



UNIVERSITY OF THE  
WITWATERSRAND,  
JOHANNESBURG

## PROCUREMENT DOCUMENT

FOR

**RFP – Provision of the Litho Printing Materials including Exam and Test Answer Books**

<b>Reference No.:</b>	Wits 2026 01	
<b>Description:</b>	Provision of the Litho Printing Materials including Exam and Test Answer Books	
<b>Issue Date:</b>	22 February 2026	
<b>Issued by:</b>	Operations and Facilities Management Department	
<b>Submission Date and Time:</b>	Date: 08 April 2026	Time: 23h59 (Before Midnight)

Name of Tenderer: \_\_\_\_\_

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## ATTACHMENTS:

List of Annexures	Description of Annexures
Annexure A	Scope of Work
Annexure B	Returnable Schedules and Documents
Annexure C	Pricing
Annexure D	Customer References
Annexure E	Draft Contract (To be published later) <b>Ensure that you check the site on a regular basis for updates.</b>

## 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 6500 staff and is one of the biggest sources of skills in Africa.

#### 1.2 Tender Background

The University of the Witwatersrand, Johannesburg (the University) seeks the services of a tenderer for the provision of the Litho Printing Materials including Exam and Test Answer Books. Only respondents who meet the stated criteria are eligible to have their submissions evaluated.

#### 1.3 Tender Description

1.3.1 The primary objective of this tender is to appoint a reputable service provider for for the provision of the Litho Printing Materials including Exam and Test Answer Books

#### 1.4 Procurement Strategy

1.4.1 This is an open competitive tender process to appoint a single service provider.

#### 1.5 Pre-qualification Criteria

1.5.1 Tenderers who have suitable experience and demonstrated capacity in the required work activities in the corporate retail store management maybe eligible to participate in this Tender.

1.5.2 Only Tenderers who meet the pre-qualification criteria outlined in the table below are eligible to submit a Tender Submission. Failure to meet the pre-qualification criteria will result in disqualification.

No.	Procurement Mandatory Criteria
	It is compulsory that the Tenderer must provide:
1.	a signed Submission which has to be signed by a duly authorised representative of the Tenderer. Refer to Annexure B Schedule 1.
2.	provides proof of your legal entity's registration documentation (e.g., CIPC) indicating date of registration/incorporation, list of directors, partners, and members. The tenderer must be a South African entity.
3.	provide a current and valid Tax Clearance certificate/PIN for South African entities. Only opened for South African entity.
4.	provide VAT registration details. Provide rationale if not VAT registered for South African entities.
5.	provide company financial statements for the past 3 (three) years, in line with the companies' act. 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. This will be assessed for acceptability. The financial standing and health of the tenderer will be assessed and inform risk elements that will be considered as part of the evaluation.
6.	“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”
7.	The Tenderer must submit one of the following documents issued by a registered financial institution:

