit environment are eligible to partake in this Tender.

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

1.5.3 It is compulsory that the Tenderer submit all of the information required in the Schedules below:

No.	Procurement Mandatory Criteria	Label as
It is compulsory that the Tenderer:		
1	submit their registration of intent to tender or submits their interest by the date stipulated under section 2 as 8 th July 2025	3A
2	provides a company resolution authorising the signatory to submit on the Entity's behalf (where applicable)	3B
3	ensures proper completion, signing and initialling (each page) of the original copy of the proposal document and submission by an authorised employee of the company. Submits a signed submission as per Schedule 1 in Annexure B and completes the declaration of interest section. Tenderer should disclose any potential conflict of interest in exercising the obligations and responsibilities related to the University's requirements and contract as per Schedule 1 in Annexure B.	3C
4	provides a <i>valid</i> SARS Tax Clearance Certificate	3D
5	provides a VAT Registration Certificate	3E
6	provides proof of company/close corporation <i>registration</i> and a copy of CIPC registration & directors/CM/CK certificates. The entity must have a Gauteng presence with registered offices located in South Africa. For partnerships/joint ventures/consortia, provide partnership/joint ventures/consortia agreements and members.	3F
7	submits Three (3) years latest Audited Annual Financial Statements (AFS) in line with the Companies Act where the Tenderer is able to share the information or to provide a letter from your auditors confirming that the entity is a going concern. Note the submitted AFS information will be kept confidential. (Where AFS are submitted these must be latest financial year and 2 years prior).	3G
8	provides evidence of applicable insurance for this industry. In particular, insurance information related to professional indemnity, public/general commercial liability insurance and any other Insurance relevant to this service. This will be assessed for acceptability. You may be requested to arrange for or increase the respective insurances if recommended for award, with no impact on the pricing schedule that was submitted.	Schedule 5
Functionality (including Technical) Mandatory Criteria		
Tenderers must:		
9	submit a detailed profile of the Entity or Organisation	3H
10	provide a detailed pricing proposal and the required mandatory schedules where the proposal covers <u>all</u> elements of the scope and as per the specifications provided in the Scope of Work document and the Tender documents	3I
11	provide proof of the company's registration with relevant professional authorities. Provide your company's IRBA registration. Provide proof of current membership.	3J
12	provide the proposed team members registration with relevant professional bodies such as SAICA and IRBA. Provide proof of current membership with summary profiles/CVs of the proposed team members (partners and managers).	3K
13	show evidence of providing external audit services to an entity with a turnover exceeding R5 billion (five billion Rand) per annum. This must be a current client or a client within the last five (5) years. Contact details of the reference must be provided.	3L
14	provide at minimum three (3) contactable recent references (not older than 5 years) where external audit services were/are provided. Please note, one must be of a comparable size and scale to the University (as per above). References will be assessed for acceptability and relevancy and may be confirmed.	3M
15	have a track record greater than or equal to 10 years in providing External Audit services.	3N
16	provide a lead partner that meets the following criteria. The Lead partner for the External Audit Tender must be registered with IRBA and have at least ten (10) years external audit experience (5 years' experience must be that of a Lead Partner).	3O
17	provide evidence demonstrating that the company has rendered external audit services to a group and its constituents entities within a group structure for a minimum period of three years. Contact details of the reference must be provided.	3P
Other required documentation (non-mandatory but will be considered in the final stage of the tender)		
18	A valid B-BBEE Certificate (SANAS accredited)/ Sworn Affidavit	Schedule 5

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

1.6 Tender Terms and Conditions

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

PART B: KEY INFORMATION

2 TENDER TIMELINE

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

No.	Description	Date / Period
1.	Invitation to Tender notice release via print media	29 th June 2025
2.	Publication of Tender available on the University's Procurement website	30 th June 2025 14h00
3.	Due date for Tenderer to submit its intention to respond / interest	8 th July 2025 23h59
4.	<p>Non-Compulsory Briefing session</p> <p>Date and time: 9th July 2025 14h00 to 15h30</p> <p>Mode: Online via Microsoft Teams</p> <p>Microsoft Teams: The link to the session will be made available to all Tenderers that register their intent to submit a Tender / or register their interest by the date stipulated above</p>	
5.	Submission Date and Time	24 th July 2025 23h59
6.	Presentation Date and Time for shortlisted tenderers	TBC 29 th August 2025
7.	Indicative Contract start date	July 2026

- 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 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 OR TO INDICATE INTEREST

