



UNIVERSITY OF THE
WITWATERSRAND,
JOHANNESBURG

PROCUREMENT DOCUMENT

FOR

REQUEST FOR PROPOSAL

AD HOC BULK DIESEL SUPPLY FOR A PERIOD OF 5 YEARS

Reference No.:	Wits Tender/2026:30	
Description:	As and when Bulk Diesel supply for a period of 5 years	
Issue Date:	13 September 2026	
Issued by:	OFMD	
Submission Date and Time:	09 October 2026	Time: 23h59 (Before Midnight)
Compulsory Briefing Session	Date: Monday, 28 September 2026 @10:00am to 10:00am Join: https://teams.microsoft.com/meet/37754865698812?p=maGt9NQYoxWXsvdnb3 Meeting ID: 377 548 656 988 12 Passcode: kr93Pb9y	
Important Information:	Note that Annexures B and C 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. Note the reference to "Tender" relates to the sourcing activities for Ad hoc Diesel supply	

TABLE OF CONTENTS

1	TENDER OUTLINE.....	3
2	TENDER TIMELINE.....	5
3	INTENT TO SUBMIT A TENDER SUBMISSION.....	4
4	UNIVERSITY CONTACT INFORMATION.....	5
5	DEVELOPING YOUR TENDER SUBMISSION.....	5
6	SUBMITTING YOUR TENDER SUBMISSION.....	6
7	EVALUATION METHODOLOGY.....	6
8	EVALUATION CRITERIA.....	7
9	SCOPE OF WORK.....	8
10	THE SUBMISSION OF RETURNABLE SCHEDULES & DOCUMENTS.....	8
11	PRICING INSTRUCTIONS.....	8
12	INSURANCE REQUIREMENTS.....	8
13	THE CONTRACT.....	9

ATTACHMENTS:

List of Annexures	Description of Annexures
Annexure A	Scope of work
Annexure B	Returnable Schedules and Documents
Annexure C	Pricing (for the 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 approximately 9500 (i.e. including permanent and temporary) staff and is one of the biggest sources of skills in Africa.

1.2 Tender Background

The University of the Witwatersrand, (‘the University’) through its Operations and Facilities Management Department (OFMD), requires the bulk supply and delivery of diesel fuel for use in standby electrical generators located across its Braamfontein, Parktown, Education, Health Sciences, and associated campuses.

1.3 Tender Description

1.3.1 The primary operational objective is to appoint a panel of 5 reputable service providers to provide Ad Hoc diesel supply for a period of 5 years for the university.

1.4 Procurement Strategy

1.4.1 The procurement/appointment strategy is to appoint a panel of 5 reputable services providers to provide ad hoc diesel supply for a period of 5 years to deliver the required services for the university. Once the panel is established, work will be allocated among panel members based on a combination of the factors indicated below. This may include and is not limited to the following considerations: contractual/past performance, competitive rates and their availability at the time the service is required and willingness to commit to timelines as required by the business.

1.4.2 Subcontracting will not be permitted.

1.5 Pre-qualification Criteria

1.5.1 Tenderers who have suitable experience and demonstrated capacity in the required work activities in performing the abovementioned tasks maybe eligible to partake in this RFP.

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
	It is compulsory that the Tenderer:
1.	The Tenderer must submit a signed submission by an authorised employee of the company.
2.	The Tenderer must submit company registration document(s) - CIPC documents for South African entities. Only companies registered in South Africa are eligible to tender for this project
3.	The Tenderer must provide proof of a valid SARS Tax Pin
4.	If applicable, provide VAT Registration Certificate. If not applicable, the Tenderer to provide reasons. This will be considered for acceptability.
5.	The Tenderer must provide Audited Annual Company Financial Statements (AFS) for the past 3 (three) years, in line with the Companies Act in South Africa. If AFS 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. The financial standing and health of the tenderer will be assessed and inform risk elements that will be considered as part of the evaluation. This will be assessed for acceptability.
6.	The Tenderer must provide (current)Letter of Good Standing from its bankers and/or bank confirmation letter.
7.	The Tenderer must provide proof of valid Compensation for Occupational Injuries and Diseases Act



