UNIVERSITY OF THE WITWATERSRAND, JOHANNESBURG

PROCUREMENT DOCUMENT

FOR

SUPPLY AND DELIVERY OF FAST MOVING CONSUMER GOODS (FMCG)
Ref: WITS 2026 05

Reference No.:	Wits 2026 05	
Description:	Supply and delivery of fast moving consumer goods	
Issue Date:	13 September 2026	
Issued by:	Wits Procurement Office	
Submission Date and Time:	**Submission Date: extended further to 15th October 2026**	**Time: 23h59 (Before Midnight)**
Important Information:	**Non-compulsory Online Briefing Session (link below)**	**Date: 22 September 2026 @ 11h00**

Tenderers have the option to tender for all Component(s) OR to tender for specific component(s). Indicate your selection in the returnable Schedule Annexure B. Components are listed below.

Component	Description of the Component
Component 1	**Groceries** – Perishables (fresh fruit and vegetables, eggs etc.), Non-Perishables, Office groceries (such as tea, coffee, milk), frozen products (including vegetables, various types of frozen products-fish/chicken/pastries etc.) and non-alcoholic beverages (soft drinks, fruit juices etc.)
Component 2	**Specialised** Fresh fruit, vegetables, nuts, spices and **deli** items
Component 3	**Water** related beverages (**still, sparkling**)
Component 4	**Water dispensers / coolers** – delivery and replenishment/refill of containers/bottles
Component 5	**Glass bottled water (still, sparkling)**
Component 6	**Alcoholic** beverages
Component 7	**Meat supply** (Chicken, Beef, Mutton) - **Halaal Butcheries**
Component 8	**Meat supply** (Chicken, Beef, Mutton) - **Non Halaal Butcheries**
Component 9	**Kitchen / Small appliances** including but not limited to microwaves, refrigerators/freezers, kettles, toasters, fans
Component 10	**Household/kitchen/electrical consumables** including but not limited to detergents, toiletries, extension cords, plugs, batteries, packaging, disposables, crockery, kitchen smalls, packaging

TABLE OF CONTENTS

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

ATTACHMENTS:

List of Annexures	Description of Annexures / Returnable schedules
Annexure A	Scope of Work
Annexure B	Returnable Schedules and Documents (to be completed and returned)
Annexure C	Pricing Schedule worksheets (to be completed and returned)
Annexure D	Draft Contract
Annexure E	Compliance Schedule (to be completed and returned)
Annexure F	References - Template (letter alternative/supplement) to be returned in a zipped folder in Schedule 5
Schedule 1	Signed submission - As referred to in Annexure B
Schedule 3	Prequalification response (to be compiled and returned) Refer to Tender document for label and Annexure B.
Schedule 4	Functionality response pack including 4A,4B,4C and 4D
Schedule 5	Reference information(to be compiled and returned). Refer to Annexure B.
Schedule 6	Contract deviation (to be compiled and returned). Refer to Annexure B.
Schedule 8	BEE information (to be compiled and returned)

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.

Note: The University has a number of associated entities which may leverage off the appointments related to this tender.

1.2 Tender Background

The University requests proposals and pricing from prospective service providers in relation to the supply and delivery of items related to the Fast-moving-consumer goods (FMCG) category including but not limited to food related items (beverages, perishable and non-perishable items), water (plastic, glass bottled water, water dispensers), alcoholic beverages, meat supply (halal and non halal), kitchen/small appliances and household/kitchen consumables. This includes perishable and non-perishable items and appliances as described in Annexure A: Scope of Work.

1.2.1 The University aims to appoint a panel of service providers for each component described above.

1.3 Procurement Strategy

1.3.1 The University wishes to appoint a panel of service providers for all components. The panel size is targeted/estimated to be between 3 and 7 members for particular components. The University may elect to appoint more or less panel members for specific components dependent on demand and capacity. The allocation strategy related to the panel members will consider several factors including but not limited to range of items provided(capability), pricing and performance.

1.3.2 This is an open, competitive tender process.

1.3.3 No partnership, and joint ventures will be permitted. Sub-contracting may be allowed for transport of the goods. However, the appointed provider needs to ensure that the sub-contracted party complies with the relevant regulatory requirements/compliance requirements, and this is assessed as part of the evaluation process. The sub-contracting risk may be assessed and inform the evaluation of the bid.

1.4 Pre-qualification Criteria

1.4.1 Tenderers who have suitable skills, experience and demonstrated capacity to supply and deliver the required goods as indicated in the scope of work may be eligible to participate in this Tender.

