

**RETAIL TENANTS AND AD HOC VENDORS SOURCING DOCUMENT  
REQUEST FOR PROPOSAL (RFP)**

<b>Reference No.:</b>	<b>Wits-OFMD RFP/2026:01</b>	
<b>Description:</b>	Renting Retail Shops and Appointing Ad Hoc Vendors – Matrix and Peripheral Shops on Campus	
<b>Issued by:</b>	WITS Operations and Facilities Management Department	
<b>Issue Date:</b>	<b>16 March 2026</b>	
<b>Closing Date and Time:</b>	<b>8 April 2026</b>	Time: 23h59 (Before Midnight)
<b>Important Information:</b>	<p>There will be two <b>compulsory on-site briefings</b>:</p> <p><b>Date &amp; Time: 19 March 2026, 10:30 for 11:00am</b> <b>Please meet at Umthombo Building</b> <a href="https://www.wits.ac.za/maps/">https://www.wits.ac.za/maps/</a></p> <p><b>Date &amp; Time: 19 March 2026 13:00pm for 13:30pm</b> <b>Venue:</b> Giraffe House, Faculty of Health Sciences, 7 York Road, Parktown</p>	
	<b>Mandatory Bid Submission: Electronic Submissions Only</b>	

**Name of Bidder:** \_\_\_\_\_

If the Bid is option offering-based, please use the table below:

<b>Indicate (✓) which Option Offering you are providing a Bid Submission for:</b>		
Option Offering 1: WITS Sibanye Stillwater Bridge	Food Shop	<input type="checkbox"/>
Option Offering 2: Chris Hani Baragwanath Academic Centre	Food Shop	<input type="checkbox"/>
Option Offering 3: Matrix shop 3	General Retail	<input type="checkbox"/>
Option Offering 4: Matrix shop 6a	General Retail	<input type="checkbox"/>
Option Offering 5: Matrix shop 10	Food Shop	<input type="checkbox"/>
Option Offering 6: Matrix shop 13	Food Shop	<input type="checkbox"/>
Option Offering 7: Matrix shop 14	General Retail	<input type="checkbox"/>
Option Offering 8: Matrix shop 18	General Retail	<input type="checkbox"/>
Option Offering 9: Matrix shop 24	General Retail	<input type="checkbox"/>
Option Offering 10: FHS - Bookshop	General Retail	<input type="checkbox"/>
Option Offering 11: FHS Giraffe house	Food shop	<input type="checkbox"/>
Option Offering 12: Vending machines on campus	Vending machine	<input type="checkbox"/>
Option Offering 13: Ad Hoc Used Textbook vendors	Ad hoc services	<input type="checkbox"/>
Option Offering 14: Ad Hoc Flower vendors for Graduation	Ad hoc services	<input type="checkbox"/>

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## ATTACHMENTS

List of Annexures	Description of Annexures
Annexure A	Scope of Work (Retail – Retail Shops)
Annexure B	Scope of Work (Retail - Ad hoc Vendors)
Annexure C	Returnable Schedules and Documents
Annexure D	WITS Commercial Protocol 2026
Annexure E	Utility and Other Charges 2026
Annexure F	Retail Lease Agreement - Fixed Rent
Annexure G	Annexure G - Pricing Schedule (Food and Non-Food Retail)

## **PART A: TECHNICAL INFORMATION**

### **1 INTRODUCTION**

The University of the Witwatersrand, Johannesburg, is a vibrant and leading institution in Africa, recognised for its international standing and the exceptional quality of its graduates. Many of its alumni have made significant contributions to South Africa's development, including the establishment of key industries such as mining, advancements in academic excellence, and leadership in political and civic sectors. The University hosts approximately 41 000 students and 6 000 staff members and is renowned for being one of the continent's richest sources of skills. Its graduates occupy senior positions across government and industry, contributing meaningfully to the national and regional economy.

### **2 BACKGROUND**

The Operations and Facilities Management Department (OFMD) of the University of the Witwatersrand, Johannesburg operates a diverse retail portfolio comprising both food and non-food shops located within the Matrix Building and across other peripheral sites on the University's five campuses. These retail outlets provide a broad range of goods and services to support the needs of students, staff, and the wider University community. The offerings include, among others, basic electronics, toiletries, grocery items, beauty and nail services, optometry services, dental services, bookshops, and various other student-focused retail categories.

In addition to formal retail shops, the University also manages Ad Hoc Vendors, which include Used Textbook Vendors and Flower Vendors for Graduation. These vendors operate on a seasonal or event-specific basis to meet unique academic-cycle-related and ceremonial needs. The University may appoint up to five (5) used textbook vendors and up to four (4) flower vendors, operating in accordance with the University's trading requirements and spatial allocation protocols

### **3 INVITATION FOR PROPOSAL**

Submissions to this RFP (hereinafter referred to as a "bid document") are invited from eligible persons and companies (hereinafter referred to as a "bidder"). Bidders must ensure that their bid submissions are delivered timeously to the correct email address. Any bid submitted late or delivered to an incorrect address will not be accepted for consideration.

**This RFP invites proposals for the allocation of:**

- Food Retail Shops,
- Non-Food Retail Shops,
- Vending Machine Operations, and
- Ad Hoc Vendor Opportunities, specifically Used Textbook Vendors and Flower Vendors for Graduation, as outlined in the Scope of Work.



The successful bidder(s) will be required to sign a lease agreement or applicable trading agreement with the University, based on the terms and conditions set out in the Lease Agreement and in accordance with the University's retail commercial protocol.

#### 4 RESPONSE DOCUMENT PACK

All proposals must be submitted in the format specified in this RFP. Bidders are required to prepare and submit their responses strictly in accordance with the prescribed format outlined in this section. Failure to comply with these requirements may result in disqualification, and the Bid Submission may be deemed non-responsive.

##### 4.1 Administrative, Financial and Compliance Documents (*Applicable to Food Retail, Non-Food Retail and Vending Machines*)

The following Administrative, Financial and Compliance Documents must be submitted as part of the Bid Submission. These documents are required to confirm statutory compliance, legal eligibility, financial standing, and organisational capability for operating retail services at the University.

Bidders must ensure that all documents are current, valid, legible, and compliant. Where a document is not applicable, bidders must clearly indicate "N/A".

##### **Compliance Documentation Requirements:**

- Proof of UIF Registration (where applicable).
- Proof of COIDA Compliance in terms of the *Compensation for Occupational Injuries and Diseases Act, 130 of 1993*.
- Salary Scales per Employee Category, demonstrating compliance with the National Minimum Wage Act.
- Proof of Insurance  
Bidders must provide a formal letter from their insurer or insurance broker confirming that they will be able to obtain all required insurance cover should they be appointed as the successful service provider. The letter must confirm that the Bidder qualifies for, or is eligible to secure, the following insurance cover upon award:
  - Public liability insurance; and/or
  - Professional indemnity insurance (where applicable); and/or
  - Insurance covering property damage, theft, and related commercial risks.
- BBBEE Certificate and detailed scorecard from Accredited rating Agency (SANAS) or Sworn Affidavit. (Not mandatory, but advantageous during evaluation).
- Certified ID copies of the owners, not older than six (6) months.
- Proof of Company Registration (Sole Proprietor, Pty Ltd, CC, etc.).
- Valid SARS Tax Clearance Certificate and PIN.
- Bank Confirmation Letter (signed and stamped).
- Six-month Bank Statement for the business account (in the business or owner's name).

