



UNIVERSITY OF THE  
WITWATERSRAND,  
JOHANNESBURG

## PROCUREMENT DOCUMENT

FOR

### RFP- PROVISION OF ORGANIZATIONAL STRUCTURING PROCESS

<b>Reference No.:</b>	Wits Tender / 2021:06	
<b>Description:</b>	Protection Services: Provision of Organizational Structuring Process	
<b>Issue Date:</b>	22 February 2021	
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## ATTACHMENTS:

List of Annexures	Description of Annexures
Annexure A	Scope of Work
Annexure B	Returnable Schedules and Documents
Annexure C	Pricing
Annexure D 1	Draft Contract
Annexure D 2	Supplement to Standard Contract

## 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 Protection Services Department, invites Tenderers for the provision of Organisational Structuring Process. The current Organisational Structure has undergone tremendous growth with the intake of insourced employees and thus created additional responsibilities, hence the requirement and need for the organisational restructuring.

This is an open, competitive tender process.

#### 1.3 Tender Description

1.3.1 The primary operational objective of the RFP is to appoint an experienced service provider for professional services related to the provision of Organisational Structuring Process.

1.3.1.1 The service is required to assist the Protection Service Department to reach its objectives, which will have maximized efficiency and the ability to bring success to University's vision 2022 strategy and the Department's Strategic Plan 2019/2022

#### 1.4 Procurement Strategy

1.4.1 A single service provider will be appointed for this request.

#### 1.5 Pre-qualification Criteria

1.5.1 Tenderers who have suitable experience and demonstrated capacity in the required work activities in Organisational Design 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.	provides Schedule 1: Signed Submission which has be signed by a duly authorised representative
2.	provides proof of your legal entity's registration documentation (e.g. CIPC) indicating date of registration/incorporation, list of directors, partners, and members
3.	provides proof of proof of valid SARS Tax Pin
4.	if applicable, provide VAT Registration Certificate
5.	submits 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.
6.	provides proof of bank confirmation letter and/or letter of good standing.  The letter should include: <ul style="list-style-type: none"> <li>• The Tenderer's bank account name and number;</li> <li>• A statement that engagements and accounts with the bank have always been properly and satisfactorily conducted; and</li> <li>• 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.</li> </ul>
No.	Functionality (including Technical) Mandatory Criteria
	It is compulsory that the Tenderer:

1.	Provide proof that it has a track record in implementation of OD process (via reference that is 3 years or older) of at least 3 (three) years.
2.	At minimum 1 relevant acceptable references providing a similar services. References must be from clients and date within the last 3 years. Confirmation and acceptability of the references is part of the prequalification phase.
3.	Provides pricing as per Annexure C must include the full specification.
4.	Provide a Certified Benchmarking Professional certificate
5.	Provide a Certified Peromnes Grading Professional certificate

- 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 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	22 February 2021
2.	Submission Date and Time	10/03/2021   00h00

- 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 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 to Nkhumeleni Nethavhani (**Procurement Representative**) via e-mail: to [nkhumeleni.nethavhani@wits.ac.za](mailto:nkhumeleni.nethavhani@wits.ac.za).

### 4 DEVELOPING YOUR TENDER SUBMISSION

- 4.1 The Tender Documents set out the step-by-step process and conditions that apply.
- 4.2 Tenderers should take time to read and understand the Tender Documents, in particular:
- 4.2.1 the Tender Terms & Conditions;
  - 4.2.2 the Tender Submission protocol (please refer to section 5);
  - 4.2.3 develop a strong understanding of the University's Scope of Work detailed Annexure A;
  - 4.2.4 in structuring your Tender Submission consider how it will be evaluated, Part C: The Evaluation Process of this document describes the evaluation approach;



- 4.2.5 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.
- 4.3 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 to [nkhumeleni.nethavhani@wits.ac.za](mailto:nkhumeleni.nethavhani@wits.ac.za) and have the same rectified.
- 4.4 The University will respond to requests for clarification received up to 3 (three) 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 to [nkhumeleni.nethavhani@wits.ac.za](mailto: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.
- 4.5 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.