1.4.2 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	Label schedule
	It is compulsory that the Tenderer:	
1	provides Schedule 1: Signed Submission and Declaration of Interest which has be signed by a duly authorised representative. Refer to Annexure B: Schedule 1A and 1B must be completed.	Schedule 1 - Signed
2	provides proof of your legal entity's registration documentation (e.g. CIPC) indicating date of registration/incorporation, list of directors/partners/members. The Tenderer must be a South African entity.	Schedule 3 - CIPC
3	provides a current and valid Tax Clearance certificate/PIN. .	Schedule 3- Tax
4	provides their VAT registration details if relevant. Provide reasons if VAT registration is not available.	Schedule 3 - Vat
5	is a South African entity with offices in Gauteng. Provide supporting evidences such as utility bill or lease agreement or similar.	Schedule 3 - Location

6	For Non EMEs: The Tenderer must submit their most recent i.e. the last year's signed annual financial statements (One year's financials) in line with the Company's Act or For EMEs (turnover under R10 million) they are permitted to submit a letter from their accountant/bookkeeper/director confirming that the entity is a going concern. We reserve the right to request additional information related to financials to enable financial health to of the entity to be assessed. This informs the risk assessment for the tender.	Schedule 3 - Financials
7	must provide proof of their Insurances and demonstrate that it has an adequate insurance cover to meet the minimum requirements as set out in the Scope of Work **OR** provide their commitment by means of ticking the box in the compliance schedule (Annexure E) to having the insurance in place at time of contract conclusion if awarded with no impact on their submitted pricing proposals. 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.	Schedule 3 - Insurance
8	completes Annexure C including the **pricing questionnaire worksheet** and the relevant pricing **schedule** for the FMCG category(ies) **for each component** you are bidding for. You will be disqualified for the respective component if you do not complete the specific pricing worksheet(s).	Annexure C
No	**Functionality (including Technical) Mandatory Criteria- for All Components**	
	It is compulsory that the Tenderer:	
9	must provide a company profile detailing their years of experience in the supply and delivery of FMCG items in particular for the components you are bidding for. The Tenderer must show evidence of having a track record in the FMCG industry for a minimum of three years encompassing the components they are bidding for. Provide the information in Schedule 3. The table in Annexure B labelled 3H can also be completed. It is recommended that supporting evidence is to be provided. A client reference indicating that you have provided the related goods for three years or more will suffice or similar. This will be assessed for acceptability and relevancy. Contact details of the respective client is to be provided. References may be contacted for confirmation.	Schedule 3 – Track record
10	must provide at minimum 1 (one) Gauteng client references for the respective FMCG component(s) you are bidding for. It could be 1 (one) reference for multiple components that you are bidding for or 1(one) reference for each component. Reference details to be provided in Annexure B with reference letters to be attached in a folder labelled Schedule 5 or provided as Annexure F. References must be contactable. References should be for supply and delivery of items to the client within the last 3 (three) years. References will be assessed for acceptability and relevancy and must be from the client. Annexure F can be completed by the referee in place of a reference later. One of the references may be from the University. Acceptability of the references is part of the prequalification phase. Note it is recommended that you provide 3 (three) or more references as this will be considered in the next stage of the evaluation. Additional references may be requested if the scale or scope of the reference is uncertain.	Schedule 5 Annexure F completed– Reference Information folder
11	must meet all mandatory elements listed in Annexure E: Compliance schedule. Annexure E must be completed and returned.	Annexure E
	Functionality (including Technical) Mandatory Criteria for Component 1,2,3,4,5,7 and 8 (food related items)	
	It is compulsory that the Tenderer:	
12	The Tenderer must have a valid Certificate of Acceptability (CoA) for its premises and for the related storage area of the goods that may be delivered in line with the regulations. This must be part of your submission. Provide the information in Schedule 3I. If the CoA is not from the City of Johannesburg, it will be assessed for acceptability to be within a reasonable radius from the University if relevant.	Schedule 3 – COA1
13	To note an applicable CoA for transportation for food products must be included where relevant. If deemed not relevant, provide your rationale which will be assessed for acceptability. If the CoA is not in place as yet, provide your commitment to having it in place if you are awarded. This relates to the Tenderer if the transportation vehicle(s) is owned or to the sub-contracting entity's vehicle if transport is sub-contracted. If the CoA is not from the City of Johannesburg, it will be assessed for acceptability to be within a reasonable radius from the University if relevant. The CoA of the sub-contracting entity may be requested.	Schedule 3 – COA2
	Functionality (including Technical) Mandatory Criteria-Component 6 (alcoholic beverages)	
14	The Tenderer must provide a valid liquor license.	Schedule 3 – Liquor