##### 4.2 Administrative, Financial and Compliance Documents (**Applicable to Ad hoc Vendors: Used Textbooks and Flowers**)

The following Administrative, Financial and Compliance Documents must be submitted as part of the Bid Submission. These documents are required to confirm statutory compliance, legal eligibility, financial standing, and organisational capability for operating retail services at the University.

Bidders must ensure that all documents are current, valid, legible and compliant.

**Compliance Documentation Requirements:**

- *Copy of Municipal Trading Permit issued by the City of Johannesburg (This document is not compulsory; however its submission will be regarded as advantageous as it demonstrates municipal compliance and readiness to legally trade within the City's jurisdiction).*
- **Valid proof of Identification and Proof of Residence**  
*Examples of acceptable Proof of Identification: South African Identity Document, Valid Passport, etc.*  
*Examples of acceptable Proof of Residence: Municipal rates and taxes statement (not older than 3 months), Utility bill (water, electricity, refuse), Bank statement reflecting physical address, Signed lease agreement, Body corporate or managing agent statement, etc.*

**4.3 Returnable Documents (All Categories)**

The following apply to **ALL BIDDERS**, including Food, Non-Food, Vending, Ad Hoc Used Textbook Vendors, and Ad Hoc Flower Vendors:

- All schedules must be completed in type-written format.
- "N/A" must be indicated where information does not apply.
- All documents must be legible, current, valid and compliant.
- Bidders must submit the following returnable schedules:

**Returnable Schedules**

Schedule 1	Signed Bid Submission
Schedule 2	Schedules Checklist
Schedule 3A	Response Document Pack: Food/Non-Food/Vending
Schedule 3B	Response Document Pack: Ad Hoc Vendors (Used Textbooks and Flowers)
Schedule 4	Functionality Pack – Food
Schedule 5	Functionality Pack – Non-Food
Schedule 6	Functionality Pack – Vending Machines
Schedule 7	Functionality Pack – Used Textbook Vendors
Schedule 8	Functionality Pack – Flower Vendors
Schedule 9	Lease Agreement Deviations

**5 SCOPE OF WORK**

**5.1 Requirements**

The service provider is required to offer a diverse range of goods and services to the Wits community. These offerings must be convenient, provide value for money, and maintain a consistently high standard. The service must be delivered efficiently, reliably, and in a manner that enhances the overall retail experience.

**The service provider will be required to:**

- Furnish and maintain the allocated retail area to a standard that aligns with the general tone, quality, and aesthetics of the surrounding facilities, subject to University approval.
- Provide an adequate complement of staff, sufficient in both number and skill level, to ensure effective delivery service.



- Deliver a high-quality service in all matters relating to operational standards, including compliance with Food Safety and Occupational Health and Safety (OHS) requirements.
- Operate according to the trading hours prescribed by the University.
- Ensure quick turnaround times in all aspects of service delivery.
- Offer a variety of products and services that are relevant, accessible, and suited to the needs of the University community.
- Demonstrate flexibility and willingness to adapt product and service offerings in response to client needs and evolving demand.

## 5.2 Scope of Goods and Services

The Scope of goods and services required to occupy the vacant retail shops may include, but is not limited to the following tenant mix:

### 5.2.1 Vacant **Food** Retail Shops at the Matrix

**Proposed food-related tenants may include:**

- Healthy, nutritious fast-food options
- Vegan and plant-based meal offerings
- Traditional cuisine (e.g., African, Indian, Mediterranean)
- Specialised beverage outlets (e.g., bubble tea, smoothies)
- Quick-service or takeaway food vendors
- Dessert-focused outlets (e.g., ice cream, waffles, baked treats)

### 5.2.2 Vacant **Non-Food** Retail Shops at the Matrix

**Proposed non-food retail tenants may include:**

- Factory-style retail shops
- Pharmaceutical stores
- Homeware stores
- Sporting goods suppliers
- Men's grooming services (e.g., barbers, men's salons)
- Nail salons and hairdressing services, etc.
- Financial institutions
- Personal care & health care
- Flower and gift shop
- Clothing stores
- Accessory stores
- Laundry services, dry cleaning etc.
- Tailor and seamstress services
- Shoe repair and shoe cleaning services
- Other specialised retail stores

**Note: Ad Hoc Vendors (Used Textbook Vendors and Flower Vendors for Graduation) are not part of the retail shop tenant mix and therefore fall outside Sections 5.2.1 and 5.2.2. These vendors operate on a seasonal or event-specific basis, and their requirements are detailed separately in Annexure B – Scope of Work (Retail – Ad Hoc Vendors).**

## 5.3 Retail Space – Square Metres per Shop

Retail spaces available are both food and non-food shops. The University reserves the right, at any time to:

- Split the awarding of the sites.

- Request further information should the RFP submission not contain sufficient detail.
- Contact any bidder during the evaluation process, to clarify any information, without the obligation to inform all other bidders.
- Withdraw, defer or suspend the RFP at any stage.

LOCATION / AREA	SHOP / DESCRIPTION	SIZE / QUANTITY
<b>Braamfontein Campus (East)</b>	WITS Sibanye Stillwater Bridge Retail (Food – container concept)	(container concept)
<b>Off Campus – Chris Hani Baragwanath Hospital</b>	CHBAH Academic Centre (Staff & Student Café)	Kitchen: 69m <sup>2</sup> / Servery: 52m <sup>2</sup>
<b>Matrix Building</b>	Shop 3 (Non-Food)	174m <sup>2</sup>
	Shop 6a (Non-Food)	60.3m <sup>2</sup>
	Shop 10 (Food)	48m <sup>2</sup>
	Shop 13 (Food)	73.10m <sup>2</sup>
	Shop 14 (Non-Food)	58m <sup>2</sup>
	Shop 18 (Non-Food)	37.9m <sup>2</sup>
	Shop 24 (Non-Food)	71m <sup>2</sup>
<b>Parktown Health Sciences Campus</b>	Bookshop	104m <sup>2</sup>
	Giraffe House	Approx. 30m <sup>2</sup>
<b>Braamfontein &amp; Parktown Campuses and Residences</b>	Vending Machines on Campus	31 vending machines
	Ad Hoc Used Textbook Vendors	5 vendors
	Ad Hoc Flower Vendors for Graduation	4 vendors

#### 5.4 Sourcing Strategy

The sourcing strategy is to appoint only one (1) service provider per shop. The service provider will provide either goods, services or both to the University community on a full risk business model. The University's sourcing strategy for retail spaces across its campuses is designed to ensure a fair, transparent, competitive, and value-driven allocation of retail opportunities. In line with the University's governance protocols and commercial objectives, the strategy outlines the following approaches:

##### 5.4.1 Sourcing Strategy: One (1) Service Provider per Shop

- The University's preferred sourcing model is to appoint one (1) service provider per retail shop to provide either goods, services or both to the University community on a full risk business model.

