



UNIVERSITY OF THE  
WITWATERSRAND,  
JOHANNESBURG

## PROCUREMENT DOCUMENT

FOR

RFP

<b>Reference No.:</b>	Wits 2023:09	
<b>Description:</b>	Conversational Health Science - Medical Zulu Course	
<b>Issue Date:</b>	25 June 2023	
<b>Issued by:</b>	Unit For Undergraduate Medical Education	
<b>Submission Date and Time:</b>	Date: 17 July 2023	Time: 23h59

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List of Annexures	Description of Annexures
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Annexure B	Returnable Schedules and Documents
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## PART A: TENDER OVERVIEW

### 1 TENDER OUTLINE

#### 1.1 University's Background

IsiZulu is the most widely spoken language in South Africa, as evidenced by the Census data from 2011 and the Wits Language Policy (C2015/513). Faculty of Health Science students at the University of the Witwatersrand, Johannesburg (the “**University**”) are required to interact with Zulu speaking patients during their clinical placements at affiliated tertiary hospitals. Over the past 5 years an average of 78% of 3rd and 4th year Medical Students (approximately 500 students per annum) at the University have successfully completed a conversation medical Zulu course. The learning of medical isiZulu will ensure adequate student-patient engagement, management, and care. It is therefore important for students to have the ability to converse in isiZulu with patients in the clinical space.

The Pharmacy department at the University of Witwatersrand uses a similar isiZulu course for 75-80<sup>th</sup> years students to make them fit for purpose, particularly for dispensing. Their students must demonstrate their ability to engage in IsiZulu during an OSCE.

#### 1.2 Tender Background

The University's Unit for Undergraduate Medical Education (UUME) invites Tenders for Conversational Medical Zulu Course

This is an open, competitive tender process.

#### 1.3 Tender Description

1.3.1 The primary operational objective of the tender is to appoint a reputable service provider to provide Conversational Medical Zulu course to the University as follows:

1.3.1.1 Delivery of an isiZulu conversational medical training to medical students at Wits University. The course should aim to enhance the language proficiency of non-isiZulu-speaking students. It should provide a unique opportunity to learn a new language while gaining insight into the importance of compassionate communication with patients and others in the community served by the learners.

1.3.1.2 Overall, this course should provide a valuable experience for non-isiZulu speaking students to broaden their language skills to make a positive impact on the clinical environment they engage in. It should benefit learners both personally and professionally, in turn benefitting the community served by the learners.

#### 1.4 Procurement Strategy

1.4.1 A single service provider shall be appointed.

1.4.2 Joint Ventures, Partnerships will not be allowed.

#### 1.5 Pre-qualification Criteria

1.5.1 Tenderers who have suitable experience and demonstrated capacity in the required work activities in the delivery of an isiZulu conversational medical training to medical students may be 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.	provides Schedule 1: Signed Submission which has to be signed by a duly authorised representative
2.	provides proof of your legal entity's registration documentation (e.g., CIPC) indicating the date of registration/incorporation, list of directors, partners, and members
3.	provides proof of valid SARS Tax Pin
4.	if applicable, provide a VAT Registration Certificate. Provide rationale if Vat registration is not applicable. This will be considered acceptable or not.
5.	provides a complete set of 4 most recent audited / independently reviewed financial statements in line with the Companies Act if applicable. Justify if not in line with the Companies Act. This will be considered for acceptability.