	(COIDA)
8.	Provide their insurances — If your insurance does not meet these requirements at minimum, you need to provide a letter of commitment indicating that if you are awarded, you will meet the requirement with no impact on the pricing you submitted. Public liability to the value of at minimum R45 million and The successful bidder shall provide public liability cover of R45 million within one month of accepting the appointment.
No.	Functionality (including Technical) Mandatory Criteria
	It is compulsory that the Tenderer:
9.	The Tenderer must submit a minimum of two (2) contactable reference letters as proof of having successfully supplied at least 300,000 litres of diesel over a 12-month period during the past five (5) years. Such supply must have been undertaken using diesel tanker trucks with storage capacities of between 8,000 and 20,000 litres.
10.	The Tenderer shall submit a minimum of two (2) contactable reference letters demonstrating experience in supplying at least 60,000 litres of diesel over a continuous 12-month period during the last five (5) years, using vehicles towing or fitted with bowsers with storage capacities between 50 and 2,000 litres
11.	The Tenderer 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 a lease agreement, utility bill, or similar.
12.	Provide a valid Dangerous Goods Permit.
13.	The Tenderer must have a minimum of four qualified and relevantly certified drivers for diesel deliveries via tanker trucks with at least 8 000 - 20 000 litre capacity, all of whom are directly employed by the bidder (provide CVs, driver's licence, CDG Permit)
14.	Must provide Annexure C: Pricing schedule information.
Other required documentation (non-mandatory but will be considered in the final stage of the tender)	
15.	Please provide the 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.

- 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**) in order 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 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	14 September 2026
2	Publication of Tender available on the University's Procurement website	15 September 2026 @14:00
3	Compulsory Briefing Session to be held as follows: Date: Monday, 28 September 2026 @10: 00am Microsoft Teams meeting Join: https://teams.microsoft.com/meet/37754865698812?p=maGt9NQYoxWXsvdnb3 Meeting ID: 377 548 656 988 12 Passcode: kr93Pb9y	
4	Submission Date: 09 October 2026, Time 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 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.

PART C: INTENT TO SUBMIT A TENDER SUBMISSION

3 INTENT TO SUBMIT A TENDER SUBMISSION

Prior to the submission of any returnable schedules, documents or other information as set out in the tender documents, the tenderer may 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 participate in the tender or indicate their interest. it is recommended that the tenderer registers their email address at the email addresses indicated above if interested in bidding or intend to bid.

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 insert Selaelo Semenya (**Procurement Representative**) via e-mail: to Selaelo.Semenya@wits.ac.za.

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 (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;
- 5.3 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 admin.tenders@wits.ac.za and to insert email address and have the same rectified.
- 5.4 The University will respond to requests for clarification received up to 2(two)Business Days before the Submission Date and Time. Queries should be by email to admin.tenders@wits.ac.za and to Selaelo.Semenya@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:
 - 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 RFQ. 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 D: 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 and risk assessment
 - 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/or staff of the Tenderer;
 - 7.1.7 Accuracy and presentation of the calculations which must be sufficient for comparison purposes;
 - 7.1.8 Financial ability of the Tenderer to provide the goods and/or services and to meet its contractual obligations;
- 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 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, minimum Threshold is 70%

In this stage, the Tenderer must score a minimum of 70% to move on to the next stage of evaluation as per the evaluation protocol

No	Functionality Criteria	Maximum Points Allocated	Scoring Legends
1	Track Record /Experience		
1.1	Tenderer should provide a minimum of 2 contactable reference letters where they have provided a minimum of 300 000 litres of diesel over a 12-month period through diesel tanker trucks with a storage capacity of 8 000 - 20 000 litres within the past 5 years.	20	Company profile with a track record and three reference letters. =20 points Company profile with a track record and two reference letters. =14 points Company profile with a track record and one or zero reference letters. =0 points
1.2	Tenderer should provide a minimum of 2 contactable reference letters where they have provided a minimum of 60 000 litres of diesel over a 12-month period through bowsters with a storage capacity of 50 - 2 000 litres within the past 5 years.	20	Company profile with a track record and three or more reference letters. =20 points Company profile with a track record and two reference letters. =14 points Company profile with a track record and one or zero reference letters. =0 points
2	Logistics		
2.1	The bidder should have a minimum of two diesel tanker trucks with own pump with at least 8 000 - 20 000 litre capacity (provide proof of ownership).	20	Owner of more than two fuel rigid tankers with own pump of at least 8 000 litres but less than 12 000 litres = 20 points Owner of two fuel towed tankers with own pump of at least 12 001 litres or equal to 20 000 litres = 14 points Owner of one fuel tanker of 20 000 litres or more = 5 points Does not own any tanker = 0 points
2.2	The bidder should have a minimum of 2 light vehicles fitted or towing diesel bowsters with own pump with at least 50 - 2 000 litre capacity (provide proof of ownership).	20	Owner of more than two fuel bowsters fitted on the truck with own pump of at least 50 litres but less than 1 000 litres = 20 points. Owner of two fuel bowsters being towed with own pump of at least 1 001 litres but less than 2 000 litres or more = 14 points



