

Important Tender Notice
Tender No.:2025:02 Supply and Delivery of PPE and Uniform for Environmental Services Personnel

Dear Tenderer,

SUMMARY DOCUMENT

1. Kindly note this is a summary document for WITS Tender Reference No: 2025:02 Supply and Delivery of PPE and Uniform for Environmental Services Personnel.
2. **NON-COMPULSORY ONLINE BRIEFING SESSION:** An online information session will be facilitated via Microsoft Teams on Tuesday, 25th March 2025 from 11h00 to 12h30 pm.
3. This document provides at a summary level the Scope of Work for the Components and Eligibility and Evaluation Criteria.
4. Please refer to PURCO SA website for Purchasing of the Tender Document Pack and also tender submission details and protocols. The below guides you how to register, purchase and submit online.
5. Tender documents can be purchased at a non-refundable fee of R 1,150.00 (VAT included) on the PURCO SA website. To download the tender documents, the steps below should be followed:

PURCO SA Tenders: How to register, purchase and submit online
Read the following guide or visit https://purcosa.co.za/how-purchase-tender
Login or register at purcosa.co.za
1. Navigate to https://purcosa.co.za
2. Click on the 'Login or Register' button and select the appropriate option
3. Not registered on the website?
a. Click 'Register here'
b. Complete the form and click 'Create new account'
c. Wait for the Account details email from PURCO SA. Check your spam filter if necessary.
d. Click on the link in the email to login to the PURCO SA website and add a password.
View and purchase the tender
4. Under the Supplier Hub menu click on 'Open Tenders'
5. Select the tender and click on 'View'
6. Click on the 'Buy now' button
7. You will be redirected to our payment gateway (Payfast) to make payment.
8. If you encounter problems on the Payfast pages go to www.payfast.co.za/contact for help.
9. When your payment has been processed you will be automatically redirected back the PURCO SA Checkout page where you will find your purchased tender document/s
View the tender requirements
10. Read the Tender Document for instructions about submitting your bid documents and all requirements.
11. On the Checkout page there is a link to view a list of all your purchased tenders
12. To view your purchased tenders you can also click on 'My purchased tenders' in the dropdown menu under your username
13. To view the bid requirements click the 'Submit bid' link to access the online submission tenderbox. Do it as soon as possible to check all the requirements.
Submit your bid
14. Log in to purcosa.co.za as the user who purchased the tender.
15. Click on 'My purchased tenders' and then the 'Submit bid' link
16. Start submitting your bid as early as possible. Do not wait for the deadline.
17. You can save and edit the tenderbox as often as you like before the submission deadline.
Help with online submissions

Important Tender Notice
Tender No.:2025:02 Supply and Delivery of PPE and Uniform for Environmental
Services Personnel

18. You can watch a detailed video how to upload your bid at youtu.be/Fwlz0bjKxbl
19. View the Online submission guide at purcosa.co.za/online-tender-submissions-guide
Should you require further assistance regarding purchasing, registering and online submission please contact the PURCO SA Office Davy Ivins – 084 207 8148 davy@assocworks.co.za Bongani Machobane – 011 545 0548 bongani.machobane@purcosa.co.za Rosina Moota – 011 545 0948 – Rosina.moota@purcosa.co.za Contact Person at WITS Kindly ensure all communication must copy in Dept-Procurement-TendersAdmin admin.tenders@wits.ac.za

A. HIGH-LEVEL SCOPE OF WORK

1. SCOPE OF WORK

The Operations and Facility Management Department (OFMD) within the University of Witwatersrand (“the University”), plays a key role to ensure the availability of Personal Protective Equipment (PPE) and Uniforms for its personnel and seeks to establish a framework agreement with a panel of service providers for some components that it can work well with and have a cooperative relationship to help the University community. The scope of this contract includes the supply and delivery of Environmental Staff Uniforms for personnel in Cleaning, Grounds, and Waste Management. The agreement will cover the procurement of Personal Protective Equipment (PPE) and uniforms for the Environmental Services Unit over a period of five (5) years.

The Operations and Facility Management Department’s objective is to procure standardised and branded Personal Protective Equipment (PPE) and uniforms for its personnel for compliance with Occupational Health and Safety Act, no 85 of 1993 (OHS) and Basic Conditions of Employment Act, no 75 of 1993 (BCEA).

1.1. Cost Savings

1.1.1 The University requires the successful Tenderer to be an active partner in generating ideas to reduce costs, beyond only price reductions.

1.2. Pre-qualification Criteria

Tenderers who have suitable experience and demonstrated capacity in the Supply and Delivery of PPE and Uniform for Environmental Services Personnel may be eligible to partake in this Tender.

Only Tenderers who satisfy the pre-qualification criteria as set out in the tables below should submit a Tender Submission, failure to do so will result in disqualification.

The Tenderer must submit all of the information required in the Schedules below:

Procurement Eligibility/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 its entity’s registration documentation (e.g., CIPC) indicating the date of registration/incorporation, and a list of directors, partners, and members. Only South African registered entities are allowed to bid.

Important Tender Notice
Tender No.:2025:02 Supply and Delivery of PPE and Uniform for Environmental
Services Personnel

3.	Provide proof of current and valid SARS Tax Pin and VAT registration certificate. Provide rationale if not VAT registered.
4.	Submit annual financial as listed below, in compliance with the requirements of the Companies Act, and submit confirmation of the Public Interest Score if AFS are not audited with reasons supplied: <ul style="list-style-type: none"> • Non-EMEs must submit annual financial statements for the last three (3) financial years. • EME tenderers must submit annual financial statements for the last three (3) financial years.
5.	Please provide proof of bank confirmation letter. The letter should include: <p style="text-align: center;">The tenderers bank account name and number.</p>
6.	Submit all required schedules, documents and annexures indicated in the tender documents for the Eligibility / Mandatory Criteria including the Pricing Schedule
Technical Eligibility/Mandatory Criteria for all categories	
It is compulsory that the Tenderer must:	
7.	Tenderer to have a minimum track record of at least 3 years of experience in supply and delivery of PPE and Uniforms for the components they are tendering for. Attach a list of clients indicating the scope of work delivered, contract value and contract period.
8.	<ul style="list-style-type: none"> • Component 1 - provide a minimum of one reference where a volume of a minimum of 400 units for the supply and delivery of safety shoes. • Component 2 - provide a minimum of two references where one of the references must have a minimum volume of 400 units for the supply and delivery of conti-suits. • Component 3 - provide a minimum of two references where one of the references must have a minimum volume of 400 units for the supply and delivery of dri-macs or jerseys • References will be considered for acceptability, appropriateness and relevancy and may be confirmed. Note references should be within the last five years.

Other Criteria	
It is compulsory that the Tenderer must:	
9.	Please provide the current, valid B-BBEE certificate issued by a SANAS accredited verification agency unless the Tenderer is an exempted micro enterprise (EME) or a qualifying small enterprise (QSE), in which case the Tenderer may submit a sworn affidavit in accordance with the B-BBEE Act: Codes of Good Practice published in Government Gazette No. 36928.
10.	A Tenderer must demonstrate that it has adequate insurance cover for their goods or show commitment to have the appropriate insurance in place at time of contract if awarded with no impact on submitted pricing. Tenderer to obtain a letter of confirmation from its insurers indicating that the Tenderer will qualify for adequate insurance cover to satisfy the minimum requirements.