6.	provides proof of bank confirmation letter and/or letter of good standing.
7.	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. The Tenderer will have to establish its standard company insurance and details of: <ul style="list-style-type: none"> <li>• public liability to the value of at minimum R1 million; and</li> <li>• professional indemnity insurance to the value of at minimum R5 million; By submitting, the Tenderer agrees to have this in place if not yet in place subject to the award.</li> </ul> Tenderer also confirms that their pricing is inclusive of having appropriate insurance in place.
8.	is a South African entity or has a local presence within South Africa. Please provide proof of local presence.
<b>No.</b>	<b>Functionality (including Technical) Mandatory Criteria</b>
	It is compulsory that the Tenderer:
9.	provides a track record of at minimum 3 (three) years showing evidence of your ability & experience in providing a conversational South African African language course. Provide a summary of your clients, the period they were engaged for and a description of the requirement.
10.	submits 3 references that highlight the implementation of a custom made South African African language course related to a sector (e.g. isiZulu course for medical students). It would be advantageous if at least one of the three references is from a tertiary/higher education institution and is health science related. Reference will be assessed for suitability and acceptability and may be confirmed. At minimum 1 reference must be rated as an acceptable reference.
11.	submits proof of confirmation of a capability for running such a course for at least 100 students. Include a reference to support compliance with this criteria.
12.	provides examples of teaching material used as a basis (foundation) for the deployment of the conversational language course.
13.	submits Annexure C: Pricing schedule

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 to 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	25 June 2023
2.	Publication of Tender available on the University's Procurement website	26 June 2023
3.	It recommended that the Tenderer's submit their intention to respond.	30 June 2023
	<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.</b>	

4.	Briefing session A non-compulsory Online/Digital session will take place as follow: Date and time: 04 July 2023   10h00 – 11h00 Microsoft Teams: The link to the session will be made available to all Tenderers that register their intent to submit a Tender Submission	
5.	Submission Date and Time	17 July 2023  23h59
6.	Envisaged Presentation Date and Time	26 July 2023

- 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 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](mailto:admin.tenders@wits.ac.za) and 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 in 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](mailto:admin.tenders@wits.ac.za) and [Bonolo.mpshe@wits.ac.za](mailto:Bonolo.mpshe@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](mailto:admin.tenders@wits.ac.za) and [Bonolo.mpshe@wits.ac.za](mailto:Bonolo.mpshe@wits.ac.za). Please note that additional information supplied to anyone 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 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;

7.1.9 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 70%, in order to move on to the next stage of evaluation.

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	Points Allocation	Maximum Points
1.	<b>Company experience/Track record:</b> <ul style="list-style-type: none"> <li>The Tenderer must have experience on similar projects.</li> <li>The Tenderer must provide a clearly detailed company profile, stipulating the number of years rendering similar services.</li> </ul>	<ul style="list-style-type: none"> <li>The Tenderer must provide a clearly detailed company profile, stipulating the number of years rendering similar services.</li> <li>The Tenderer must demonstrate the experience of the firm with respect to specific aspects of the project.</li> </ul>		<b>40</b>
1(a)	Provide proof and evidence that the business has a minimum of 3 (three) years' ability & experience in providing a custom-made language course >5 years = 20 points 4-5 years = 18 points 3-4 years = 14 points		20	
1(b)	Provide evidence of a custom-made conversational course in a South African language preferably for medical students/health sciences students		10	
1(c)	Provide evidence that a blended learning approach was used utilising technology and human interactions/engagement between tutor and student (virtual or other). Detail the different technology platforms that you utilised in previous similar engagements and describe the protocol used for the human interactions. The scale of the engagement should also be described. Include the ratio of tutor to student engagements per session.		10	
2.	<b>Company Resource Capacity and Competency:</b>			<b>20</b>
2(a)	The University's Health science requirement historically (not guaranteed for future) has been to tutor approximately 500 students		10	

	<p>over an 8 month period of time with a minimum of 3 virtual one on one sessions per week of at least 15 minutes per session.</p> <p>What is your proposed support model in terms of successfully delivering this programme: Describe your approach (high level steps/tasks), the volume and competency (training you provide) of the human resources you propose for the delivery of this programme, roles and responsibilities and the tutor: student ratio based on approximately 500 students. Detailing the technology resources you would utilise in order to deliver a successful programme to Wits. Your capacity and comprehensiveness of your approach will be assessed.</p>			
2(b)	<p>What appointment criteria would you use to identify tutors for the Wits requirements as per the scope of work. The following will be considered in terms of scoring this criteria: Your protocol for identifying possible tutors from the Wits-provided student base, and from other areas. The competency test you utilise</p>		10	
3.	<b>Portfolio of Evidence (Teaching material):</b>			
3(a)	<p>Provide evidence of teaching materials use for delivering a South African language course, preferably isiZulu, at other higher/tertiary education institutions. Include reference to materials used during tutor training as well. Provide copies of your Student training manual, Tutor training manual, Online student material, Chabot or similar training materials as evidence of having complied adequately with this requirement.</p>		30	30
4.	<b>References:</b>			
4(a)	<p>Provide 3 references where a blended approach (a blend of contact and technology) of delivering conversational isiZulu or another South African African language was employed. It would be advantageous if at least one of the three references is from a tertiary/higher education institution and is health science related. Reference will be assessed for suitability and acceptability and may be confirmed.</p>		10	10
<b>Total</b>				<b>100</b>