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

4 UNIVERSITY CONTACT INFORMATION

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

5 DEVELOPING YOUR TENDER SUBMISSION

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

6 SUBMITTING YOUR TENDER SUBMISSION

- 6.1 The mode of delivery for submission is set out below and will apply to this Tender:
- 6.2 Electronic Submissions (via email):
 - 6.2.1 The [Electronic Submission Protocol](#) will apply to this Tender.
Full Link: <https://www.wits.ac.za/media/wits-university/footer/about-wits/procurement/Electronic%20Submission%20Protocol%2015.08.2020.pdf>
 - 6.2.2 Tenderers must submit Annexure C: Pricing in an editable xls - Microsoft Excel file and a .pdf - PDF file.
- 6.3 Tenderers are urged to contact the University's Procurement Representative if unsure which mode of delivery applies to the Tender. The University will not be held responsible where the Tenderer incorrectly interprets the mode of delivery.
- 6.4 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 (including but not limited to the prequalifying and functionality criteria) 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 and team 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 with regard to the goods and/or services.
- 7.1.10 Risk(s) related to the Tendering entity or related to their submissions

7.2 Evaluation Procedure:

- 7.2.1 The Evaluation procedures encompass multiple stages as described and detailed below.
 - 7.2.1.1. The evaluation procedure starts with a compulsory registration of intent, followed by attendance of the non-compulsory briefing session. This is followed by Stage 1 of the Tender.
 - 7.2.1.2. **Stage 1** of the Tender is the prequalification phase. All qualified Tenderers will be considered for Stage 2.
 - 7.2.1.3. **Stage 2** is the technical/functionality phase. A threshold of 80% has been established for this phase.
 - 7.2.1.4. Only the top 4 (four) Tenderers that meet the threshold for Stage 2 will be shortlisted for Stage 3
 - 7.2.1.5. **Stage 3** is the presentation phase.
 - 7.2.1.6. **Final Stage:** The financial offer and B-BBEE will be considered in combination with other factors such as risk and scoring in previous stages.
- 7.2.2 The University may request additional information, clarification or verification in respect of any information contained in or omitted from a Tenderer's Tender Submission and this information will be requested in writing.
- 7.2.3 The University may enforce whatever measures it considers necessary to ensure the confidentiality and integrity of the contents of the Tender.
- 7.2.4 The University will evaluate the proposals with reference to the University's set and approved evaluation criteria as indicated in these Tender Documents.

8 EVALUATION CRITERIA

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

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

8.2 Stage 2: Functional including Technical Evaluation

- 8.2.1 In this stage, the Tenderer must score a minimum of **80%**, in order to move on to the next stage of evaluation. In Stage 2 Tenderers will be assessed in terms of experience in a similar environment, financial stability, risk, operational and resource capacity, experience and competency, and quality management standards as per criteria below. The top four (4) Tenderers scoring 80% or higher will be shortlisted for presentations in the next phase.
- 8.2.2 The evaluation of the Functionality Criteria listed below is primarily based on the information provided in Annexure B and the related schedules.
- 8.2.3 The evaluation of the Functionality Criteria of the Tender Submission will be based on the following criteria. Familiarise yourself with the details that will be considered for each of the criteria:

Functionality Criteria	Weighting	Label as
1. Company References	15 points	4A and Schedule 6
Company References: Provide at minimum three (3) contactable references with your bid. Note: Reference must not be older than five years. References should be related to clients where you have been or are currently providing external audit services. At minimum one reference must be of a comparable size and scale to the University. Reference letters from previous/current clients should be dated, signed/stamped, confirm contract/engagement, description/value of contract, contract period and an indication of the level of satisfaction related to the services received and/or areas of improvement identified. References may be confirmed/verified. At least one of the references must be deemed as acceptable else your bid may be disqualified as deemed high risk. 3 Acceptable references provided = 15 points 2 Acceptable references provided = 10 points 1 Acceptable reference provided = 5 points		
2. Risk methodology related to client acceptance / quality assurance / findings	10 points	4B
2.1 Indicate the risk methodology related to the client acceptance and retention and your internal risk methodology = Maximum 4 points		
2.2 Describe your quality assurance / quality control processes and procedures = 3 points		
2.3 Describe your mechanisms to obtain auditor independence and objectivity = 3 points		