## 5 SUBMITTING YOUR TENDER SUBMISSION

- 5.1 The mode of delivery for submission is set out below and will apply to this Tender:
- 5.2 Electronic Submissions: Must be by email to [admin.tenders@wits.ac.za](mailto:admin.tenders@wits.ac.za) and copy [nkhumeleni.nethavhani@wits.ac.za](mailto:nkhumeleni.nethavhani@wits.ac.za) .
- 5.2.1 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%202015.08.2020.pdf>
- 5.2.2 Tenderers must submit Annexure C: Pricing in an editable xls - Microsoft Excel file and a .pdf - PDF file.
- 5.3 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.
- 5.4 For the avoidance of don't, please note that telegraphic, telephonic, telex, facsimile and late submissions will not be accepted by the University.

## PART C: THE EVALUATION PROCESS

### 6 EVALUATION METHODOLOGY

- 6.1 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:
- 6.1.1 The financial offer;
- 6.1.2 The Tenderer's ability to match service requirements as set out in Annexure A: Scope of Work and adequate client liaison;
- 6.1.3 The type of organisation and the number of years in operation in the industry;
- 6.1.4 The track record and experience of the Tenderer;
- 6.1.5 The Tenderer's contactable client references;
- 6.1.6 The competence of the proposed management, project managers and staff of the Tenderer;
- 6.1.7 Accuracy and presentation of the calculations which much be sufficient for comparison purposes;
- 6.1.8 Financial ability of the Tenderer to provide the goods and/or services and to meet its contractual obligations;
- 6.1.9 Adequate insurance coverage with regard to the goods and/or services.
- 6.2 **Evaluation Procedure:**
- 6.2.1 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.

- 6.2.2 The University may enforce whatever measures it considers necessary to ensure the confidentiality and integrity of the contents of the Tender.
- 6.2.3 The University will evaluate the proposals with reference to the University's set and approved evaluation criteria as indicated in these Tender Documents.

## 7 EVALUATION CRITERIA

### 7.1 Stage 1: Pre-qualification Stage (Procurement Mandatory Criteria & Functionality Criteria)

- 7.1.1 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.
- 7.1.2 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.
- 7.1.3 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;
- 7.1.4 Tenderers that do not meet the pre-qualification criteria may not advance to the next stage of evaluation.
- 7.1.5 Please note that no points are allocated at this stage.
- 7.1.6 **Note:** Documents submitted in support of this Tender must be documents of the Tenderer's entity.

### 7.2 Stage 2: Functional including Technical Evaluation

- 7.2.1 In this stage, the Tenderer must get a minimum of **70%**, in order to move on to the next stage of evaluation.
- 7.2.2 The evaluation of the Functionality Criteria of the Tender Submission will be based on the following criteria:

No.	Criteria	Proof and Documents Required	Weight
1.	Company Profile	<ul style="list-style-type: none"> <li>Organisational design; Job analysis (Job description and job specification); Span of control; Work specialisation; Chain of Command; Coordinate diverse organisational tasks</li> <li>Establish relationships among individuals, group, and department; Establish formal lines of authority; Allocates and deploy organisational resource; Job Evaluation; Salary Benchmarking</li> </ul>	25 points
2.	The project team members and other team assistants with experience in organisational design of key personnel positions. Minimum of 3 years relevant experience	<ul style="list-style-type: none"> <li>Curriculum Vitae and a statement for each of the key personnel which highlights specialization and experience in management of projects.</li> </ul>	25 points
3.	Qualifications of key personnel, Team Members and Supporting Staff.	<ul style="list-style-type: none"> <li>Masters, Honours or Bachelor's Degree</li> <li>Security experience would be beneficial (Psira grades and Other Security Training) (Investigation and Parking knowledge)</li> <li>Security Systems (CCTV, Access Control, Alarms and other Security systems experience would be beneficial</li> </ul>	25 points
4.	Methodology clearly defining how the Organisational Design will be implemented with and a detailed	<ul style="list-style-type: none"> <li>Clearly defined methodology with the detailed activities and timelines, assessment and screening tools.</li> </ul>	25 points