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<b>Threshold</b>	<b>70%</b>
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### 8.3 **Stage 3: Presentation, Site Visits, Demonstrations, or other due diligence**

8.3.1 This phase of assessment is the third stage in the evaluation process and only successful Tenders that have met 70% 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 allow Tenderers to present their solution and have a question-and-answer clarifying session.

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

8.4.1 Tenderers who scored 70% threshold in stage 2 and stage 3 will be considered for 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%
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%
Consideration of Previous Stages: Functionality		15%
Consideration of Previous Stages: Presentation		5%
<b>Total</b>		<b>100%</b>

#### 8.4.3 **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.

### 8.5 **Price Points Calculation**

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

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

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.

## 8.6 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 work is attached to the Tender Documents and marked as Annexure A: Scope of Work.
- 9.2 Tenderers must carefully review Annexure A: Scope of Work and confirm their ability to meet all the requirements outlined therein before submitting a Tender Submission.
- 9.3 The University strictly prohibits any material variation to Annexure A: Scope of Work. This prohibition encompasses but is not limited to changes in the products, services, and service levels specified in the scope of work. Any Tender Submission that deviates materially from the requirements stated in Annexure A will not be accepted by the University.
- 9.4 Tenderers explicitly and unequivocally confirm that the pricing submitted encompasses all activities outlined within Annexure A: Scope of Work, and includes any associated costs, materials, and services required for the successful completion of the Contract. The Tenderer acknowledges and agrees that the pricing provided is comprehensive and accounts for all foreseeable expenses related to the specified activities. Any additional costs incurred due to incomplete or inaccurate pricing will be the sole responsibility of the Tenderer, and no claims for reimbursement will be entertained by the University.

## 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 their 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 hereby acknowledge and agree that in the event of their failure to specify a fee or price for a particular item within their submission, said item(s) will be deemed to be encompassed within the overall

fees and/or prices submitted by the Tenderer. Tenderers must ensure that the pricing submitted addresses all the requirements as listed in the scope of work.

11.5 Tenderers must carefully consider the provisions as set out in sections 11.6 and 11.7 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 accordance with CPI, and the negotiated rate not exceeding 5% per annum, as guided by the prescribed Department of Higher Education and Training and the Wits University Tuition Fee increase rate. The successful service provider is required to give annual written notice of such adjustment by 1 July of the preceding year). The prices for the goods and/or services must be all-inclusive and include VAT, all other taxes (insofar as they are applicable), insurance as required and all other items included in the pricing schedule.

**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 **Cost Savings:**

11.7.1 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 spreadsheet in Annexure C: Pricing.

## PART G: INSURANCE

### 12 INSURANCE REQUIREMENTS

12.1 A 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. The Tenderer will have to establish its standard company insurance and details of:

12.1.1 public liability to the value of at minimum R1 million; and

12.1.2 professional indemnity insurance to the value of at minimum R5 million; By submitting, the Tenderer agrees to have this in place if not yet in place subject to the award. Tenderer also confirms that their pricing is inclusive of having appropriate insurance in place.

## 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 1 January 2024 – End Date 31 December 2028
Indicative Contract Duration:	5 (five) 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 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 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:



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- 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 the 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 2 (two) weeks of the tender award or the preferred Tenderer takes exception to certain terms in the Contract that the parties cannot agree to, the University reserves the right to cancel the award and select an alternative Tenderer.