			Owner of one bowser 2 000 litres = 5 points Does not own any bowser = 0 points
3	Quality Management: The bidder should provide proof of implementing a quality management system(s), preferably a quality management certification such as ISO 9001:2015. A Quality Management Plan will be deemed acceptable.	5	Quality management certification (ISO 9001:2015) =5 points Bidder provides proof of Quality Management Plan =3.5 points No or poor information is provided relating to quality management =0 points
4	Proximity to University Location: This criterion evaluates the proximity of the tenderer's fuel storage depot, which is not too far from the University. Assessment is considered when awarding the tender, taking into account the convenience and accessibility of the tenderer's location in relation to the University. The University may verify the location.	10	Within or equal to a 30 kilometre distance. (10 points) Greater than 30 kilometres and less than or equal to 60 kilometres. (7 points) Greater than 60 kilometres and less than or equal to 80 kilometres. (5 points) Greater than 80 kilometres. (0 point)
5	Risk/Assumptions/Dependencies/Exclusions (RADE): Create a risk template for the Wits Environment, including spillage management, detailing possible risks, assumptions, dependencies and exclusions your company might encounter during the engagement with Wits University and also provide possible mitigations. The complexity, completeness and maturity of the information will be assessed. Consider risks related to the industry sector and the higher education sector	5	Have the bidders shown all areas of risks pertaining to Wits environment including complexities related to multiple sites, decentralised model and long delivery periods, equipment shortages, strikes, short turnaround time, lack of forecast given by university = 5 points. Provided between 75% and 99% of the information listed above = 4 points Provided between 60% and 74% of the information listed above = 3.5 points Provided between 50% and 59% of the information listed above = 3 points Provided between 1% and 49% of the information listed above = 2 points No submission = 0 points if the tenderer provides any additional information that the team agrees with, it can be considered and can also be scored.
	TOTAL POINTS FOR FUNCTIONALITY	100	

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

8.3.1 Tenderers who met requirements for the previous stage will be considered for this stage.

8.3.3 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:

8.3.4 **Final Stage: Price, Preference (B-BBEE) and Consideration of Previous Stages:**

8.2.3.1 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 and indicated formulae:



Component	Documents Required	Weighting %
Price	Annexure C: Price Schedules 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 a sworn affidavit in accordance with the B-BBEE Act: Codes of Good Practice published in Government Gazette No. 36928. <i>Refer to below B-BBEE Score Card table</i>	20%
Functionality (pro rated)	Technical/Functionality evaluation, including tenderer track record and their client references	20%
Total		100%

Note: there will be a compulsory site visit for the bidders that will be on the panel before submitting the evaluation report to the tender committee; the site visit report will be part of the TC committee pack

B-BBEE Score Card calculation is displayed below

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.

8.4 Price Points Calculation

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

$$PS = 60 \left\{ 1 - \frac{Pt - Pmin}{Pmin} \right\}$$

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.

8.5 Other Information

- 8.5.1 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.
- 8.5.2 The detailed evaluation results and Tenderer ratings will not be published or made available to anyone.



PART E: 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 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 F: 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 documents.
- 10.2 The Tenderer's Tender Submission must be composed according to, and in the sequence as set out in the 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 G: 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 and populate the respective worksheet. An alternative worksheet with alternative pricing protocol can be proposed which we may consider. However, the provided worksheet must be completed.
- 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 provisions.
- 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 line with or less than 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 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.



PART H: 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 or the tenderer must show commitment to having appropriate insurance in place if awarded with no impact on their submitted pricing
- 12.2 will have to establish its standard company insurance (please refer to Annexure B: Returnable Schedules and Documents) and details of:
- 12.2.1 public liability; and/or
- 12.2.2 professional indemnity insurance; and/or
- 12.2.3 Provide 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.
- 12.3 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 I: THE CONTRACT

13 THE CONTRACT

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

Indicative Contract Dates:	01 May 2027
Indicative Contract Duration:	5 Years
Classification and Type of Contract:	RFP
Insert any other important terms, if applicable	Engagement will be on a need by basis during the contract period

- 13.2 Any award made as a result 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 the 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 to:
- 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 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 final contract negotiations with the preferred Tenderer not be concluded within 3 (three) 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.