Functionality Criteria	Weighting	Label as
2.4 Indicate recent regulatory findings or sanctions from IRBA for the entity and proposed partner(s). This will inform the risk report related to the tender and may impact on the evaluation / scoring and qualification of your submission and is a key risk indicator.		
3. Company years of experience (External Audit Services) - Maturity of the company	15 points	4C
3.1 Track record , history of the company , years and scope of experience related to external audit services will be assessed. Tenderer to substantiate proof of evidence/experience.	10	
3.2 Indicate your years of experience in providing external audit services to Group entities.	5	
4. Audit Approach and Key focus areas for Higher education institutions and/or large public entities. Proposed Methodology / Deliverables / Audit Plan / Technical Expertise	40 points	4D
4.1 Audit Approach and Methodology Outline the proposed audit process and engagement approach. Indicate expected deliverables and indicative timeframes including the detailed steps that form the Audit plan. Demonstrate an understanding of the University group structure, activities, risks, governance and research related complexities. The Tenderer must demonstrate thorough understanding of the objectives and deliverables of this audit, the General requirements and the applicable regulatory framework. The bidder must provide a detailed proposal of the methodology/ approach to be used to carry out the scope of work outlined and clearly demonstrating how the audit deliverables will be achieved. Expected Deliverables include the Tenderer demonstrating proof of evidence/experience and level of comprehensiveness/completeness in providing the required services.	15	
4.2 Technical Expertise: The tenderer must have capacity and capability to provide the following technical expertise including the auditing of ICT services/functions and utilising technical software solution (IT Audit tools and data analytics).	10	
4.3 Show that the tenderer has the capacity and capability to perform valuation of retirement benefits as part of the audit process supported by demonstrable experience.	5	
4.4 Audit Approach and Methodology for Group Entities. The tenderer should demonstrate understanding of the Group Structure and requirements. Provide evidence of ability to work across multiple legal entities with varied compliance obligations. Capacity to consolidate reporting or services across entities. Demonstrable experience with group audits or multi-entity systems.	10	
5. Resource Competency: Expertise of Partner and/or Senior manager to be placed on the University Audit and competency of the key personnel of the proposed external audit team	20 points	4E AND TABLE

Functionality Criteria	Weighting	Label as
<p>5.1 The tenderer's key personnel (partners and managers) of the proposed external audit team must have relevant and appropriate qualifications, skills and experience to match the envisioned plan with related deadlines. Note the years of external audit experience of the key personnel and the track record related to the role they are appointed for, acceptability of reference and composition of the team will be considered. This must be appropriate to match the scale and complexity of the audit of the University Group.</p> <p>The tenderer's must submit, as part of its proposal, the following:</p> <ul style="list-style-type: none"> -the structure and composition of the proposed team, clearly outlining the main experience/disciplines/ specialties of the team member. -Brief CVs of the key personnel; and the CVs must clearly highlight qualifications, areas of experience/ competence relevant to the tasks and objectives of the assignment as outlined -Describe the roles and responsibilities related to the proposed team and the envisioned plans. Partner must have at least 5 years' experience as a Partner and the Senior Managers or Managers should have at least 3 years' experience as a Senior Manager or Manager. Partner and Senior Manager experience must be relevant to the University's requirements. <p>At least 1 reference of the Partner, Senior Manager or Manager from their current clients that are similar in scale and complexity of the University. References may be confirmed.</p>	15	
<p>5.2 Confirm commitment to continuity of key personnel across audit cycles including the Partner and Senior Manager and Manager level at minimum. Demonstrate (outline) how this will be achieved.</p>	5	
<p>6. Competitive Advantage/Unique Specialised Services offerings Describe any additional benefits or specialisations that you can offer the University Group. This includes information that distinguishes you from your peers/competitors including anything that may give you a competitive edge</p>	5 bonus points	4F
TOTAL POINTS FOR FUNCTIONALITY	100 POINTS (excluding the bonus points)	
THRESHOLD	80% i.e. 80 POINTS	

8.3 **Stage 3: Presentation phase**

8.3.1 This phase of assessment is the third stage in the evaluation process and only successful Tenders that have met the minimum requirements in the technical/functionality stage as described above, will be considered.

8.3.2 **Presentations:**

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

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

8.3.2.3 A threshold may be applicable for this stage.

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

8.4.1 Tenderers who met the threshold (if applicable) and the requirements for the previous stage will be considered for this stage.

8.4.2 In this final stage the Price and B-BBEE in combination with other factors such as risk and scoring in previous stages 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	70%
B-BBEE	Please submit a current, valid B-BBEE certificate issued by a SANAS accredited verification agency unless the Tenderer is an exempted micro enterprise (EME) or a qualifying small enterprise (QSE), in which case the Tenderer may submit a sworn affidavit in accordance with the B-BBEE Act: Codes of Good Practice published in Government Gazette No. 36928.	20%
Presentation		10%
Total		100%

8.4.3 ***B-BBEE Score Card***

B-BBEE Status Level Contributor	Number of Points (20% B-BBEE)
Level 1 contributor	20
Level 2 contributor	18
Level 3 contributor	14
Level 4 contributor	12
Level 5 contributor	8
Level 6 contributor	6
Level 7 contributor	4
Level 8 contributor	2
Non-Compliant contributor	0
Note: Non-compliant contributors or failure to provide certification substantiating the B-BBEE status level of contribution will result in the Tenderer being awarded zero (0) points for the preference point system.	