	Functionality (including Technical) Mandatory Criteria-Component 7 and 8 (butchery)	
15	The Butchery from where meat supply is distributed, must be located in the Gauteng province to fulfil the requirement as per the scope of work including delivering more than once a week if required to the University's premises and to enable collection of meat products when required. Provide supporting evidence confirming presence in the Gauteng province, such as lease agreement, utility bill or similar.	Schedule 3–Butchery Location
16	For **Component 7** only: Provide your Halaal certification. This will be assessed for acceptability.	Schedule 3 –Butchery Halaal Cert
	Other required documentation (non-mandatory but will be considered in the final stage of the tender)	
17	The Tenderer should provide a valid B-BBEE Certificate (SANAS accredited)/ Sworn Affidavit	Schedule 8

1.4.3 The Tenderer's attention is drawn to the pre-qualification criteria above which requires the Tenderer to provide the necessary evidence. Please refer to Annexure B, C, E and F: Returnable Schedules and Documents. Failure to comply to the prequalification criteria will result in disqualification of your bid.

1.4.4 Despite the above, the University reserves the right to request additional information or clarification (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. This applies to the various stages that are part of the tender evaluation process.

1.5 **Tender Terms and Conditions**

1.5.1 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

1.5.2 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	13 September 2026
2.	Publication of Tender available on the University's Procurement website	14 September 2026 14h00
3.	**NON-COMPULSORY REGISTRATION** **Note that any amendments or additional information related to this tender may be made available on the University's website and tender page. Ensure that you check the site on a regular basis for updates. Registered tenderers will be emailed. We recommend you register your details with the contact person indicated in the tender document. This will enable communication to be sent to you related to possible questions and answers that may be posed during the tender submission period.**	
4.	**Non-Compulsory Online Briefing Session** **Date and time:** **22nd September 2026 | 11h00** **Link:** https://teams.microsoft.com/meet/359377130971529?p=2okldRbmtN0gg0Rtgy Meeting ID: 359 377 130 971 529 Passcode: aH6io7EE	

	Note: it is highly recommended that the person/s that will be working on the submission attends the online briefing session.	
5.	**Submission Date and Time**	**extended further to 15 October 2026| 23h59 (Before midnight)**

2.2 These dates and times do not create an obligation on the part of the University to take any action or create any right for a Tenderer to demand that the University executes a certain action on a specific date at a certain time.

2.3 In 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 AND NON-COMPULSORY TENDERER REGISTRATION

Prior to the submission of any returnable schedules, documents or other information as set out in the Tender Documents, the Tenderer is recommended to 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 zarina.hassim@wits.ac.za and lettah.maphoto@wits.ac.za via email.

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 the parties indicated in section 4 above.

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 sent by email to the parties indicated in section 4 above. 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. Submission is by Email to the contact persons indicated above.

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 Schedule in an editable - 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 doubt, 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

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 client references,

7.1.6 Risk and financial ability of the Tenderer to provide the goods and/or services and to meet its contractual obligations,

7.1.7 Adequate insurance coverage regarding 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 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: Functionality Criteria All Components**

8.2.1 In this stage for, the Tenderer must get a minimum of **70%**, to move on to the next stage of evaluation for the specific component you are bidding for.

8.2.2 The evaluation of the Functionality Criteria for all Components of the Tender Submission will be based on the following criteria which tenderers should provide supporting information for:

Functional/Technical evaluation criteria All Components	**Weighting**	**Label Schedule**
Criteria 1 : Company References: To demonstrate knowledge, skills and experience, the bidder must submit at least one client reference where the bidder has successfully provided the goods and services for the components they are tendering for i.e. a similar scope in the past 3 years. The reference should clearly demonstrate the goods/services of similar nature is being provided. References may be confirmed. References will be assessed for relevancy and acceptability. The more references provided that are deemed as acceptable, the higher the scoring. >=3 Acceptable References = 85 points 2 Acceptable References provided = 75 points 1 Acceptable References provided = 70 points Reference letters to be attached in a zipped folder 4A it with the Component number(s) (4A Reference/C1 for Component 1 references etc.)	**85 points**	**4A Component number**
Criteria 2 : Catalogue match assessment Provide your detailed Catalogue in schedule 4B - list of items to you can supply related to the components you are tendering for. Indicate if you can provide at minimum 70% of the basket of goods listed in the components pricing schedule.	**5 points**	**4B Component number**
Criteria 3 : Enterprise Supplier Development programmes For larger entities excluding EMEs and QSEs (excluding small and medium enterprises), provide information related to any Enterprise Supplier development (ESD) programme that you envisage or have in place to address this requirement.	**5 points**	**4C**
Criteria 4 : ESG (Environmental, Social, and Governance) strategy - information Indicate your strategy or plan i.e. what your business is doing to support ESG goals including but not limited to environmental, social and governance goals related to sustainability.	**5 points**	**4D**
Total:	**100 points**	
Threshold	**70 points**	

