



UNIVERSITY OF THE
WITWATERSRAND,
JOHANNESBURG

RFI – Request for Information
OFMD-Wits Rural Campus

Reference No.:	Wits 2025:29	
Description:	Wits Rural Campus	
Issue Date:	20 June 2025	
Issued by:	OFMD-Wits Rural Campus	
Submission Date and Time:	Date: 10 July 2025	Time: 23h59 (Before Midnight)
Additional Information	Select the components you are registering interest for by ticking or marking the respective section in the table below. Note this may inform further procurement processes.	

Name of Tenderer: _____

Select the specific component you are registering interest for by marking/ticking the block adjacent to the respective component below. Requirements are described at a high level in the scope of work.

	Component	Mark/Tick your selected component
1	HVAC services- Repairs and Installations	
2	Laundry services – collect and deliver	
3	General Hardware Supplies	
4	Technical support for electrical infrastructure	
5	Electric fencing contractor	
6	Perishable and Non-perishable groceries	
7	Fresh produce	
8	Internet service provider	
9	IT Support -Hardware and Network support	
10	Pump/Borehole specialist	
11	Building Contractor Services	
12	Safari Services	
13	Gas and/or Diesel Supplier	
14	General Supplier for Linen/Haberdashery for Hospitality Industry	
15	Chemical/Cleaning Hardware	
16	Waste Removal	

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ATTACHMENTS:

List of Annexures	Description of Annexures
Annexure A	Scope of Work
Annexure B	Returnable Schedules and Documents

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.

Wits Rural Campus (WRC) is a unique and dynamic extension of the University of the Witwatersrand, Johannesburg. Situated in Limpopo Province R531 Orpen Road Acornhoek (the University) operates as a multidisciplinary hub supporting research, training, health outreach, hospitality, and academic development.

WRC provides accommodation, conferencing facilities, and support infrastructure to a wide range of stakeholders including students, researchers, NGOs, government departments, and international visitors. As a high-traffic, multi-use campus, it plays a crucial role in rural health advancement and community engagement.

The campus has evolved into a self-sustaining lodge and operations base that requires high-quality, reliable, and responsive service providers to support its ongoing growth and professional standards. This includes, but is not limited to: maintenance services, equipment servicing, infrastructure support, landscaping, catering, and general facilities management.

Partnering with Wits Rural Campus offers a unique opportunity to contribute to a meaningful cause, build a long-term professional relationship with a respected institution, and showcase service excellence in a highly visible, multi-functional environment.

We are committed to supporting local economic development, empowering SMMEs, and working with suppliers who value quality, sustainability, and accountability.

1.2 Tender Background

The University of the Witwatersrand, Johannesburg (the University) Wits Rural Campus situated in Limpopo Province R531 Orpen Road Acornhoek (the University) seeks service providers (tenderers) to supply the following goods/services for the components listed below:

Components goods/services required include the following:

1. HVAC services- Repairs and Installations	10. Pump/Borehole specialist
2. Laundry services – collect and deliver	11. Building Contractor Services
3. General Hardware Supplies	12. Safari Services
4. Technical support for electrical infrastructure	13. Gas and/or Diesel Supplier
5. Electric fencing contractor	14. General Supplier for Linen/Haberdashery for Hospitality Industry
6. Perishable and Non-perishable groceries	15. Chemical/Cleaning Hardware
7. Fresh produce	16. Waste Removal
8. Internet service provider	
9. IT Support -Hardware and Network support	

Only respondents who meet the stated criteria are eligible to have their submissions evaluated.

1.3 Tender Description

1.3.1 This RFI is for information purposes only and does not constitute a commitment to purchase or issue a contract. Based on responses received, selected service providers may be invited to participate in further procurement processes.

1.3.2 The primary objective of this RFI is to identify possible reputable service providers for the components listed above.

1.4 Procurement Strategy

1.4.1 This is an open competitive tender process.

1.5 Pre-qualification Criteria

1.5.1 Tenderers who have suitable experience and demonstrated capacity in the required work activities in the components goods and services as required may be eligible to participate in this Tender.

1.5.2 Only Tenderers who meet the pre-qualification criteria outlined in the table below are eligible to submit a Tender Submission. Failure to meet the pre-qualification criteria will result in disqualification.

No.	Mandatory Criteria
	It is compulsory that the Tenderer must provide:
1.	a signed Submission which has to be signed by a duly authorised representative of the Tenderer. Refer to Annexure B Schedule 1.
2.	proof of your legal entity's registration documentation (e.g. CIPC) indicating date of registration/incorporation, list of directors, partners, and members if a registered entity. If not a registered CIPC entity, provide details related to your entity. Note this RFI is only available for South African entities.
3.	provide a current and valid Tax Clearance certificate/PIN for South African entities .
4.	proof of their VAT registration details. Provide rationale if not VAT registered. This will be assessed for acceptability.
5.	Provide your company profile including your years of experience and years of operation providing the goods/services related to the components you are requesting to be considered for .
6.	Evidence demonstrating a track record of a minimum of 3 years' experience in the delivery of the service you are proposing for this tender for each of the components you have selected. The track record will be assessed for acceptability and appropriateness.
7.	Provide your utility bill or lease agreement or any evidence to support your location being within a 150km radius of the Wits Rural Campus. This will be considered for acceptability.
8.	List of available services and/or products offered for each component you have selected above, including a catalogue if you have one that is available. Label each component's information separately in a different document.
9.	Indicate your turnaround time for delivery and for responses (indicate time to respond - hours) for procurement requests during office hours (8h00 to 16h30) Monday to Friday
10	Indicate your turnaround time for delivery and for responses (indicate time to respond - hours) for procurement requests after office hours and on weekends

1.5.3 Tenderers who fail to provide the required schedules and documents will not have their Tender Submissions evaluated further.