	<ul style="list-style-type: none"> <li>• Letter of Good Standing or Bank Account Confirmation Letter. This requirement will be used to verify financial credibility and facilitate contract payment processing.</li> </ul>
No.	Functionality (including Technical) Mandatory Criteria
	It is compulsory that:
8.	<p>The Tenderer must provide verifiable evidence demonstrating a minimum of three (3) years' experience in lithographic printing services specifically related to high-volume or secure academic, examination, or assessment printing material, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Examination answer books</li> <li>• Assessment or examination scripts</li> <li>• Educational or academic printing requiring controlled production standards</li> </ul> <p>Tenderers must submit supporting documentary evidence such as client contracts, purchase orders, completion certificates, or client reference letters confirming the nature and scope of services rendered.</p> <p>The submitted track record will be evaluated for relevance, scale, and appropriateness to the service requirements of this tender.</p>
9.	<p>The Tenderer must submit a minimum of three (3) verifiable and acceptable client references demonstrating successful delivery of lithographic printing services specifically related to secure academic, examination, or assessment printing material, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Examination answer books</li> <li>• Examination or assessment scripts</li> <li>• High-volume academic or educational printing requiring controlled production standards</li> </ul> <p>The submitted references must:</p> <ul style="list-style-type: none"> <li>• Relate to services performed within the last five (5) years.</li> <li>• Include at least one (1) reference demonstrating comparable production scale, volume, or complexity to the requirements of this tender.</li> <li>• Clearly describe the nature and scope of printing services provided.</li> <li>• Include client organisation name, contact details, and authorised contact person for verification purposes. One reference issued by the University may be submitted and will be independently verified as part of the evaluation process.</li> </ul>
10.	<p>The Tenderer must demonstrate access to gang stitching equipment or equivalent industrial finishing and binding machinery suitable for the secure and durable production of examination answer books, assessment scripts, or similar bound academic printing materials. Tenderers must provide supporting evidence such as equipment inventory lists, equipment specifications, or lease or ownership documentation. The finishing equipment must be capable of producing bound material that meets durability, handling, and secure document integrity standards required for academic and examination use.</p>
11.	<p>Due to the confidential, high-risk, and time-sensitive nature of examination and academic printing material, the Tenderer must demonstrate the ability to maintain secure operational control, surveillance, and logistical management throughout the production and delivery process. To support effective security oversight, rapid response capability, and controlled chain of custody of examination material, the Tenderer must demonstrate an established operational production presence within Gauteng Province or equivalent operational arrangements capable of meeting these requirements.</p> <p>The Tenderer must therefore provide evidence of either:</p> <ul style="list-style-type: none"> <li>• An operational printing or production facility located within Gauteng Province; or</li> <li>• Documented logistics, transport, and operational control arrangements demonstrating the ability to securely collect, produce, store, and deliver examination materials within Gauteng Province in accordance with contractual turnaround times and security requirements.</li> </ul> <p>Supporting Evidence Must Include:</p> <ul style="list-style-type: none"> <li>• Production facility address and operational details</li> <li>• Lease agreements or ownership documentation</li> <li>• Security and surveillance infrastructure description</li> <li>• Logistics and transport service agreements</li> <li>• Chain of custody procedures</li> <li>• Emergency response or contingency plans</li> </ul> <p>The University reserves the right to conduct site inspections, security audits, and operational verification prior to contract award and during the contract period.</p>



12.	The Tenderer must submit documented Safety and Quality Management Systems demonstrating compliance with recognised industry standards and applicable legislation. The Tenderer must submit one of the following: <ul style="list-style-type: none"> <li>• Valid ISO 9001:2015 Quality Management Certification; or</li> <li>• A documented Quality Management Plan detailing production control procedures, quality assurance processes, error management, and continuous improvement controls. The Tenderer must submit:</li> <li>• Occupational Health and Safety Policy aligned to the Occupational Health and Safety Act (OHSA); and</li> </ul>
13	The Tenderer must provide Proof of registration and compliance with the Compensation for Occupational Injuries and Diseases Act (COIDA).
14.	Tenderers must ensure that personnel involved in confidential printing processes are subject to confidentiality declarations and appropriate security awareness procedures. Due to the sensitive and confidential nature of examination and academic printing material, the Tenderer must demonstrate documented security and confidentiality management procedures governing the handling, production, storage, and distribution of confidential material. The Tenderer must submit documented procedures covering, at minimum: <ul style="list-style-type: none"> <li>• Controlled printing and production environments.</li> <li>• Restricted personnel access and authorisation controls.</li> <li>• Surveillance and monitoring measures within production facilities.</li> <li>• Secure storage and handling of confidential printing material.</li> <li>• Secure transportation and delivery protocols.</li> <li>• Document destruction and disposal procedures.</li> <li>• Staff confidentiality declarations and information security awareness measures.</li> </ul> Failure to demonstrate acceptable confidential material handling procedures may result in disqualification from further evaluation.

1.5.3 Tenderers who fail to provide the required schedules and documents will not have their Tender Submissions evaluated further.

1.5.4 Despite the above, the University reserves the right to request additional information (which request must be 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 newspaper	22 February 2026
	<b>NON-COMPULSORY REGISTRATION</b> Note that any amendments or additional information related to this tender will be made available on the University's website and tender page. Ensure that you check the site on a regular basis for updates.	