8.4 **<u>Stage 3: Presentation, Site Visits, Clarifications, or other due diligences</u>**

8.4.1 This phase of assessment is a possible third stage in the evaluation process and only successful Tenders that have met the minimum requirements of 70% for the respective components they are tendering for in the technical/functionality stage may be considered further. Site visits are in particular relevant to Component 2 (specialised fresh fruit and vegetables, deli items) and Component 7 and 8 (Halaal and Non Halaal Butcheries).

8.4.2 The University may require short-listed Tenderers to make presentations to the University's evaluation team on the date and at the place to be confirmed at a later stage or the University may elect to conduct site visits at relevant locations. This is a risk assessment phase and a pass/fail threshold may be applicable.

8.4.3 **This phase** give**s** Tenderers the opportunity to present/clarify their offerings / solution and various aspects as identified by the University. A question-and-answer session is part of the phase.

8.5 **<u>Stage 4: Price, Preference (B-BBEE) Evaluation and where applicable Consideration of Previous Stages</u>**

8.5.1 Tenderers who met the threshold from the previous stages for the specific components tendered for (where applicable) are considered in this final stage.

8.5.2 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 for each component you have bid for (basket of goods cost). The response to the pricing questionnaire including the delivery fee response and the rebates/discount response will also be considered.	75%
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 sworn in affidavit in accordance with the B-BBEE Act: Codes of Good Practice published in Government Gazette No. 36928. This is split in the following manner: • Tenderer's BEE Level (10%) • Tenderers with a minimum of 51% Black Ownership (5%) • Tenderers that are EMES/QSEs or 30% Black female owned (5%)	20%
Functionality pro-rated	Pro-rated	5%
Total		**100%**

8.5.1 ***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.	

8.6 ***Price Points Calculation***

A maximum of 75 = X points is allocated for price on the following basis:

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

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.

8.7 **Other Information**

8.7.1 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.

8.7.2 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 in this document and/or 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 (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 Schedule must be used to submit the applicable pricing as indicated in these Tender Documents. Note there are 11 worksheets. There is a pricing questionnaire and a worksheet for each component. Ensure that you complete the questionnaire and the worksheet for the component (s) you are bidding for.

11.2 Tenderers must show their pricing information using the pricing template and worksheets contained in Annexure C: Pricing Schedule.

11.3 Pricing must be submitted in editable and printable softcopy in both the original Excel compatible 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.

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 prices for the 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). This relates to potential costs indicated in the pricing questionnaire sheet. The prices for the goods and/or services must include VAT, all other taxes (insofar as they are applicable) and insurance as required.

11.9 **Cost Savings**:

11.9.1 The University expects the Tenderer to be an active partner in generating ideas to reduce costs beyond only price reductions. Alternative cost reduction methods can be included in a separate spreadsheet in Annexure C: Pricing Schedule.

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 or provide their commitment to having adequate insurance in place at time of contract conclusion if awarded with no impact on submitted pricing. 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 The successful tenderer assumes all risks associated with damage, loss, or delay of the goods upon successful delivery by the successful tenderers at the designated location/site(s). The successful tenderer must obtain comprehensive insurance from a reputable insurer, covering the entire invoice value of each delivery. The insurance coverage must provide comprehensive protection until the goods are delivered to the designated delivery points/site(s) and the University has confirmed in writing that the goods are fit for purpose, undamaged, and meet the University's requirements. The University will not be liable for any expenses associated with insurance coverage concerning the successful tenderer's insurance costs as outlined herein.

12.2 Tenderers agree that should it be awarded as a successful service provider that it shall always 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:	1 January 2027 to 31 December 2029 with the possibility of renewal for a further two years.
Indicative Contract Duration:	3 (three) years with the possibility to renew for a further period
Classification and Type of Contract:	Memorandum of Agreement

13.2 Any award made because 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:

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 a final contract negotiation 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 that the parties cannot agree to, the University reserves the right to cancel the award and select an alternative Tenderer.