1.5.4 Despite the above, the University reserves the right to request additional information (which request must be 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 E-mail	20 June 2025
2.	<p>Briefing session</p> <p>Non-Compulsory Briefing Online/Digital</p> <p>Date and time: 02 July 2025 10h00</p> <p>Join the meeting now</p> <p>Meeting ID: 339 457 850 001 5</p> <p>Passcode: fT7ds68a</p>	
3.	Submission Deadline	10 July 2025 23h59

2.2 The dates and times described above do not create a binding obligation on the part of the University to take any action nor does it 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 in accordance with section 6 of the Tender Terms and Conditions, the University may issue amendments up to 3 (three) Business Days before the Submission Date and Time.

3 INTENT TO SUBMIT A TENDER SUBMISSION (WHERE APPLICABLE)

Prior to the submission of any returnable schedules, documents or other information as set out in the Tender Documents, the Tenderer must notify the University's Procurement Representative (see section 4) in writing in a single email, on or before the time indicated in section 2.1, its intention to participate 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 Bonolo Mpshe (**Procurement Representative**) via e-mail: to bonolo.mpshe@wits.ac.za.

5 DEVELOPING YOUR TENDER SUBMISSION

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

5.2 Tenderers should take time to read and understand the Tender Documents, in particular:

5.2.1 the Tender Terms & Conditions;

5.2.2 the Tender Submission protocol (please refer to section 6);

5.2.3 develop a strong understanding of the University's Scope of Work detailed 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. Should any pages be missing or duplicated, or the reproduction indistinct, or any descriptions ambiguous, or contains any obvious errors they shall as soon as possible inform admin.tenders@wits.ac.za and to bonolo.mpshe@wits.ac.za with a request to have the it rectified.

5.4 Queries and requests for clarification should be submitted by email to admin.tenders@wits.ac.za and to

bonolo.mpshe@wits.ac.za. The University will respond to queries and requests for clarification received up to 5 (five) Business Days before the Submission Date and Time. Please note that additional information supplied to any one Tenderer may also be provided to other Tenderers via e-mail.

- 5.5 The University shall under no circumstance be held liable for any loss or damage incurred to the Tenderer should the Tenderer fail to fulfil the requirements of the Tender.

6 SUBMITTING YOUR TENDER SUBMISSION

- 6.1 The mode of delivery for submission is set out below and will apply to this Tender:

6.2 Electronic Submissions:

- 6.2.1 The [Electronic Submission Protocol](#) will apply to this Tender.

Full Link: <https://www.wits.ac.za/media/wits-university/footer/about-wits/procurement/Electronic%20Submission%20Protocol%202015.08.2020.pdf>

- 6.2.2 Tenderers must submit Annexure C: Pricing in an editable xls - Microsoft Excel file and a .pdf - PDF file.

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. The Tenderer acknowledges and accepts that telegraphic, telephonic, telex, facsimile, physical submissions, and late submissions will not be accepted by the University.

Submission is by EMAIL as per the protocol above.

PART C: THE EVALUATION PROCESS

7 EVALUATION METHODOLOGY

- 7.1 The University will apply a multi-criteria approach in evaluating the Tender Submissions. It is envisaged that the following core criteria (which includes but is not limited to and in order of preference) will amongst others form the basis of the tender evaluation:

- 7.1.1 The Tenderer's ability to match service requirements as set out in Annexure A: Scope of Work;
- 7.1.2 The type of organisation and the number of years in operation in the industry;
- 7.1.3 The track record and experience of the Tenderer;
- 7.1.4 The product offering, the variety thereof and the appropriateness of the offerings for the Wits customer base;

7.2 **Evaluation Procedure:**

- 7.2.1 The University may in writing request additional information, clarification or verification in respect of any information contained in or omitted from a Tenderer's Tender Submission.
- 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 criterion listed in the table under section 1.5 that must be met by the Tenderer in order for the University to accept the Tender Submission for evaluation.
- 8.1.2 The pre-qualification evaluation will be carried out by the University's tender evaluation committee members to determine which Tender Submissions are compliant or non-compliant with the requirements issued by the University as part of this tender process.
- 8.1.3 Where there is failure to comply with the pre-qualification criteria as set out in section 1.5 or the University is for any reason unable to verify whether the pre-qualification criteria are fully complied with, the University may disqualify the Tender Submission;
- 8.1.4 Tenderers that do not meet the pre-qualification criteria may not advance to the next stage of evaluation.

- 8.1.5 Please note that no points are allocated at this stage.
- 8.1.6 **Note:** The Tenderer acknowledges and accepts that only documents related to the Tenderer's entity must be submitted in support of this Tender. The University will not accept documents relating to different companies or business units within a group of companies.
- 8.2 Other Information**
- 8.2.1 After completion of the evaluation process, all shortlisted Tenderers will be invited to possible further procurement processes.
- 8.2.2 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 ensure that before submitting a Tender Submission that they are able to meet the requirements as set out in Annexure A: Scope of Work.
- 9.3 **Note:** The University will not accept any material 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

10 THE SUBMISSION OF RETURNABLE SCHEDULES & DOCUMENTS

- 10.1 The Tender Submission will be evaluated based on the information submitted as set out in this tender document and in Annexure B: Returnable Schedules and Documents. The Tenderer's Tender Submission must be composed according to, and in the sequence as set out in Annexure B: Returnable Schedules and Documents. Additional instructions are contained under the applicable sections per Annexure B: Returnable Schedules and Documents.
- 10.2 Tenderers must complete the returnable schedules in type-written format and submit them in PDF and/or Excel compatible (.xls) (where indicated).
- 10.3 Tenderers must ensure that all returnable schedules, documents, and certificates are legible, current, legally compliant and valid.