8.5 ***Price Points Calculation***

A maximum of 70 = X points is allocated for price on the following basis:

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

Where:

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

8.6 Other Information

- 8.6.1 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.
- 8.6.2 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 worked is attached to the Tender Documents and marked as Annexure A: Scope of Work.
- 9.2 Tenderers must ensure that before submitting a Tender Submission that they are able to meet the requirements as set out in Annexure A: Scope of Work.
- 9.3 **Note:** The University will not accept any material variation to Annexure A: Scope of Work (which may include but not is not limited to the products, services and service levels).

PART E: RETURNABLE SCHEDULES & DOCUMENTS

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 (.xls) (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 must be used to submit the applicable pricing as indicated in these Tender Documents.
- 11.2 Tenderers must show its pricing information using the pricing template contained in Annexure C: Pricing
- 11.3 Pricing must be submitted in editable and printable softcopy in both the original Excel compatible (.xls) and .pdf formats.
- 11.4 Tenderers agree that an item against which no rate or price is entered by the Tenderer shall be considered

to be covered by other rates or prices detailed in the Tenderers final pricing submitted.

11.5 Tenderers must carefully consider the provisions as set out in sections 11.6 when providing pricing.

11.6 **Annual Escalation Adjustments:**

11.6.1 The prices for the goods and/or 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) unless agreed otherwise. The prices for the goods and/or services must include VAT, all other taxes (insofar as they are applicable) and insurance as required.

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.

11.7 **Cost Savings:**

11.7.1 The University expects the Tenderer to be an active partner in generating ideas to reduce costs beyond only price reductions. Alternative cost reduction methods must be included in a separate spread sheet in Annexure C: Pricing

PART G: INSURANCE

12 INSURANCE REQUIREMENTS

12.1 A Tenderer must demonstrate that it has adequate insurance cover to meet the minimum requirements as set out in the Scope of Work or obtain a letter of confirmation from its insurers indicating that the Tenderer will qualify for adequate insurance cover to satisfy the minimum requirements. The Tenderer will have to establish its standard company insurance (please refer to Annexure B: Returnable Schedules and Documents) and details of:

12.1.1 public liability; and/or

12.1.2 professional indemnity insurance; and/or

12.1.3 insurance covering its liability to any employees, its agents or representatives as contemplated in the Compensation for Occupational Injuries and Diseases Act, 130 of 1993; and/or

12.1.4 general and commercial liability insurance which includes defective workmanship, public liability, cyber risk insurance, products and equipment liability, bodily injury and death, and property damage.

12.2 Tenderers agree that should it be awarded as a successful service provider that it shall at all times maintain insurance cover satisfactory to the University's insurance brokers. Proof of payment of premium for the respective policy shall be furnished annually to the University in the event the Tenderer is the successful service provider. This should not have an impact on the Tenderer's submitted pricing.

PART H: THE CONTRACT

13 THE CONTRACT

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

Indicative Contract Dates:	Start Date 1 July 2026
Indicative Contract Duration:	Five (5) years subject to annual review

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



Tenderers are hereby requested to submit their standard letter of engagement and terms and conditions as part of their response to this RFP as returnable Annexure D. The University shall consider the proposed contractual provisions during the evaluation process; however, the inclusion of any standard terms shall not confer any rights on the Tenderer nor imply any form of acceptance thereof by the University.

- 13.3 Tenderers to note that the University expressly reserves the right, in its sole discretion, to reject, amend, or negotiate any proposed contractual provisions, particularly where such provisions may, in the opinion of the University, pose legal, commercial, financial, reputational, or operational risks. This includes, but is not limited to, clauses relating to indemnities, limitation or exclusion of liability, insurance, warranties, penalties, intellectual property, and termination.
- 13.4 For the avoidance of doubt, no agreement shall arise between the University and any Tenderer unless and until a final, written contract has been negotiated to the satisfaction of the University and signed by duly authorised representatives of both Parties. The University shall not be bound by any standard terms or conditions submitted by the Tenderer, whether expressly stated or implied, unless such terms have been specifically incorporated into a duly executed agreement.
- 13.5 The Tender awarded will be conditional and subject to successful negotiations and signing of a written contract, failing which the University reserves the right to withdraw the Tender and to award another Tenderer without the need to repeat the same Tender process.
- 13.6 Should the final contract negotiations with the preferred Tenderer not be concluded within 8 (eight) weeks of the tender award or the preferred Tenderer takes exception to certain terms in the Contract which the parties cannot agree to, the University reserves the right to cancel the award and select an alternative Tenderer.