##### 5.4.2 Sourcing Strategy for Ad Hoc Used Textbook Vendors

Given the seasonal nature of textbook demand and the importance of affordability for students, the University adopts a differentiated sourcing approach:

###### Key Principles:

- The University may appoint up to five (5) used textbook vendors.
- Vendors operate on a non-exclusive, ad hoc, and seasonal basis aligned to the academic calendar.
- Vendors must demonstrate the ability to supply affordable, curriculum-aligned used textbooks.

###### Vendor Requirements:

- Sufficient stockholding to meet peak demand

- Transparent pricing and buy-back structure
- Student-focused affordability
- Adequate staffing during peak periods
- Compliance with University trading requirements

#### 5.4.3 Sourcing Strategy for Ad Hoc Flower Vendors for Graduation

Graduation ceremonies require high-quality, event-specific floral offerings to meet the needs of graduates and their families.

##### Key Principles

- The University may appoint up to four (4) flower vendors.
- Vendors operate exclusively during graduation periods.
- Vendors are allocated specific spaces to optimise crowd flow and avoid congestion.

##### Vendor Requirements

- Supply high-quality bouquets and floral arrangements
- Maintain affordability and graduation-appropriate product presentation
- Manage stock, logistics, and setup independently
- Ensure professional, attractive displays suitable for ceremonial environments

#### 5.5 Eligibility Requirements

All bidders must submit a complete and compliant Bid Submission in accordance with the requirements set out in this RFP. Only complete and compliant submissions will proceed to the functionality evaluation stage. Only complete and compliant Bid Submissions that meet all administrative, statutory, and returnable requirements specified in this RFP will proceed to the functionality evaluation stage. Incomplete, non-compliant, or incorrectly compiled submissions will be declared non-responsive.

##### All bidders must therefore:

- Ensure that their Bid Submission is complete and compiled in the prescribed format;
- Submit all mandatory returnable documents listed in this RFP;
- Meet all technical, functional and commercial requirements applicable to the scope of work;
- Comply with all conditions of bid and lease requirements outlined in this document.

Failure to submit all required information in the prescribed format may result in the Bid Submission being declared non-responsive. The University will conduct an eligibility compliance check prior to evaluating functionality. Only bidders whose submissions are complete, compliant and meet all eligibility requirements will qualify to advance to the Functionality Evaluation stage. Non-compliant submissions will be excluded from further consideration.

#### 5.6 Documents

The detailed scope of work is attached to the Bid Documents and marked as follows:

- Annexure A – Scope of Work for Retail shops on Campus
- Annexure B – Scope of Work (Retail - Adhoc Vendors)

## 6 FUNCTIONAL EVALUATION CRITERIA

### GENERAL PRINCIPLES

The functional evaluation will be conducted in accordance with the category-specific criteria prescribed for:

- Food Retail Shops
- Non-Food Retail Shops
- Vending Machines
- Ad Hoc Used Textbook Vendors
- Ad Hoc Flower Vendors

Each category will be evaluated using its own published functionality criteria and weightings. Only bidders who achieve a minimum functionality score of 70% for their respective category will be considered responsive. Bidders meeting or exceeding this threshold will proceed to the next stage of the evaluation process, which may include site visits, presentations, **demonstrations or verification steps deemed necessary by the University.**

**NB: Functionality is not the final stage of evaluation. However, bidders who fail to achieve the minimum functionality threshold of 70% for their respective category will be disqualified and will not proceed to any subsequent stage, including site visits, presentations, demonstrations, or operational verification.**

- 6.1 The evaluation of the functional detail of the proposal will be based solely on the functionality criteria prescribed for **Food Retail Shops.**

FUNCTIONALITY EVALUATION CRITERIA FOOD RETAIL SHOPS	WEIGHTING
<b>1. BUSINESS PLAN</b>	<b>45 POINTS</b>
<b>Proposed business plan with realistic time frames and vision of the site.</b>	
<b>Executive Summary</b> Business name and ownership Nature of Business Background and experience (years established, retail experience, campus or similar environment, etc) Management and staffing (owner, key personnel, staffing plan, training, uniforms, etc) Summary of Business objectives (affordability, convenience, sustainability, etc.)	<b>10 POINTS</b>
<b>Service offering:</b> Type of goods (what will be provided) Sourcing of stock and quality control Transaction handling (cash, card, cash handling plan, etc) Point of Sale setup Customer service protocol	<b>10 POINTS</b>
<b>Operational &amp; Implementation plan:</b> Setup and Operations (layout of proposed area, signage, look and feel, etc) Equipment and infrastructure (floor plan, indicating power supply, equipment layout, POS position, branding, etc)	<b>10 POINTS</b>

Risk management (theft, stock losses, non-compliance, low sales etc.) Timelines (timelines stipulated from award to opening date (GANTT Chart))	
<b>Marketing &amp; communication</b> Advertising methods Incentives and promotions	<b>5 POINTS</b>
<b>Financial Plan</b> provide a realistic financial overview: Startup and setup costs (equipment, tiles, paint, POS, etc) Operational costs (staff wages, salaries, utilities, rent, marketing etc) Projected income (expected sales) Profitability and sustainability Funding resources (self-funded, sponsor, etc.)	<b>10 POINTS</b>
<b>2. MENU OFFERING</b>	<b>15 POINTS</b>
Sample menu for all meals including perishable retail (snack items/Grab & Go/ budget meal/healthy meal options/ other) with price estimates and weighted options will be assessed	
<b>3. ENVIRONMENTAL SUSTAINABILITY</b>	<b>5 POINTS</b>
Suitability of Bio-degradable /compostable containers and to address environmental sustainability  Provide a photograph and the specifications and related standards for the proposed biodegradable/compostable containers.  This will be assessed in terms of acceptability.	
<b>4. FOOD HANDLING/FOOD SAFETY POLICY</b>	<b>20 POINTS</b>
Well documented and comprehensive food safety policy with relevant procedures / SOP relating to handling food, food regulations and the implementation thereof (eg: R 638, R146, SANS10049 etc).  Submit an implementation plan, listing all SOP's which will be implemented.  Submit the procedure to follow in the event of an alleged food illness incident.  Provide information on training for staff members for food safety.	
<b>5. OCCUPATIONAL HEALTH, SAFETY &amp; ENVIRONMENTAL POLICY</b>	<b>10 POINTS</b>
Submit an OHS&E policy relating to your business, as well as OHS&E Procedures relating to the business that will be operated at Wits University  Provide all information in the plan. Training for all staff members on Standard Operating Procedures and protocols in line with OHS&E regulations	
<b>6. RISK / ASSUMPTIONS / CONTINGENCY PLAN</b>	<b>5 POINTS</b>
Backup and contingencies plan to ensure continuity of your service, should there be strikes and interruptions on campus or nationally (suppliers, work force, etc)	

<b>TOTAL POINTS</b>	<b>100 POINTS</b>
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6.2 The evaluation of the functional detail of the proposal will be based solely on the functionality criteria prescribed for **Non-Food Retail Shops**.

