



UNIVERSITY OF THE
WITWATERSRAND,
JOHANNESBURG

PROCUREMENT DOCUMENT

REQUEST FOR PROPOSAL (RFP)

FOR

Wits / 2026:14 - CPS - Access Control Management Supply, Install, Support and Maintenance

Reference No.:	Wits / 2026:14	
Description:	Access Control Management Supply, Install, Support and Maintenance	
Issue Date:	14 June 2026	
Issued by:	Campus Protection Services (CPS)	
Submission Date and Time:	Date: 13 July 2026	Time: 23.59 (Midnight)
Important Information:	Electronic Submission via the PURCO SA website	

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List of Annexures	Description of Annexures
Annexure A	Scope of Work
Annexure B	Returnable Schedules and Documents
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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 Campus Protection Services of the University of the Witwatersrand, Johannesburg in collaboration with Purchasing Consortium of Southern Africa (PURCO SA) request proposals from prospective service providers for support and maintenance of security equipment and installation of new projects.

1.3 Tender Description

The University intends to appoint (1) one service provider to supply, install, support and maintain the current security related infrastructure and new installations as described in the tender documentation including the scope of work.

1.4 Joint Ventures and Sub-contracting

The University strictly prohibits any joint ventures, partnerships and sub-contracting.

1.5 Overview

The purpose of the support and maintenance services is to ensure the maximum efficiency and availability of production equipment, utilities and related facilities at optimal cost and under satisfactory conditions of quality, safety and protection for the environment.

1.6 Procurement Strategy

The procurement strategy for this tender is to appoint one service provider.

1.7 Pre-qualification Criteria

Tenderers who have suitable experience and demonstrated capacity in the required work activities for security equipment maybe eligible to partake in this Tender.

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

It is compulsory that the Tenderer submit all of the information required in the Schedules below:

Procurement Eligibility/Mandatory Criteria	
Tenderers must:	
1.	submit a signed submission by an authorised employee of the company
2.	submit South African registration documents if a registered company (including but not limited to CIPC registration and directors, VAT registration, Memorandum of Association, Certificate of Incorporation). Only South African entities are eligible to participate.
3.	provide a valid, current, VAT certificate and tax pin/ tax clearance certificate for tenders issued by the South African Revenue Services. Submit rationale if not VAT registered. This will be considered for acceptability
4.	submit annual financial statements (AFS) for last three (3) financial years in compliance with the requirements of the Companies Act, and submit confirmation of the Public Interest Score if AFS are not audited with reasons supplied: <ul style="list-style-type: none"> • Non-EMEs must submit annual financial statements for the last three (3) financial years. • EME tenderers must submit annual financial statements for the last three (3) financial years.
5.	provide a Letter of Bank Confirmation
6.	provide proof that it is in possession of a letter of good standing from the Compensation Fund or a licensed compensation insurer as contemplated in the Compensation for Occupational Injuries and Disease Act No. 130 of 1993. The proof must be valid at the time of close of the Tender and a valid certificate must be produced at the time of award if the certificate expires between close of Tender and award
7.	submit all required schedules, documents and annexures indicated in these documents.
8.	submit full priced schedule, Annexure C
Technical Eligibility/Mandatory Criteria	
Tenderers must	
9.	provide proof of having a minimum track record of three (3) years showing an established existing local client base in the Gauteng region and indicate current and previous clients where the tenderer implemented access control and alarms and surveillance (CCTV) solutions in Gauteng. (Client Reference letter)
10.	the tenderer to supply at minimum of two (2) relevant and acceptable references where similar implementation of the proposed solution has been conducted. (i.e. all disciplines) (References within the last five (5) years). One reference for support & maintenance must be a local site (a similar scale to Wits University). References will be assessed for acceptability and relevancy and maybe confirmed.
11.	submit valid company's installer certifications (Access Control)
12.	the current brands related to access control is CS Gold (legacy) and Gallagher. Installer Certifications related to these brands are preferred. If you do not have this in place, show your commitment to have it in place if you are awarded, within a 3–6-month period from award without impact on the pricing you have submitted.
13.	submit valid company's installer certifications (Installer /OEM Certificate from any CCTV)
14.	the current brands related to CCTV are Hikvision, Bosch and Axis. Installer Certifications related to these brands are preferred. If you do not have this in place, show your commitment to have it in place if you are awarded, within a 3–6-month period from award without impact on the pricing you have submitted.
15.	submit valid company's installer certifications (Installer /OEM Certificate from any Alarm System)
16.	the current brands related to Alarm Systems are IDS and AJAX. Installer Certifications related to these brands are preferred. If you do not have this in place, show your commitment to have it in place if you are awarded, within a 3–6-month period from award without impact on the pricing you have submitted.
17.	provide a summarised CV for key technical skills for the Site Manager: A Site Manager requires a minimum of 5 years' experience. (Site Manager relevant certifications for Access Control/ Alarms/Surveillances) The CV must show the years of relevant experience and certifications/qualifications.
18.	provide summarised CV for key technical skills for the Project Manager: A Project manager requires a minimum of 5 years' experience with relevant Project manager certification. The CV must show the years of relevant experience and certifications/qualifications.
Procurement Non- Mandatory Criteria	
19.	please provide the current, valid B-BBEE certificate issued by a SANAS accredited verification agency unless the Tenderer is an exempted micro enterprise (EME) or a qualifying small enterprise (QSE), in which case the Tenderer may submit a sworn affidavit in accordance with the B-BBEE Act: Codes of Good Practice published in Government Gazette No. 36928.