2.	<p>Briefing session: Non-Compulsory Briefing Online/Digital Date and 24 March 2026   10h00 time: Microsoft Teams: <b>Microsoft Teams meeting</b> <b>Join:</b> <a href="https://teams.microsoft.com/meet/36770964311126?p=1XX8qsvmJteDCGIVLi">https://teams.microsoft.com/meet/36770964311126?p=1XX8qsvmJteDCGIVLi</a> Meeting ID: 367 709 643 111 26 Passcode: sF6z6MU9</p>	
3.	Demo & Presentation	TBA
4.	Submission Date and Time	08 April 2026/ 23h59

- 2.2 The dates and times described above do not create a binding obligation on the part of the University to take any action nor does it 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 up to 3 (three) Business Days before the Submission Date and Time.

### 3 INTENT TO SUBMIT A TENDER SUBMISSION (WHERE APPLICABLE)

Prior to the submission of any returnable schedules, documents or other information as set out in the Tender Documents, the Tenderer must notify the University's Procurement Representative (see section 4) in writing in a single email, on or before the time indicated in section 2.1, its intention to participate 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](mailto:admin.tenders@wits.ac.za) and [Bonolo Mpshe](mailto:Bonolo Mpshe) (Procurement Representative) via e-mail: to [bonolo.mpshe@wits.ac.za](mailto:bonolo.mpshe@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 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. Should any pages be missing or duplicated, or the reproduction indistinct, or any descriptions ambiguous, or contains any obvious errors they shall as soon as possible inform [admin.tenders@wits.ac.za](mailto:admin.tenders@wits.ac.za) and to [bonolo.mpshe@wits.ac.za](mailto:bonolo.mpshe@wits.ac.za) with a request to have the it rectified.
- 5.4 Queries and requests for clarification should be submitted by email to [admin.tenders@wits.ac.za](mailto:admin.tenders@wits.ac.za) and to [bonolo.mpshe@wits.ac.za](mailto:bonolo.mpshe@wits.ac.za). The University will respond to queries and requests for clarification received



up to 5 (five) Business Days before the Submission Date and Time. Please note that additional information supplied to any one Tenderer may also be provided to other Tenderers via e-mail.

- 5.5 The University shall under no circumstance 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.

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.

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. The Tenderer acknowledges and accepts 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 Tender Submissions. It is envisaged that the following core criteria (which includes but is not limited to and in order of preference) will amongst others form the basis of the tender evaluation:

7.1.1 The financial offer and risk.

7.1.2 The Tenderer's ability to match service requirements as set out in Annexure A: Scope of Work;

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 The product offering, the variety thereof and the appropriateness of the offerings for the Wits customer base;

7.1.8 Accuracy and presentation of the calculations which must be sufficient for comparison purposes;

7.1.9 Financial ability of the Tenderer to provide the goods and/or services and to meet its contractual obligations;

7.1.10 Adequate insurance coverage with regard to the goods and/or services.

### 7.2 **Evaluation Procedure:**

7.2.1 The University may in writing request additional information, clarification or verification in respect of any information contained in or omitted from a Tenderer's Tender Submission.

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 criterion 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:** The Tenderer acknowledges and accepts that only documents related to the Tenderer's entity must be submitted in support of this Tender. The University will not accept documents relating to different companies or business units within a group of companies.