<b>FUNCTIONALITY EVALUATION CRITERIA NON-FOOD RETAIL SHOPS</b>	<b>WEIGHTING</b>
<b>1. BUSINESS PLAN</b>	<b>45 POINTS</b>
Proposed business plan with realistic time frames and vision of the site. Provide details on the following to enable the assessment of the criteria.	
<b>Executive Summary</b> Business name and ownership Nature of Business Background and experience (years established, retail experience, campus or similar environment, etc) Management and staffing (owner, key personnel, staffing plan, training, uniforms, etc) Summary of Business objectives (affordability, convenience, sustainability, etc.)	<b>10 POINTS</b>
<b>Service offering:</b> Type of goods (what will be provided) Sourcing of stock and quality control Transaction handling (cash, card, cash handling plan, etc) Point of Sale setup Customer service protocol	<b>10 POINTS</b>
<b>Operational &amp; Implementation plan:</b> Setup and Operations (layout of proposed area, signage, look and feel, etc) Equipment and infrastructure (floor plan, indicating power supply, equipment layout, POS position, branding, etc) Risk management (theft, stock losses, non-compliance, low sales etc.) Timelines (timelines stipulated from award to opening date (GANT Chart))	<b>10 POINTS</b>
<b>Marketing &amp; communication</b> Advertising methods Incentives and promotions	<b>5 POINTS</b>
<b>Financial Plan</b> Provide a realistic financial overview: Startup and setup costs (equipment, tiles, paint, POS, etc) Operational costs (staff wages, salaries, utilities, rent, marketing etc) Projected income (expected sales) Profitability and sustainability Funding resources (self-funded, sponsor, etc.)	<b>10 POINTS</b>
<b>2. OPERATIONAL REQUIREMENTS</b>	<b>10 POINTS</b>
Detailed list of products and services that will be on offer, special offerings, student focused products/services, etc.	
<b>3. ENVIRONMENTAL SUSTAINABILITY</b>	<b>5 POINTS</b>

Sustainability Initiatives such as no plastic, sustainable procurement initiatives, suitability of Bio-degradable packaging, and recycled materials to address environmental sustainability	
<b>4. OCCUPATIONAL HEALTH AND SAFETY REQUIREMENTS</b>	<b>10 POINTS</b>
Submit an OHS&E policy relating to your business, including a list of all OHS&E Procedures that will be implemented once operational. Submit OHS&E monthly inspection list template, and training plan for staff on site	
<b>5. RISK / ASSUMPTIONS / CONTINGENCY PLAN</b>	<b>5 POINTS</b>
Backup and contingencies plan to ensure continuity of your service, should there be strikes and interruptions on campus or nationally (suppliers, work force, etc)	
<b>TOTAL POINTS</b>	<b>75 POINTS</b>

6.3 The evaluation of the functional detail of the proposal will be based solely on the functionality criteria prescribed for the **Vending Machines**.

<b>FUNCTIONALITY EVALUATION CRITERIA: VENDING MACHINES</b>	<b>WEIGHTING</b>
<b>1. BUSINESS PLAN</b>	<b>20 POINTS</b>
<b>1.1 Proposed business plan with realistic time frames and vision of the site.</b>	
<b>Business Plan</b> Business name and ownership Nature of Business Background and experience (years established, retail experience, campus or similar environment, etc) Management and staffing (owner, key personnel, staffing plan, training, uniforms, etc) Summary of Business objectives (affordability, convenience, sustainability, etc.)	<b>15 POINTS</b>
<b>1.2 Machine Specifications &amp; Technology</b>	
No of machines, type, brand, etc. Payment options, technology integration	<b>5 POINTS</b>
<b>2. OPERATIONAL AND IMPLEMENTATION PLAN</b>	<b>20 POINTS</b>
Detailed deployment and installation plan, Frequency of restocking, stock management and maintenance Response time for repairs & fault reports Cleaning and hygiene management, etc. Variety and quality of products offered If resale items - range, healthy, affordable options if other - give details Proposed pricing structure and alignment with student affordability Returns policy	
<b>3. FINANCIAL PLAN</b>	<b>10 POINTS</b>
Provide a realistic financial overview: Startup and setup costs (equipment, tiles, paint, POS, etc) Operational costs (staff wages, salaries, utilities, rent, marketing etc) Projected income (expected sales)	

Profitability and sustainability Funding resources (self-funded, sponsor, etc.)	
<b>4. ENVIRONMENTAL SUSTAINABILITY INITIATIVES</b>	<b>10 POINTS</b>
<b>Environmental sustainability initiatives</b> Sustainable procurement, biodegradable packaging, recycling, energy efficient equipment	
<b>5. COMPLIANCE</b>	<b>10 POINTS</b>
<b>OHS&amp;E and Food Safety (where applicable)</b> If Resale/snack vending machine - alignment with R638 - COA for suppliers, hygiene checklists etc. OHS&E compliance	
<b>TOTAL POINTS</b>	<b>70 POINTS</b>

6.4 The evaluation of the functional detail of the proposal will be based solely on the functionality criteria prescribed for the **Ad hoc Services: Used Textbook Vendors**.

