



UNIVERSITY OF THE
WITWATERSRAND,
JOHANNESBURG

PROCUREMENT DOCUMENT

FOR

RFP - RESEARCH IT EQUIPMENT

Reference No.:	Wits Tender 2022: 2	
Description:	Research IT equipment	
Issue Date:	08 May 2022	
Issued by:	Wits Research IT	
Submission Date and Time:	Date: 02 June 2022	Time: 23h59 (Before Midnight)
Important Information:	Non-Compulsory Briefing Session	Date: 19 May 2022@ 14h00

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ATTACHMENTS:

List of Annexures	Description of Annexures
Annexure A	Scope of Work
Annexure B	Returnable Schedules and Documents
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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 30000 students and approximately 6500 staff and is one of the biggest sources of skills in Africa.

1.2 Tender Background

The University's Research Office, invites Tenderers for Research IT equipment as described in the Annexure A: Scope of Work). The purpose of the University acquiring the Solution is to provide Academics at the University of Witwatersrand (the "University") high compute and/or large data storage equipment. Research IT equipment needs may differ from time to time and may not be found in the standard IT equipment list. Some equipment may be housed in the University's Data Centres, while others may not work on the Wits network or may have to be located at other sites. Therefore, equipment bought for research is generally bespoke and needs to be specified according to the research needs.

This is an open, competitive tender process.

1.3 Tender Description

1.3.1 The primary operational objective of the project is to appoint a reputable panel of service providers to provide the specified requirements, as described in the Annexure A: Scope of Work.

1.4 Procurement Strategy

1.4.1 A panel of service providers will be appointed for this agreement (the work will be awarded based on a request for quote).

1.5 Pre-qualification Criteria

1.5.1 Tenderers who have suitable experience and demonstrated capacity in the required work activities in Research IT equipment maybe 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.

No.	Procurement Mandatory Criteria
	It is compulsory that the Tenderer:
1.	The tenderer must be a South African entity with technical expertise in Gauteng
2.	provides Schedule 1: Signed Submission which has be signed by a duly authorised representative
3.	provides proof of your legal entity's registration documentation (e.g., CIPC) indicating date of registration/incorporation, list of directors, partners, members and should have a presence in Gauteng.
4.	The Tenderer must provide a current and valid Tax Clearance certificate/PIN and Vat registration details for local entities or equivalent for non South African entities.
5.	provide audited company financial statements for the past 3 (three) years. Or if an EME provides a letter from the accountant detailing the financials for the previous three years.
6.	provides proof of bank confirmation letter and/or letter of good standing. The letter should include: <ul style="list-style-type: none"> • The Tenderer's bank account name and number; • A statement that engagements and accounts with the bank have always been properly and satisfactorily conducted; and • The Tenderer has access to lines of credit with the bank, they have the resources to meet their commitments, and that the bank considers the Tenderer a counterparty of good risk and good for business.
No.	Functionality (including Technical) Mandatory Criteria
	It is compulsory that the Tenderer:

7.	At minimum 2 relevant acceptable references providing a similar services. References must be from clients and date within the last 3 years. Acceptability of the references is part of the prequalification phase.
8.	At minimum show a Track record/experience in this industry of 3 years in providing compute and storage solution.
9.	a tenderer must provide a technical solution proposal including the specification that addresses the requirement as depicted in the scenario in the scope of work. The solution will assessed in term of acceptability, unacceptable solutions will render your bid as been disqualified.
10.	The tenderer must have the relevant OEM or other accreditation for sales and support of the solution that they are proposing.
11.	Meet all mandatory elements listed in the SOW. Equipment must meet Data Centre Standards: Data centre cabinets are 600mm X 900mm; power and must be compatible with current infrastructure.
12.	provide their Insurances - The Service Provider must have adequate and comprehensive insurance cover in place, which is satisfactory to the University's insurance brokers to adequately insure against all the liabilities imposed by the delivery of services to the University. The Service Provider must provide the University with proof of its insurance cover. 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 services to the University and that such cover is aligned to the industry standard bearing in mind the nature of the services to be delivered to the University. Provide proof of full & adequate insurance for the fleet you are proposing. Insurance must satisfy the University's insurers.

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 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 is insufficient, is not supplied, is unsuitable or does not provide adequate detail.

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	08 May 2022
2.	Publication of Tender available on the University's Procurement website	09 May 2022
3.	Due date for Tenderer to submit its intention to respond – COMPULSORY REGISTRATION	17 May 2022

4.	Briefing session Non-Compulsory visit to the University Site(s) Briefing session Online/Digital Date and time: 19 May 2022 14h00 Microsoft Teams: The link to the session will be made available to all Tenderers that register their intent to submit a Tender Submission	
6.	Submission Date and Time	02 June 2022 23h59 (Before Midnight)
7.	Presentation Date and Time	June 2022 (TBC)

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 (WHERE APPLICABLE)

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 Nkhumeleni Nethavhani (**Procurement Representative**) via e-mail: nkhumeleni.nethavhani@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 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 Nkhumeleni Nethavhani to nkhumeleni.nethavhani@wits.ac.za and have the same rectified.

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 nkhumeleni.nethavhani@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 Tender. The University will not be held responsible where the Tenderer incorrectly interprets the mode of delivery.