## 8.2 Stage 2: Functional including Technical Evaluation

- 8.2.1 In this stage, the Tenderer must get a minimum of 70%, in order to move on to the next stage of evaluation.
- 8.2.2 The Functionality Criteria of the Tender Submission are used to evaluate Tenderers on various aspects to establish if the Tenderers have the capabilities to provide the goods/services or not and will be based on the following criteria:

No.	Criteria	Weight
1.	<b><u>Company Experience/Track record:</u></b>	<b>20 Points</b>
1.1	Years of experience providing of Litho Printing Materials including Exam and Test Answer Books.	
2.	<p><b><u>Evidence of Company Key Printing Equipment Performance Features and Capacity:</u></b></p> <p>Submit evidence of five (5) key company printing equipment performance features and capacity such as bulk printing capacity, turnaround times, colour mode accuracy, resolution output, technological innovation and or environmental/eco-friendly options.</p> <p>a) Bulk Printing Capacity The company operates high-volume industrial printing equipment capable of handling large print runs without delays. Equipment throughput supports continuous production cycles, ensuring efficiency for large-scale projects.</p> <p>b) Turnaround Times Advanced workflow automation and in-house finishing capabilities enable rapid job completion. Historical performance records confirm consistent achievement of agreed turnaround times, including urgent and high-priority jobs.</p> <p>c) Colour Mode Accuracy Printing equipment is calibrated to international colour management standards, ensuring accurate colour reproduction and consistency across print runs. Quality assurance reports confirm minimal variance and high client satisfaction.</p> <p>d) Resolution Output The company's equipment delivers high-resolution output suitable for professional and commercial printing requirements. Print samples and technical specifications confirm clarity, sharpness, and consistency across formats.</p> <p>e) Technological Innovation and Environmental Sustainability The company utilises modern printing technology that supports energy efficiency, reduced waste, and environmentally responsible printing practices. This includes eco-friendly inks, reduced power consumption, and waste-minimisation processes aligned with sustainability principles.</p> <p>It is recommended that you provide Evidence that covers the required performance features and that your documentation is clear, credible and demonstrates consistent performance over the past three years and shows good technological capability, including quality, speed, and accuracy. The more performance features that are covered satisfactorily, the higher the scoring for this criteria.</p>	<b>20 Points</b>

3.	<p><b><u>Evidence of Performance:</u></b> On-time delivery performance, Flexibility in meeting changing demands. Ability to handle urgent orders or unexpected volume increases “</p> <p>A minimum of three (3) documented confirmations of on-time delivery for bulk litho printing orders is preferred and will strengthen the scoring of the bid. It will be advantageous for the Tenderer to provide evidence demonstrating that at least one (1) to three (3) of these confirmations relate to bulk orders of 50,000 units or more. The more verifiable successful bulk deliveries the Tenderer can demonstrate, the higher the scoring potential for this criterion</p>	<b>20 Points</b>
3.1	At minimum three (3) documented confirmations demonstrating on-time delivery for bulk litho printing orders within the last 12 months	
3.2	The bidder must demonstrate the ability to accommodate urgent or short notice litho printing requests. Depending on the volume and finishing requirements, the bidder should be able to complete urgent jobs within 24–48 hours. Evidence of previous urgent litho printing work must	
3.3	The bidder must demonstrate operational capacity to manage unexpected increases in litho printing volumes without compromising quality or turnaround times. The bidder should be able to accommodate significant volume increases within 3–5 working days, supported by evidence of production capacity, equipment, staffing, and previous high-volume printing work.	
4.	<p><b><u>Safety and Quality Management systems:</u></b> 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. If ISO certification is not available, the bidder must submit a Quality Management Plan demonstrating that a structured QMS is in place. The plan should include, at minimum: Quality Policy Process and workflow controls Inspection and testing procedures Document control processes Non-conformance and corrective action procedures Performance monitoring and continuous improvement mechanisms Roles and responsibilities for quality assurance</p>	<b>10 Points</b>
4.1	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.	
a)	Valid ISO 9001:2015 Certification or Equivalent Accreditation	
b)	Proof of Quality Management plan	
4.2	The tenderer must provide a detailed company Safety Policy, and project specific work procedure methodology statement.	
a)	Detailed safety policy submitted	
5.	<p><b><u>References:</u></b></p>	<b>20 Points</b>
5.1	Provide a minimum of three (3) acceptable references for the provision of Litho Printing Materials including Exam and Test Answer Books.	
6.	<p><b><u>Risk Management</u></b></p>	<b>10 Points</b>
6.1	Compliance with industry-specific regulation. Cybersecurity measures and data protection policies. Business continuity plans. Provide risk and mitigation plans related to this requirement and the project life cycle?	
a)	Risks envisaged and mitigation plan and how the risk log will be maintained through project life cycle	
	<b>Total</b>	<b>100%</b>
	<b>Threshold</b>	<b>70%</b>