<b>FUNCTIONALITY EVALUATION CRITERIA AD HOC SERVICES – USED TEXTBOOK VENDORS</b>	<b>WEIGHTING</b>
<b>1. BUSINESS PLAN</b>	<b>10 POINTS</b>
<b>1.1 Proposed business plan with realistic time frames and vision of the site.</b>	
<b>Business Plan</b> Business name and ownership Nature of Business Background and experience (years established, retail experience, campus or similar environment, etc) Management and staffing (owner, key personnel, training, etc) Summary of Business objectives (affordability, convenience, sustainability, etc. Produce and service offering	
<b>2. OPERATIONAL AND IMPLEMENTATION PLAN</b>	<b>20 POINTS</b>
<b>Operational Plan</b> Detailed deployment plan Ability to set up and operate within the required timeframe; adequacy of staffing, trading plan, and logistics. Availability of books, courses focused on, Payment options available Reimbursement of students selling books Frequency of restocking, stock management Pricing structure and alignment with student affordability Returns policy Value to campus community	
<b>3. FINANCIAL PLAN</b>	<b>10 POINTS</b>

**University of the Witwatersrand, Johannesburg**  
**WITS-OFMD RETAIL RFP/2026:01**  
**Renting Retail Shops and Appointing Ad Hoc Vendors**  
**Matrix & Peripheral Shops on Campus**

Demonstrate affordability, sustainability, financial capability, how textbook stock will be financed Buy back prices offered to student (% of retail price) resale pricing methodology Discounts, competitiveness, sustainability model	
<b>4. ENVIRONMENTAL SUSTAINABILITY INITIATIVES</b>	<b>10 POINTS</b>
<b>Environmental sustainability initiatives</b> Sustainable procurement, biodegradable packaging, recycling, energy efficient equipment	
<b>5. COMPLIANCE</b>	<b>10 POINTS</b>
<b>OHS&amp;E</b> Compliance relating to setup that does not pose a risk to the university community - i.e stacking, stability of display tables, waste removal, not obstructing walk ways, etc.	
<b>TOTAL POINTS</b>	<b>60 POINTS</b>

- 6.5** The evaluation of the functional detail of the proposal for ad hoc services: flower vendors, will be based on the following criteria  
The evaluation of the functional detail of the proposal will be based solely on the functionality criteria prescribed for the **Ad hoc Services: Flower Vendors**.

Only bidders that achieve a minimum functionality score of 70% will be considered responsive. Bidders who meet or exceed the 70% threshold will proceed to the next stage of the evaluation process, which may include site visits, presentations, demonstrations, or any further verification steps that the University considers necessary.

<b>FUNCTIONALITY EVALUATION CRITERIA AD HOC SERVICES: FLOWER VENDORS</b>	<b>WEIGHTING</b>
<b>1. BUSINESS PLAN</b>	<b>10 POINTS</b>
<b>1.1 Proposed business plan with realistic time frames and vision of the site.</b>	
<b>Business Plan</b> Business name and ownership Nature of Business Background and experience (years established, retail experience, campus or similar environment, etc) Management and staffing (owner, key personnel, training, etc) Summary of Business objectives (affordability, convenience, sustainability, etc. Produce and service offering	
<b>2. OPERATIONAL AND IMPLEMENTATION PLAN</b>	<b>10 POINTS</b>
Detailed deployment plan Ability to set up and operate within the required timeframe; adequacy of staffing, trading plan, and logistics. Availability of flowers Payment options available Pricing structure - affordability Returns policy Value to campus community	
<b>3. FINANCIAL PLAN</b>	<b>10 POINTS</b>

Selling prices for bouquets and other Price ranges - various options Graduation package options Expected daily revenue	
<b>4. ENVIRONMENTAL SUSTAINABILITY INITIATIVES</b>	<b>10 POINTS</b>
<b>Environmental sustainability initiatives</b> Sustainable procurement, biodegradable packaging, recycling,	
<b>5. COMPLIANCE</b>	<b>10 POINTS</b>
<b>OHS&amp;E and Food Safety (where applicable)</b>  OHS&E compliance - setup and trading	
<b>TOTAL POINTS</b>	<b>50 POINTS</b>

## 7 DISQUALIFICATION CRITERIA

Proposals will be **disqualified** from further consideration under the following conditions:

- Submission after the stated deadline.
- Proposals submitted to any email address other than the designated submission addresses.
- Failure to attend the compulsory briefing session and site visit.
- Submission of unsigned or incomplete mandatory returnable documents where required (e.g., Schedule 1: Signed Bid Submission).
- Failure to submit the Bid Submission in the required format (PDF and original .docx/.xlsx templates, where applicable).

## PART B: KEY INFORMATION

### 8 BID TIMELINE

8.1 The table below lists key events, dates, and periods applicable to this Bid:

No.	Description	Date / Period
1	Invitation to Bid notice release via print media	15 March 2026
2	Publication of Bid available on the University's Procurement website	16 March 2026
3	There will be two <b>compulsory on-site briefings</b> :  <b>Date &amp; Time: 19 March 2026, 10:30 for 11:00am</b> <b>Please meet at Umthombo Building</b> <a href="https://www.wits.ac.za/maps/">https://www.wits.ac.za/maps/</a>  <b>Date &amp; Time: 19 March 2026 13:00pm for 13:30pm</b>  <b>Venue:</b> Giraffe House, Faculty of Health Sciences, 7 York Road, Parktown (Attendance will be verified via an <b>official attendance register</b> at the briefing venues. Bidders must ensure their <b>entity name</b> matches their <b>Schedule 1</b> details. Failure to sign the register will be treated as <b>non-attendance</b> )	
5	Intended Shortlisted Presentations, Meal Tasting (food shops only)	TBA
6	Online Submission Date and Time	8 April 2026 (Before Midnight 23h59)



- i. 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 Bidder to demand that the University execute a certain action on a specific date at a certain time.
- ii. The University may issue amendments until **3 (three) Business Days** before the Submission Date and Time.

## 9 UNIVERSITY CONTACT INFORMATION

Queries relating to the issue of the Bid Documents must be addressed to [ContractsandTenders.OFMD@wits.ac.za](mailto:ContractsandTenders.OFMD@wits.ac.za) and to [Macdonald.Mmolawa@wits.ac.za](mailto:Macdonald.Mmolawa@wits.ac.za)

## 10 DEVELOPING YOUR BID SUBMISSION

The Bid Documents set out the step-by-step process and conditions that apply.

Bidders must take time to read and understand the Bid Documents, in particular:

- Develop a strong understanding of the University's Scopes of Work detailed in Annexure A and Annexure B.
- In structuring your Bid Submission consider how it will be evaluated, Part C: The Evaluation Process of this document describes the evaluation approach.
- 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 [ContractsandTenders.OFMD@wits.ac.za](mailto:ContractsandTenders.OFMD@wits.ac.za) and to [Macdonald.Mmolawa@wits.ac.za](mailto:Macdonald.Mmolawa@wits.ac.za). Please note that additional information supplied to anyone Bidder may also be provided to other Bidders via the Wits Website online platform.
- It must be noted that the University shall not be held liable for any loss or damage incurred to the Bidder should the Bidder fail to fulfil the requirements of the Bid.

