



UNIVERSITY OF THE
WITWATERSRAND,
JOHANNESBURG

PROCUREMENT DOCUMENT

FOR

ANNEXURE B

Returnable Schedule – OFMD-Wits Rural Campus RFI

Reference No.:	Wits 2025:29	
Description:	Wits Rural Campus	
Issue Date:	20 June 2025	
Issued by:	OFMD-Wits Rural Campus	
Submission Date and Time:	Date: 10 July 2025	Time: 23h59 (Before Midnight)

Name of Tenderer: _____

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1 SCHEDULE 1: SIGNED TENDER SUBMISSION

Signed Tender Submission

To be completed by a duly authorised representative of the Tenderer

Section 1: Tenderers Details

Name of Tenderer:	
Entity registration number:	
Contact person:	
Email:	
Telephone & Mobile no:	
Physical address:	

Section 2: Declaration

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the Tenderer confirms that the contents of this Section 2: Declaration are within my personal knowledge, and save where stated otherwise in an attachment hereto, are to the best of my belief both true and correct, and:

- 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);
- 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);
- the Tenderer is not associated, linked or involved with any other tendering entities submitting a Tender Submission;
- 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;
- 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;
- 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);
- 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);
- 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
- the Tenderer agrees to be bound to the Tender Documents.

By signing below, the Tenderer agrees with all of the conditions, statements and terms contained the Tender Documents.

Full Name of person signing on behalf of the Tenderer: _____

Capacity: _____

Signature: _____

Date: _____

Section 1B: Declaration of Interest by the Tenderer

The University mandates complete transparency from Tenderers concerning any existing or potential conflicts of interest. Failure to provide such disclosure will constitute a significant breach of the Tender Terms and Conditions or any resulting Contract that the University may award. Full disclosure must encompass assessing any affiliations between the Tenderer, its Personnel, shareholders, subcontractors, or any other entities associated with the Tenderer, 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.

1.1 Does the Tenderer have an existing relationship with the University?	No	Yes
1.2 Is the Tenderer or any person connected with the Tenderer employed by the University ?	No	Yes
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?	No	Yes
1.4 Has the Tenderer, sub-contractors, or other persons associated with it: i. been convicted of any criminal offence; and ii. made reasonable enquiries, to the best of its knowledge and belief, has not been or is not the subject of any: a. pending disputes; b. investigations; c. inquiry by a regulatory body regarding any offence; or d. alleged offence of or in connection with slavery and human trafficking.	No	Yes

If Yes, to any of the above, describe the relationship details, potential conflict of interest and or other pertinent details below:

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.

2 SCHEDULE 2: TENDER CHECKLIST

Item No.	Document Reference	Description	Action to be taken	Checked, Verified and Submitted	
				Tenderer Checkbox	For Office Use Only: University Checkbox
1.	Schedule 1	Signed Submission	Tenderers must complete and submit a copy of the Signed Submission signed by a duly authorised representative of the Tenderer. If the Tenderer is a joint venture or consortium, all partners to the joint venture or consortium must complete Schedule 2.		
2.	Schedule 2	RFI Checklist	Tenderers must ensure all information is provided and complete the Tender Checklist.		

3 SCHEDULE 3: PRE-QUALIFICATION RESPONSE DOCUMENT PACK

- 3.1 All documents submitted by the Tenderer must be attached to this Schedule 3, compiled in the order and corresponding to the headings as set out in the table below within each section.
- 3.2 The Tenderers pre-qualification response pack must contain the documentation in the table below, sequenced and attached as instructed:

Proof of Pre-qualification Documentation			
Please label as:	Description	Tick (✓) if submitted	
		Tenderer Checkbox	For Office Use Only: University Checkbox
Mandatory Criteria			
3A	a signed Submission which has to be signed by a duly authorised representative of the Tenderer. Refer to Annexure B Schedule 1.		
3B	proof of your legal entity’s registration documentation (e.g.CIPC) indicating date of registration/incorporation, list of directors, partners, and members if a registered entity. If not a registered CIPC entity, provide details related to your entity. Note this RFI is only available for South African entities.		
3C	provide a current and valid Tax Clearance certificate/PIN for South African entities.		
3D	proof of their VAT registration details. Provide rationale if not VAT registered. This will be assessed for acceptability.		
3E	Provide your company profile including your years of experience and years of operation providing the goods/services related to the components you are requesting to be considered for.		
3F	Evidence demonstrating a track record of a minimum of 3 years’ experience in the delivery of the service you are proposing for this tender for each of the components you have selected. The track record will be assessed for acceptability and appropriateness.		
3G	Indicate your turnaround time for delivery and for responses (indicate time to respond - hours) for procurement requests during office hours (8h00 to 16h30) Monday to Friday		
3K	Indicate your turnaround time for delivery and for responses (indicate time to respond - hours) for procurement requests after office hours and on weekends		
3L	a signed Submission which has to be signed by a duly authorised representative of the Tenderer. Refer to Annexure B Schedule 1.		