6.4 For the avoidance of don't, 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 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, project managers and staff of the Tenderer;

7.1.7 The Tenderer's commitment to staff development and economic empowerment;

7.1.8 The Tenderer's commitment to employment equity plans drawn up in this regard;

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

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

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

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**

- 8.2.1 In this stage, the Tenderer must get a minimum of **80%**, in order to move on to the next stage of evaluation. The top ten (10) Tenderers that meet this threshold will be invited to the next stage.
- 8.2.2 The evaluation of the Functionality Criteria of the Tender Submission will be based on the following criteria:

No.	Criteria	Proof and Documents Required	Max Points
1.	Track Record /Experience.	The years of experience in providing custom built solutions will be assessed. Clearly indicate your track record and provide summary detail to support this (e.g. project and spec related information to substantiate the indicated track record). The relevancy and appropriateness of the custom built solutions will be considered as part of the evaluation of this criteria. Provide the above information in Schedule 4A	10%
2.	References	Calibre of the references will be assessed in terms of appropriateness of equipment (what was supplied) and client needs (who this was supplied to) and for what purpose. Credibility of the reference will be assessed. References will also be assessed for acceptability. It is recommended that at minimum three appropriate references are provided. References should be related to supply within the last five (5) years. Complete Schedule B in Annexure B. Additional acceptable references will impact on your scoring.	10%
3.	Experience	The volume and the appropriateness of delivered solutions will be assessed. Provide scopes of work, from clients with the related solutions/specifications that you have delivered. It is preferably that you provide the details related to three to five appropriate solutions you have delivered. For example. We gave a sample table describing what we need. Who did you advise and what system did you configure for your customers. Justify if the provided solution was at a lower or different specification when compared to the original request. The solutions must be have been provisioned within the last five years. Complete Schedule Y in Annexure B. Provide the above information in Schedule 4C	30%
4.	Work Plan	a. Show us at minimum two (2) project implementation plan and track record related to two of the solutions you proposed above. The plan should show the line items, plan time, actual time and preferably reason for any differences. The comprehensives and the alignment to the original plan will be assessed. b. Indicate how risks including crisis and delivery risks were dealt with in the two projects. The maturity, resolutions and the appropriateness of your mitigations will be assessed. Escalations will be assessed for reasons and resolutions. We reserve the right to ask your clients about escalations.	10%

		Provide the above information in Schedule 4D	
5.	Proposed Warranty/ Guarantee	Indicate the warranty OEM period and arrangements that you have for the respective suppliers of the various components. Provide any back to back agreements you may have with respective OEMs. In addition, supply information related to any further warranty periods you are willing to provide for the solutions. At minimum the OEM warranty period should be three years. If the OEM warranty period is below 3years, the service provider needs to indicate whether they are willing to provide a service provider warranty for the remaining period. Provide the above information in Schedule 4E	10%
6.	Attach a summary of CV's for competency of business / account manager, technical team lead and support team: (Skills/Competency/Capacity). Please provide detailed Organogram of the envisaged Wits support structure	Business/account manager including their certifications (certified for sales for the particular brands that you are tendering for) and relevant years of experience.	5%
		Technical Team Leader / Manager: For the Wits Contract if you were awarded including their certifications, relevant experience, years of experience. The technical team leader must be certified for support for the particular brands that you are tendering for. Provide this information in Schedule F	25%
Total			100%
Threshold			80%

8.3 **Stage 3: Presentation.**

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 will be considered.

8.3.2 **Presentations:**

8.3.2.1 The University may require short-listed Tenderers to make presentations to University 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 various aspects as identified by the University. A question-and-answer session is part of the presentation phase. A threshold of 80% will apply to the presentation phase.

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

8.4.1 Tenderers who scored a minimum of 80 points in stage 3 will be considered for stage 4 (final stage).

8.4.2 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	60%
BEE	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. Note the B-BBEE score will consider the certification level (10%) and whether the tenderer is 51% or more black ownership (10%)	20%
Functionality		15%

Presentation		5%
Total		100%

8.4.3 B-BBEE Score Card

B-BBEE Status Level Contributor	Number of Points (10% B-BBEE)
Level 1 contributor	10
Level 2 contributor	9
Level 3 contributor	6
Level 4 contributor	5
Level 5 contributor	4
Level 6 contributor	3
Level 7 contributor	2
Level 8 contributor	1
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 60= X points is allocated for price on the following basis:

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

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.

8.6 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, 11.7, and 11.8 when providing provisions
- 11.6 **Annual Escalation Adjustments:**
- 11.6.1 The annual escalation will be capped at CPI for local services and at the margin for imported goods.
- 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.
- 11.7 **Exchange Rate Fluctuations:**
- 11.7.1 Tenderers agree that any escalation exchange rate fluctuations ("ROE") must be discussed and agreed with the University's duly representative in writing at the time of Contract award. The University reserves the right to refuse any exchange rate fluctuations ("ROE") fluctuations during the course of the Contract.
- The University reserves the right to decide whether forward cover will be required or not.
- 11.8 **Cost Savings:**
- 11.8.1 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 – End Date (TBC) Target from July 2022
Indicative Contract Duration:	3 (three) years
Classification and Type of Contract:	Standard Contract for the Acquisition of Goods and Services
Insert any other important terms, if applicable	

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 4 (four) 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.