## 11 SUBMITTING YOUR BID SUBMISSION

- 11.1.1 Bid submissions will be electronic via email to [ContractsandTenders.OFMD@wits.ac.za](mailto:ContractsandTenders.OFMD@wits.ac.za) and to [Macdonald.Mmolawa@wits.ac.za](mailto:Macdonald.Mmolawa@wits.ac.za).
- 11.1.2 All submissions must be in PDF (and where templates are provided, in the original .docx/.xlsx format as well). Maximum total email size: 20 MB per submission email (attachments combined). Bidders are responsible for ensuring delivery and receipt before the Closing Date and Time. Late submissions will not be accepted for consideration.
- 11.1.3 Requests for clarification must be submitted no later than five (5) Business Days before the Submission Date and Time to the emails provided in University Contact Information. Responses may be shared with all registered bidders.
- 11.1.4 Bidders are urged to contact the University's Representative if unsure which mode of delivery applies to the RFP. The University will not be held responsible where the Bidder incorrectly interprets the mode of delivery.
- 11.1.5 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

### 12 EVALUATION METHODOLOGY

- 12.1 The University will apply a multi-stage, multi-criteria evaluation process in accordance with this RFP. Evaluation will take place strictly in accordance with the criteria and requirements published in this document.

#### Stage 1: Eligibility and Compliance Screening

All Tender/Bid submissions will undergo an initial compliance check to determine eligibility. Submissions will be assessed against the mandatory administrative, statutory and returnable requirements contained in this RFP.

Non-compliant submissions will be disqualified and will not proceed further.

#### Stage 2: Functionality Evaluation (Technical and Operational Assessment)

Eligible submissions will be evaluated in accordance with the functionality criteria and weightings applicable to the tender category, as detailed in:

Annexure A: Retail Shops Scope of Work

Annexure B: Ad Hoc Vendors Scope of Work

Functionality criteria (not exhaustive) include:

**The retail offer. For the avoidance of doubt, this is not a price-determined evaluation. The University may consider a combination of qualitative and commercial factors, including the overall value to the University community, in accordance with the published criteria.**

**The Bidder's ability to meet the service requirements in Annexure A and Annexure B.**

**The type of organisation and years of operational experience.**

**The Bidder's demonstrated track record and experience, where applicable.**

**The Bidder's contactable references, where applicable.**

Each category (Food, Non-Food, Vending, Ad Hoc Textbooks, Ad Hoc Flowers) must meet the minimum functionality threshold of 70% to remain under consideration.

### **Stage 3: Presentations, Demonstrations and/or Site Visits (Where Applicable)**

The University may conduct:

Site visits,

Demonstrations, and/or

Presentations,

where required for further verification of a Bidder's capability, operational readiness, or quality of offering. The University may request menus, floor plans, sample packaging, OHS&E registers, machine specifications, and pricing evidence (where applicable) to validate claims made in the submission.

## **12.2 Evaluation Procedure:**

The evaluation phase consists of an eligibility compliance check followed by the functionality evaluation. The University may request additional information, clarification, or verification in respect of any information contained in or omitted from a Bidder's id Submission. Such requests will be issued in writing.

The University may enforce whatever measures it considers necessary to ensure the confidentiality and integrity of the contents of the Bid.

The University will evaluate the proposals with reference to the University's set and approved evaluation criteria and protocol as indicated in these Bid Documents.

Bidders are urged to study the tender information carefully and ensure that all required documents and forms are completed and submitted in the required sequence, format, and order. The University reserves the right not to evaluate or to disqualify any submission that fails to comply with the prescribed submission requirements.

Submission of a valid and current B-BBEE certificate or sworn affidavit is not mandatory, but Bidders who provide such documentation may derive a competitive advantage where applicable evaluation criteria include transformation-related considerations.

The University may request additional information, clarification, or verification in writing at any stage of the evaluation process.

## **PART D: INSURANCE**

### **13 INSURANCE REQUIREMENTS**

**13.1** All Bidders for Food Retail Shops, Non-Food Retail Shops and Vending Machine Operators must demonstrate that they possess, or will be able to obtain upon award, adequate insurance cover appropriate to the nature of the retail activities to be conducted on University property. Insurance Confirmation required in the Bid Submission Bidders must submit a formal letter from their insurer or insurance broker confirming that they qualify for, or are eligible to obtain, the following minimum insurance cover upon award:

- Public liability insurance

- Professional indemnity insurance (where applicable to the retail activity)
- Insurance covering property damage, theft, and related commercial risks
- Insurance covering liability to employees as contemplated in the Compensation for Occupational Injuries and Diseases Act, 130 of 1993
- 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.

### 13.2 INSURANCE REQUIREMENTS UPON AWARD

**Should the Bidder be appointed as a successful service provider, they shall:**

- Maintain insurance cover acceptable to the University's insurance brokers at all times.
- Submit proof of payment of insurance premiums annually, or upon written request by the University.
- Ensure that insurance cover is valid for the duration of the lease or trading period.
- Failure to maintain adequate insurance cover may result in termination of the agreement.

**13.3** All Bidders must submit a formal letter of confirmation from their insurer or broker confirming that the minimum insurance requirements can be met.

**13.4** Bidders 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 Bidder is the successful service provider. Bidders agree that, should they be appointed as a successful retail service provider (including Food Retail Shops, Non-Food Retail Shops and Vending Machine Operators), they shall at all times maintain insurance cover acceptable to the University's insurance brokers. Proof of payment of premiums for the applicable insurance policies must be furnished to the University annually, or upon written request.

## PART E: THE LEASE AGREEMENT DEVIATIONS

### 14 DETAILS OF THE CONTRACT

**14.1** Bidders must please take note of the following important contractual terms:

Indicative Dates	Contract	Occupation dates for sites varies and will be discussed during the bid site briefing.
Classification Type:	and	Lease Agreement Deviations THIS DRAFT AGREEMENT WILL BE AMENDED ACCORDINGLY TO REFLECT THE SERVICE COMPONENT (AS SET OUT IN THE SCOPE OF WORK DOCUMENT INCLUDED IN THE PUBLISHED BID PACK) ONCE AN AWARD HAS BEEN MADE TO A SUCCESSFUL BIDDER.

**14.2** Any award made as a result of this Bid process will be governed by the regents of the lease agreement deviations.

**14.3** In the event that a Contract has been included in the Bid Documents (see Annexure D: Draft Lease Agreement Deviations) and if a Bidder 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. If a Bidder does not clearly and conspicuously take an exception or propose a deviation to a specific term or condition, the Bidder 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: Accept the deviations or exceptions; or Negotiate the deviations or exceptions; or

Reject a proposal with deviations or exceptions deemed unacceptable by the University at its option and in the exercise of its sole discretion.

**14.4** The rejection or amendment by the Bidder of any terms and conditions contained in the lease agreement deviations may increase the risk to the University and will thus be taken into consideration when assessing the Bidder's Bid Submission.

**14.5** Bidders should not provide or include their own lease agreement deviations, service level agreement or '*reserve the right to negotiate if the Bidder is selected as the preferred service provider*' statement (the University will not consider this type of documentation). Bidders must ensure that they follow the protocol as set out in section

**14.6** The Bid awarded will be conditional and subject to successful negotiations and the signing of a written lease agreement deviations, failing which the University reserves the right to withdraw the Bid and to award another Bidder without the need to repeat the same Bid process. Should the final contract negotiations with the

preferred Bidder not be concluded within 3 (three) weeks of the bid award or the preferred Bidder 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 Bidder. A detailed GANT chart/project plan should accompany the business plan.