### 8.3 **Stage 3: Demo and Presentation, Site Visits, or other due diligences**

8.3.1 This phase of assessment is the 3<sup>rd</sup> stage in the evaluation process and only successful Tenders that



have met the minimum 70% threshold requirements in the technical/functionality stage will be considered subject to a demo/presentation stage being required.

8.3.2 Demo/Presentations:

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

8.3.2.2 Presentations/demonstration are designed to give Tenderers the opportunity to present their solution and have a question and answer clarifying session. A threshold may be applicable at this stage.

8.4 **Stage 3/4: Price, Preference (B-BBEE) Evaluation and where applicable Consideration of Previous Stages**

8.4.1 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:

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%
Functionality		5%
Demo & Presentation if applicable		5%
<b>Total</b>		<b>100%</b>

8.4.2 ***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.

8.4.3 ***Price Points Calculation***

A maximum of 70 = X points is allocated for price on the following basis for the respective pricing elements and combining their related scores:

$$PS = 70 \left\{ 1 - \frac{Pt - Pmin}{Pmin} \right\}$$

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.



## 8.5 Other Information

- 8.5.1 After completion of the evaluation process, all Tenderers will be formally notified of the University's decision to award or not and Tenderers 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 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 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 set out in Annexure B: Returnable Schedules and Documents. 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.
- 10.2 Tenderers must complete the returnable schedules in type-written format and submit them in PDF and/or Excel compatible (.xls) (where indicated).
- 10.3 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 Excel spreadsheet Annexure C: Pricing must be used to submit the pricing information as indicated in these Tender Documents. The pricing information that the Tenderer submits will be considered to be the Tenderer's final pricing which will be included in the Contract.
- 11.2 Pricing must be submitted in editable and printable softcopy in both the original Excel compatible (.xls) and .pdf formats.
- 11.3 Tenderers acknowledge that an item against which no rate or price is entered by the Tenderer shall be considered to be a material omission and accept that this may adversely impact on its scoring in this section.
- 11.3.1 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). The prices for the goods and/or services must include VAT, all other taxes (insofar as they are applicable) and insurance as required.
- 11.3.1.1 for the remaining components of the fees (excluding all capital and goods/equipment costs), annually on the first and each subsequent anniversary of the effective date of the awarded Contract, in line with or less than CPI.
- 11.3.2 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 G: INSURANCE

### 12 INSURANCE REQUIREMENTS

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.

## PART H: THE CONTRACT

### 13 THE CONTRACT

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

Indicative Contract Dates:	01 July 2026
Indicative Contract Duration:	(3) Three years
Classification and Type of Contract:	Memorandum of Agreement

13.2 Any award made as a result of this Tender process will be governed by the terms and conditions 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 wishes to propose a deviation to any term or condition in the Contract, it must be done clearly and concisely clearly by referencing the specific clause number, or the term, or condition, and by describing the deviation in the Annexure B under the Contract Deviation Schedule. If a Tenderer does not clearly and concisely propose a deviation to a specific term or condition, the Tenderer acknowledges that it will be bound by the terms and conditions of the Contract in the event that an award is made to it. The University reserves the right, in its sole discretion to:

13.3.1 Accept the deviations; or

13.3.2 Negotiate the deviations; or

13.3.3 Reject deviations deemed to be unacceptable by the University of.

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 acknowledge and accept that they may not provide or include their own contract, service level agreement, or include the following statement "*reserve the right to negotiate if the Tenderer is selected as the preferred service provider*" (this will not be considered by the University). 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 the attached Contract, within 4 (four) weeks of the tender award. Should final contract negotiations with the preferred Tenderer not be concluded within this time, the University reserves the right to withdraw the Tender and select an alternative Tenderer without the need to repeat the same Tender process.