	project plan with clear timelines and activities.		
<b>Total</b>			<b>100%</b>

### 7.3 Stage 3: Price, Preference (B-BBEE) Evaluation and where applicable Consideration of Previous Stages

7.3.1 Tenderers who scored a minimum of 70% in stage 2 will be considered for stage 3 (final stage).

7.3.2 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	70%
B-BBEE	Please submit a current, valid B-BBEE certificate issued by a SANAS accredited verification agency unless the Tenderer is an exempted micro enterprise (EME) or a qualifying small enterprise (QSE), in which case the Tenderer may submit a sworn affidavit in accordance with the B-BBEE Act: Codes of Good Practice published in Government Gazette No. 36928.	20%
Functionality Criteria		10%
<b>Total</b>		<b>100%</b>

#### 7.3.3 **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.

#### 7.4 **Price Points Calculation**

A maximum of 70 = X points is allocated for price on the following basis:

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

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.

#### 7.5 **Other Information**

7.5.1 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.

7.5.2 The detailed evaluation results and Tenderer ratings will not be published or made available to anyone.





## PART D: SCOPE OF WORK

### 8 SCOPE OF WORK

- 8.1 The detailed scope of work is attached to the Tender Documents and marked as Annexure A: Scope of Work.
- 8.2 Tenderers must ensure that before submitting a Tender Submission that they are able to meet the University's requirements as set out in Annexure A: Scope of Work.
- 8.3 **Note:** The University will not accept any 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

### 9 THE SUBMISSION OF RETURNABLE SCHEDULES & DOCUMENTS

- 9.1 The Tender Submission will be evaluated based on the information submitted as instructed through the returnable schedules and documents.
- 9.2 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.
- 9.3 Tenderers must complete the returnable schedules in type-written format and submit them in PDF and/or Excel compatible (.xls) (where indicated).
- 9.4 Tenderers must ensure that all returnable schedules, documents, and certificates are legible, current, legally compliant and valid.

## PART F: PRICING

### 10 PRICING INSTRUCTIONS

- 10.1 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.
- 10.2 Tenderers must show its pricing information using the pricing template contained in Annexure C: Pricing
- 10.3 Pricing must be submitted in editable and printable softcopy in both the original Excel compatible (.xls) and .pdf formats.
- 10.4 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.
- 10.5 Tenderers must carefully consider the provisions as set out in sections 10.6, **Error! Reference source not found.**, and 10.7 when providing provisions
- 10.6 **Annual Escalation Adjustments:**
- 10.6.1 The contract price is firm and fixed for the duration of the Contract. The University will not accept any adjustments.
- 10.7 **Cost Savings:**
- 10.7.1 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 spread sheet in Annexure C: Pricing.

## PART G: INSURANCE

### 11 INSURANCE REQUIREMENTS

- 11.1 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:

- 11.1.1 public liability; and/or
- 11.1.2 professional indemnity insurance; and/or
- 11.1.3 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
- 11.1.4 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.
- 11.2 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

### 12 THE CONTRACT

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

Indicative Contract Dates:	Date 08/04/2021 – End 08/04/2022
Indicative Contract Duration:	1 (one) year
Classification and Type of Contract:	Standard Contract for the Acquisition of Goods and Services

- 12.2 Any award made as a result of this Tender process will be governed by the regents of the Contract.
- 12.3 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:
- 12.3.1 Accept the deviations or exceptions; or
  - 12.3.2 Negotiate the deviations or exceptions; or
  - 12.3.3 Reject a proposal with deviations or exceptions deemed unacceptable by the University at its option and in the exercise of its sole discretion.
- 12.4 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.
- 12.5 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 12.3.
- 12.6 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.
- 12.7 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.