## ANNEXURE C: THE SUBMISSION OF RETURNABLE SCHEDULES & DOCUMENTS

### 15 SCHEDULES

#### SCHEDULE 1: SIGNED BID SUBMISSION

<b>Signed Bid Submission</b>	
<b>To be completed by a duly authorised representative of the Bidder</b>	
<b>Section 1: Bidders Details</b>	
<b>Name of Bidder:</b>	
<b>Entity registration number (if applicable):</b>	
<b>Contact person:</b>	
<b>Email:</b>	
<b>Telephone &amp; Mobile no:</b>	
<b>Physical address:</b>	
<b>Section 2: Declaration</b>	
<p>The undersigned, who warrants that he/she is duly authorised to do so on behalf of the Bidder confirms that the contents of this Section 2: Declaration are within my personal knowledge, and save where stated otherwise in an attachment hereto, are to the best of my belief both true and correct, and:</p> <ol style="list-style-type: none"> <li>i. neither the name of the Bidder or any of its Personnel appear on the Register of Bid Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 (applicable to South African entities).</li> <li>ii. neither the Bidder or any of its Personnel has within the last 5 (five) years been convicted of fraud or corruption by a court of law (including a court outside of the Republic of South Africa).</li> <li>iii. the Bidder is not associated, linked or involved with any other bidding entities submitting a Bid Submission.</li> <li>iv. the Bidder has not engaged in any prohibited restrictive horizontal practices including consultation, communication, agreement, or arrangement with any competing or potential bidding entity regarding prices, geographical areas in which goods and services will be rendered, approaches to determining prices or pricing parameters, intentions to submit a response or not, the content of the submission (specification, timing, conditions of contract etc.) or intention to not win a bid.</li> <li>v. the Bidder has no other relationship with any of the Bidders or those individuals responsible for compiling the Bid Documents that could cause or be interpreted as a conflict of interest.</li> <li>vi. the Bidder, its Personnel and its subcontractors (where applicable) do not have any relationship (family, friend or other) with any person employed by the University and/or who may be involved with the</li> </ol>	

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evaluation and/or adjudication of this Bid (if the statement is considered true, the Bidder undertakes to immediately disclose the applicable information to the University as part of its Bid Submission).

vii. the Bidder, its Personnel and any other person connected with the Bidder is not employed by the University (if the statement is considered true, the Bidder undertakes to immediately disclose the applicable information to the University as part of its Bid Submission).

viii. the Bidder agrees to be bound to the Bid Documents.

By signing below, the Bidder agrees with all of the conditions, statements and terms contained the Bid Documents.

Full Name of Person Signing on Behalf of the Bidder: \_\_\_\_\_

Capacity: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Item No.	Document Reference	Description	Action to be taken	Checked, Verified and Submitted	
				Bidder Checkbox	For Office Use Only: University Checkbox
1.	Schedule 1	Signed Submission	Bidders must complete and submit a copy of the Signed Submission signed by a duly authorised representative of the Bidder. If the Bider is a joint venture or consortium, all partners to the joint venture or consortium must complete Schedule 1.		
2.	Schedule 2	Schedule Checklist	Bidders must ensure all information is provided and complete the Bid Checklist.		
3A	Schedule 3A	<b>Schedule 3A:</b> Response Document Pack: Administrative, Financial and Compliance Documents (Applicable to Food Retail, Non-Food Retail and Vending)	Bidders must provide the documentation as requested under this Schedule 3A.		

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		Machines)			
3B	Schedule 3B	Schedule 3B: Response Document Pack: Administrative, Financial and Compliance Documents (Applicable to Ad hoc Vendors: Used Textbooks and Flowers)	Bidders must provide the documentation as requested under this Schedule 3B.		
4.	Schedule 4	Functionality (Including technical) Response Document Pack – Food Retail Shops	Bidders must provide the documentation as requested under this Schedule 4.		
5.	Schedule 5	Functionality (Including technical) Response Document Pack – Non-Food Retail Shops	Bidders must provide the documentation as requested under this Schedule 5.		
6.	Schedule 6	Functionality (Including technical) Response Document Pack – Vending Machines	Bidders must provide the documentation as requested under this Schedule 6.		
8.	Schedule 7	Functionality (including technical) response document pack ad hoc used textbook vendors	Bidders must provide the documentation as requested under this Schedule 7.		
9.	Schedule 8	Functionality (including technical) response document pack ad hoc flowers vendors	Bidders must provide the documentation as requested under this Schedule 8		
10.	Schedule 9	Lease Agreement Deviations	Bidders must complete the lease agreement Mark-Up Template contained Schedule 9 to indicate proposed changes to the draft Contract included in this Bid, if any		

**16 SCHEDULE 3A RESPONSE DOCUMENT PACK (Administrative, Financial and Compliance Documents (Applicable to Food Retail, Non-Food Retail and Vending Machines)**

- 16.1.1 All documents submitted by the Bidder must be attached to this Schedule 3A, compiled in the order and corresponding to the headings as set out in the table below within each section.
- 16.1.2 The response document pack must contain the documentation in the table below, sequenced and attached

as instructed:

<b>Administrative, Financial and Compliance Documents (Applicable to Food Retail, Non-Food Retail and Vending Machines)</b>			
<b>Please label as:</b>	<b>Description</b>	<b>Tick (✓) if submitted</b>	
		<b>Bidder Checkbox</b>	<b><u>For Office Use Only:</u> University Checkbox</b>
3A	Proof of UIF Registration (where applicable).		
3B	Proof of COIDA (Compensation for Occupational Injuries and Disease Act, 130 of 1993).		
3C	Salary Scales per Employee Category, demonstrating compliance with the National Minimum Wage Act.		
3D	<ul style="list-style-type: none"> <li>Bidders must provide a formal letter from their insurer or insurance broker confirming that they will be able to obtain all required insurance cover should they be appointed as the successful service provider. The letter must confirm that the Bidder qualifies for, or is eligible to secure, the following insurance cover upon award: Public liability insurance; and/or</li> <li>Professional indemnity insurance (where applicable); and/or</li> <li>Insurance covering property damage, theft and related commercial risks.</li> </ul>		
3E	BBBEE Certificate and detailed scorecard from Accredited rating Agency (SANAS) or Sworn Affidavit. (Not mandatory, but advantageous during evaluation).		
3F	Certified ID Copies of the Owners, not older than six (6) months.		
3G	Provide proof of company registration: (Sole proprietary, CC etc.).		
3H	Provide Valid SARS Tax Clearance Certificate and PIN.		
3I	Bank Confirmation Letter (signed and stamped).		
3J	Six-month Bank Statement for the business account (in the business or owner's name).		

