



PROCUREMENT DOCUMENT

REQUEST FOR PROPOSAL RETURNABLE SCHEDULE

ANNEXURE B

FOR

**Appointment of a Qualified Service Provider to Supply, Implement, Maintain, and Support a Telephone
Management System (TMS) Solution**

Reference No.:	Wits Tender/2026:20
Description:	Appointment of a Qualified Service Provider to Supply, Implement, Maintain, and Support a Telephone Management System (TMS) Solution for the University for a Period of Five (5) Years
Issue Date:	02 August 2026
Issued by:	WITS ICT
Submission Date and Time:	Date: 31 August 2026, Time 23h59 Before Midnight
Non-Compulsory Briefing session:	Date: Friday, 14 August 2026 @10:00 to 12:00 Microsoft Teams meeting Join: https://teams.microsoft.com/meet/314499666731584?p=h9cZfTcVeCDkjKMSUQ Meeting ID: 314 499 666 731 584 Passcode: q3Pj3nd3
Important Information:	Note that Annexures B & C and Schedule 5A (returnable) are required to be returned to us. Note the email submission protocol referred to in this document for the submission of your quotation and information.

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:

- i. 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);
- ii. 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);
- iii. the Tenderer is not associated, linked or involved with any other tendering entities submitting a Tender Submission;
- iv. 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;
- v. 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;
- vi. 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);
- vii. 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);
- viii. 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
- ix. 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.

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

Capacity: _____

Signature: _____

Date: _____



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	Tender Checklist	Tenderers must ensure all information is provided and complete the Tender Checklist.		
3.	Schedule 3	Pre-qualification Response Document Pack	Tenderers must provide the documentation as requested in the Tender document		
4.	Schedule 4	Functionality Response Document Pack	Tenderers must provide the documentation as requested in the Tender document		
5.	Schedule 5	Contactable Client References	Tenderers must provide client references in the format prescribed in Schedule 5		
	Schedule 5A (Annexures E)	Schedule 5A – Client feedback reference	Tenderers must submit Schedule 5A client feedback reference		
6.	Schedule 6	Contract Deviations	Tenderers must complete the Contract Mark-Up Template contained Schedule 6 to indicate proposed changes to the draft Contract included in this Tender, if any.		
7.	Annexures C	Pricing Schedule	Tenderers must ensure that their pricing is submitted to the University in accordance with the pricing requirements set out in the Tender Documents.		
8.	Schedule 8	Other documents	B-BBEE		



3 SCHEDULE 3: PRE-QUALIFICATION RESPONSE DOCUMENT PACK

Refer to the Tender Document for details.

4 SCHEDULE 4: FUNCTIONALITY RESPONSE DOCUMENT PACK

Refer to the Tender Document for details

5 SCHEDULE 5: CONTACTABLE CLIENT REFERENCES

Include detailed references (as per the below table):

1. Tenderers must provide a minimum of three (3) recent and relevant client references demonstrating successful delivery of Telephone Management Solution services within a large organisation or university environment.
2. The references must relate to projects completed or currently being delivered within the last five (5) years and should demonstrate experience of similar or greater scope, technical complexity, and operational capacity to the requirements of this Tender.
3. List contract reference numbers, the contract period of performance including the contract start and end dates, contact persons, telephone numbers, and email addresses and indicate the value and complexity of the project.
4. If in the University's opinion, the client reference does not meet the University's requirements, additional references may be requested from the Tenderer, and visits to the reference sites might be required. Note: All interviews held will be confidential.
5. Reference letters are to be attached to support the summaries below. Reference letters should be on a company (the referee's) letterhead and describe the contract period, description of works and whether the service was acceptable or not.

Contactable reference #1		Description of goods/services provided	Particulars
Name of the organisation:			Total Contract Value including VAT:
Contact Person:			
Contact Details	Tel: Email: Mobile:		Contract Period
Contactable reference #2		Description of goods/services provided	Particulars
Name of the organisation:			Total Contract Value including VAT:
Contact Person:			
Contact Details	Tel: Email: Mobile:		Contract Period
Contactable reference #3		Description of goods/services provided	Particulars
Name of the organisation:			Total Contract Value including VAT:
Contact Person:			
Contact Details	Tel: Email:		Contract Period



	Mobile: _____	_____	
Contactable reference #4		Description of goods/services provided	Particulars
Name of the organisation:	_____	_____	Total Contract Value including VAT:
Contact Person:	_____	_____	_____
Contact Details	Tel: _____	_____	Contract _____ Period
	Email: _____	_____	
	Mobile: _____	_____	
Contactable reference #5		Description of goods/services provided	Particulars
Name of the organisation:	_____	_____	Total Contract Value including VAT:
Contact Person:	_____	_____	_____
Contact Details	Tel: _____	_____	Contract Period
	Email: _____	_____	
	Mobile: _____	_____	
	_____	_____	
	_____	_____	

[illegible]



7 SCHEDULE 7

Provide a separate document as per instructions related to the Pricing Schedules – Annexures C

Label as	Description
Annexures C	Pricing Schedule Tenderers must ensure that their pricing is submitted to the University in accordance with the pricing requirements set out in the Tender Documents.

8 SCHEDULE 8 Other possible returnable schedules

	Proof of NON-Mandatory Documentation	
	Description	Tick (✓) if submitted
Please label as:		Tenderer Checkbox
	Procurement NON-Mandatory documentation	
8	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.	