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.

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

Despite the above, the University reserves the right to request information (which must be responded to and/or provided to the University within the period as determined and communicated by the University) where the information provided is insufficient, is not supplied, is unsuitable or does not provide adequate detail.

Tender Terms and Conditions

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>

1.7.2 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	14 June 2026
2	Publication of Tender available on the University's Procurement website	15 June 2026 (14:00)
3	Non-Compulsory Online Briefing Session to be held as follows: Date and time: 22 June 2026 11:00 to 12:30 Microsoft Teams: The link to the session will be made available to all Tenderers that register their intent to submit a Tender Submission	
4	Submission Date and Time	13 July 2026 Time: 23h59 (Midnight)
5	Proposed Presentation Dates and Times	N/A

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 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 any issues of the Tender Documents must be addressed to the Tender Administrator at admin.tenders@wits.ac.za and to Lavern Kuppen Cullen via e-mail: lavern.cullen@purcosa.co.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 must take time to read and understand the Tender Documents, in particular:

4.2.1 The Tender Terms & Conditions; <https://www.wits.ac.za/media/wits-university/footer/about-wits/procurement/Tender%20Terms%20%20Conditions%2015.08.2020.pdf>

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 review as a guideline the University's Uniform Catalogue detailed: Annexure F;

4.2.5 in structuring your Tender Submission consider how it will be evaluated, Part C: The Evaluation Process of this document describes the evaluation approach;



- 4.2.6 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, the reproduction indistinct, or any descriptions ambiguous, or this document contain any obvious errors they shall inform admin.tenders@wits.ac.za and Lavern Cullen at Lavern.Cullen@purcosa.co.za and have the same rectified. Queries to be posted on the PURCO SA website.
- 4.4 The University will respond to requests for clarification received up to 5 (five) Business Days before the Submission Date and Time. Queries should be posted on the PURCO SA website. Please note that additional information supplied to any one Tenderer may also be provided to other Tenderers via the PURCO SA website.
- 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 **Tender submissions will be electronic via the PURCO SA Website ONLY.** No hard copy, faxed, physical submissions or e-mailed submissions will be accepted by the University.
- 5.2 To submit your Tender Submission please log in to the <https://purcosa.co.za> website using the username and password of the individual who purchased the Tender Documents. **Refer to Annexure E for a Detailed Guide.**
- 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.

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;
 - 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 must be sufficient for comparison purposes;
 - 6.1.8 Risk and 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
 - 6.1.10 Reasonability of the financial offer with consideration of market related pricing and available budget for the requirement will be considered
- 6.2 **Evaluation Procedure:**

The evaluation phase includes the prequalification phase for procurement and technical/functional elements.

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.

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

of the Tender.

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

Tenderers are urged to study the information provided in detail before responding to the Tender. It is of utmost importance that information and conditions set out in this specification and "Tender Forms" be completed and submitted in the indicated format and order. Should the information not be submitted in the required format, the University reserves the right not to assess the Tender received and to disqualify such Tenders. Preferences are offered to Tenderers that are Broad-Based Black Empowerment Contributors.

7 EVALUATION CRITERIA

7.1 Stage 1: Pre-qualification Stage (Procurement Mandatory and Technical Mandatory Criteria)

The University has a defined minimum pre-qualification listed in the table under section 1.7 that must be met by the Tenderer in order for the University to accept the Tender Submission for evaluation.

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.