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- 17.1 All documents submitted by the Bidder must be attached to this Schedule 3B, compiled in the order and corresponding to the headings as set out in the table below within each section.
- 17.2 The response document pack must contain the documentation in the table below, sequenced and attached as instructed:

<b>Administrative, Financial and Compliance Documents (Applicable to Ad hoc Vendors: Used Textbooks and Flowers)</b>			
<b><i>Please label as:</i></b>	<b><i>Description</i></b>	<b>Tick (✓) if submitted</b>	
		<b>Bidder Checkbox</b>	<b><u>For Office Use Only:</u> University Checkbox</b>
3L	Copy of Municipal Trading Permit issued by the City of Johannesburg (This document is not compulsory; however its submission will be regarded as advantageous as it demonstrates municipal compliance and readiness to legally trade within the City's jurisdiction).		
3M	Valid proof of Identification  Examples of acceptable Proof of Identification: <ul style="list-style-type: none"> <li>• South African Identity Document</li> </ul>		
3N	Valid proof of Residence  Examples of acceptable Proof of Residence: <ul style="list-style-type: none"> <li>• Municipal rates and taxes statement (not older than 3 months)</li> <li>• Utility bill (water, electricity, refuse)</li> <li>• Bank statement reflecting physical address</li> <li>• Signed lease agreement</li> <li>• Body corporate or managing agent statement</li> </ul>		

**18 SCHEDULE 4: FUNCTIONALITY (INCLUDING TECHNICAL) RESPONSE DOCUMENT PACK: FOOD RETAIL SHOPS**

All documents submitted by the Bidder must be attached to this Schedule 4, compiled in the order and corresponding to the headings as set out in the table below within each section.

- 18.1 The Bidders response functionality response pack must contain the documentation in the table below, sequenced and attached as instructed:

<b>Proof of Functionality (including Technical) Response</b>		
<b><i>Please label</i></b>	<b><i>Description</i></b>	<b>Tick (✓) if submitted</b>

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<b>as:</b>		Bidder Checkbox	<b>For Office Use Only:</b> University Checkbox
5A	BUSINESS PLAN		
5B	MENU OFFERING		
5C	ENVIRONMENTAL SUSTAINABILITY		
5D	FOOD HANDLING / FOOD SAFETY POLICY		
5E	OCCUPATIONAL HEALTH SAFETY ENVIRONMENTAL POLICY		
5F	RISK / ASSUMPTIONS / CONTINGENCY PLAN		

**19 SCHEDULE 5: FUNCTIONALITY (INCLUDING TECHNICAL) RESPONSE DOCUMENT PACK NON-FOOD RETAIL SHOPS**

<b>Proof of Functionality (including Technical) Response</b>			
<b>Please label as:</b>	<b>Description</b>	<b>Tick (✓) if submitted</b>	
		Bider Checkbox	<b>For Office Use Only:</b> University Checkbox
5A	BUSINESS PLAN		
5B	IMPLEMENTATION PLAN:		
5C	OPERATIONAL HEALTH & SAFETY POLICY (SUBMIT A HEALTH & SAFETY POLICY)		
5D	STAFF ORGANOGRAM & TRAINING & DEVELOPMENT PLANNING FOR STAFF		
5E	RISK / ASSUMPTIONS / CONTINGENCY PLAN		

**20 SCHEDULE 6: FUNCTIONALITY (INCLUDING TECHNICAL) RESPONSE DOCUMENT PACK – VENDING MACHINES**

<b>Proof of Functionality (including Technical) Response</b>			
<b>Please label as:</b>	<b>Description</b>	<b>Tick (✓) if submitted</b>	
		Bidder Checkbox	<b>For Office Use Only:</b> University Checkbox
5A	BUSINESS PLAN		
5B	OPERATIONAL AND IMPLEMENATION PLAN		
5C	FINANCIAL PLAN		

5D	ENVIRONMENTAL SUSTAINABILITY INITIATIVES		
5E	COMPLIANCE		

**21 SCHEDULE 7: FUNCTIONALITY (INCLUDING TECHNICAL) RESPONSE DOCUMENT PACK AD HOC USED TEXTBOOK VENDORS**

Proof of Functionality (including Technical) Response			
Please label as:	Description	Tick (✓) if submitted	
		Bidder Checkbox	<u>For Office Use Only:</u> University Checkbox
5A	BUSINESS PLAN		
5B	OPERATIONAL AND IMPLEMENTATION PLAN		
5C	FINANCIAL PLAN		
5D	ENVIRONMENTAL SUSTAINABILITY INITIATIVES		
5E	COMPLIANCE		

**22 SCHEDULE 8: FUNCTIONALITY (INCLUDING TECHNICAL) RESPONSE DOCUMENT PACK AD HOC FLOWER VENDORS**

Proof of Functionality (including Technical) Response			
Please label as:	Description	Tick (✓) if submitted	
		Bidder Checkbox	<u>For Office Use Only:</u> University Checkbox
5A	BUSINESS PLAN		
5B	OPERATIONAL AND IMPLEMENTATION PLAN		
5C	FINANCIAL PLAN		
5D	ENVIRONMENTAL SUSTAINABILITY INITIATIVES		
5E	COMPLIANCE		



**SCHEDULE 2: SCHEDULES CHECKLIST**

To be completed by the Bidder. The Bidder must complete this Schedules Checklist confirming submission of all applicable schedules. All schedules must be submitted in the required sequence and format.

<b>Schedule Reference</b>	<b>Description</b>	<b>Action Required</b>	<b>Bidder Checkbox</b>	<b>University Use Only</b>
Schedule 1	Signed Bid Submission	Submit signed Schedule 1	<input type="checkbox"/>	<input type="checkbox"/>
Schedule 2	Schedules Checklist	Complete this checklist	<input type="checkbox"/>	<input type="checkbox"/>
Schedule 3A	Response Document Pack: Food/Non-Food/Vending	Submit required documents	<input type="checkbox"/>	<input type="checkbox"/>
Schedule 3B	Response Document Pack: Ad Hoc Vendors (Used Textbooks and Flowers)	Submit required documents	<input type="checkbox"/>	<input type="checkbox"/>
Schedule 4	Functionality Pack – Food	Submit functionality evidence	<input type="checkbox"/>	<input type="checkbox"/>
Schedule 5	Functionality Pack – Non-Food	Submit functionality evidence	<input type="checkbox"/>	<input type="checkbox"/>
Schedule 6	Functionality Pack – Vending	Submit functionality evidence	<input type="checkbox"/>	<input type="checkbox"/>
Schedule 7	Functionality Pack – Used Textbook Vendors	Submit functionality evidence	<input type="checkbox"/>	<input type="checkbox"/>
Schedule 8	Functionality Pack – Flower Vendors	Submit functionality evidence	<input type="checkbox"/>	<input type="checkbox"/>
Schedule 9	Lease Agreement Deviations	Submit completed mark-up template	<input type="checkbox"/>	<input type="checkbox"/>