Where there is failure to comply with the pre-qualification criteria as set out in section 1.7 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;

Tenderers that do not meet the pre-qualification criteria may not advance to the next stage of evaluation.

Please note that no points are allocated at this stage.

Note: Documents submitted in support of this Tender must be documents of the Tenderer's entity. It is not permitted that documents submitted pertain to different companies or units within a group.

7.2 Stage 2: Functional including Technical Evaluation

In this stage, the Tenderer must score a minimum of 70% in order to move on to the next stage of evaluation as per the pre-qualification requirement.

The evaluation of the Functionality Criteria of the Tender Submission will be based on the following criteria:

No	Criteria	Detail	Max Points
1.	Track Record /Experience	<ul style="list-style-type: none"> Please provide at least 2 (two) acceptable references where support and maintenance are provided for existing security equipment for access control, intruder alarm and surveillance. At minimum, please provide one site preferably in the Gauteng area, that is of similar size and scope of the University. Please provide at least 1 (one) reference where the Tenderer has successfully implemented and provided new installations for small scale security related projects. Additional points will be allocated for additional suitable and positive references that are relevant to this type of Tender 	5
		Please provide a track record of a minimum of 3 (three) years of experience in the implementation and support of security maintenance and must include the following: <ol style="list-style-type: none"> Access control Intruder alarm Surveillance 	5
2	Competency & Capacity of Key Staff Skills (Attach CV that prove the relevant number of years of experience and attach relevant Certifications)	1) Site Manager at a minimum of 5 (five) years. Experience that includes Project Management experience (Site Manager relevant certifications for Access Control/ Alarms/Surveillances) and Project Management Qualification (NQF Level 5) or similar	3
		2) Project Manager at minimum of 5 (five) years. Experience that includes Project Management experience (Project manager relevant certifications for Access Control/ Alarms/Surveillances) and Project Management Qualification (NQF Level 5) or similar	2

		3) Lead Technician at minimum of 5 (five) years for maintaining, installing and servicing Alarm, CCTV, Access Control & Intercom systems (with relevant certifications for Access Control/ Alarms/Surveillances)	3
		4) Onsite Technicians. Minimum 2 (two) years' experience as a technician maintaining, installing and servicing Alarm, CCTV, Access Control & Intercom systems	2
3	Preventive maintenance	Please submit a detailed annual preventative maintenance plan that takes into account Annexure A: Scope of Work which includes but is not limited to the following: Cameras, Booms, Motorised gates, Alarms, Intruder Alarms, Turnstiles, Card readers, Electric Fence, Kudu Bucks Terminals, Security Booths. The comprehensiveness of the plan will be assessed.	10
4	Reports	Please provide a detailed and summarised monthly report for breakdown maintenance calls from existing or previous clients (no older than 3 (three) years) including SLA reporting. The comprehensiveness of the plan will be assessed.	5
5	Asset Register	Please provide an existing asset register with full details of what was recorded and an indication of what should be recorded from a current or previous client.	5
Total Points for Functionality			40

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

Tenderers who met the thresholds in the previous stages will be evaluated further.

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 and indicated formulae:

Component	Documents Required	Weighting %
Price	Annexure C: Price Schedules to be completed. Price scorecard is based on the Support and Maintenance Cost, New Project and Equipment Replacement Costs	60%
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	Technical evaluation including tenderer track record and their client references	20%
Total		100%

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 60 = 60 points is allocated for price on the following basis:

$$PS = 60 \left\{ \frac{1 - \frac{Pt - Pmin}{Pmin}}{Pmin} \right\}$$

Where:

- Ps = Points scored for comparative price of Tender Submission under consideration;
60 = 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

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.

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 worked 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 be 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: Price Schedules 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: Price Schedules. All three worksheets under the pricing schedule must be completed to support a complete pricing schedule.
- 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. Pricing must be wholly inclusive of all costs including VAT.
- 10.5 Pricing must be wholly inclusive of all components that will deliver the services of the total solution in accordance with Annexure A. Scope of Work.

10.6 General:

The Tenderer's proposals must be in South African Rand inclusive of VAT and valid for a period of 180 (one hundred and eighty) days from the date of the Tenderer's Submission), Noting the labour rates will be fixed for 12 months with an escalation protocol indicate below.

Please note that all costs must be firm from the date of receipt of purchase order issued by the University. Furthermore, no additional costs will be accepted by the University.

Escalations per annum can be applied and clearly stated where applicable, similarly these would need to be fixed for the period for the items specified in Annexure C: Price Schedules. The coverage period for all components is to become effective from the date of delivery acceptance as detailed in Annexure A: Scope of Work.

10.7 Annual Escalation Adjustments:

10.8 Provided the relevant supporting documentation required by the University is supplied by the Service Provider, the Fees may be adjusted subject to successful negotiations between the Parties as follows:

10.9 The annual escalation will be capped at CPI for maintenance and labour rates and capped at a margin percentage for local and imported goods for projects.

10.10 Note: CPI means the average annual rate of change (expressed as a percentage) in the Consumer Price Index for all metropolitan areas as published by Statistics South Africa (or such other index reflecting the official rate of inflation in the Republic of South Africa as may replace it), which annual change shall be determined by comparing the most recently published index with the average index published over the 12 (twelve) months preceding the anniversary of the start date of the awarded Contract, and applying the lower of the 2 (two) compared indices

10.11 Cost Savings:

10.11.1 The University expects the Tenderer to be an active partner in generating ideas to reduce costs beyond only price reductions. Tenderers must complete the required pricing worksheets and can provide alternative cost reduction methods that may benefit the University. These alternatives must be included in separate worksheet(s) in workbook: C.1. Price Schedules and/or in a separate information schedule

• **PURCO Rebate:**

The service fee that is invoiced and collected by PURCO SA on behalf of the University from the successful tender(s), will not be an additional cost added to the price that is charged to the University. This service fee is the successful tenderer's cost of doing business with the consortium, which is used to cover expenses incurred by PURCO SA, being an additional marketing resource, to assist the contracted suppliers to market their products and services to a vast PURCO SA Membership that is widely located across Southern Africa. Additionally, any service fees that remain, are distributed back to the member institutions as their back-end savings.

The successful Tenderer must provide a 2% service fee calculated on the total value of each invoice issued by the successful tender for or otherwise relating to the supply of goods and/ or performance of the Services to the University (including any additional/ad hoc goods supplied or services rendered, and including any extension of the service and/or renewal, payable to PURCO SA on submission of a relevant invoice to the University.

The successful Tenderer must send a copy of the monthly invoice and statement to both PURCO SA and the Institution by the tenth day of every month. Upon receipt of the monthly sales report from the successful Tenderer, PURCO SA shall invoice and claim from the successful Tenderer a minimum of 2% service fee based on the Rand value of the total monthly sales/service which is payable to PURCO SA within 30 (thirty) days of the invoice date. Quotation(s) for any additional services that hold financial implications must be submitted both to

PURCO SA and to the University before implementation of such service. The additional services must be approved by the University and signed by both parties in writing.

- **Non-payment of Rebate is viewed as a breach of contract.**

Tenderers are required to be in good financial standing, meaning they must not have any negative credit listings. In addition, bidders must be in good legal standing, with no current or pending legal actions or disputes involving PURCO SA or any of its Members. Furthermore, in the event of any dispute or differing interpretation between the Bid Document, the Letter of Award, and the Lease Agreement, the Tender Document shall take precedence over all other documents.

- **Right to Offset**

The supplier acknowledges and agrees to provide consent to the University to withhold and offset any outstanding amounts owed under this agreement. In the event that the supplier fails to fulfil its payment obligations to PURCO SA under this agreement and incurs an outstanding balance, the University reserves the right to offset any such amounts owed by the supplier against any outstanding amounts that the University owes to the supplier under this agreement or any other related agreements. The supplier hereby consents to such offset and acknowledges that the University may withhold and apply the owed amounts toward the outstanding balance without further notice or consent. The offset shall be carried out in a reasonable and fair manner, and any remaining balance, if applicable, shall continue to be owed by the supplier.

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 or provide a letter of commitment of having the appropriate insurance in place if awarded and at time of contracting with no impact on pricing that has been submitted'.
- 11.2 The Tenderer will have to establish its standard company insurance (please refer to Annexure B: Returnable Schedules and Documents) and details of:
- public liability; and/or
 - professional indemnity insurance; and/or
 - 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
 - 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.

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:	1 October 2026
Indicative Contract Duration:	36 months
Classification and Type of Contract:	Supply, install, commission, maintain and support
Type of Insurance Required:	Commercial liability and Professional Indemnity
Penalties:	Refer to Annexure A and the contract
Fees and fee escalation protocol:	Maintenance and labour component is based on CPI. New Installations components are based on margin percentage.
Indicative Payment Terms	<ul style="list-style-type: none"> • Refer to Annexure A and the contract

- 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:
- 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.
- 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 3 (three) 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.