PROCUREMENT DOCUMENT

REQUEST FOR PROPOSAL RETURNABLE SCHEDULE

ANNEXURE B

FOR

Wits Tender / 2026:21

Service and Maintenance of HVAC Systems

Reference No.:	Wits Tender/2026:21	
Description:	Wits / 2026:21 Service and Maintenance of HVAC Systems	
Issue Date:	09 November 2026	
Issued by:	Operations and Facilities Management Department – Energy, Utilities and GMR Compliance Section	
Submission Date and Time:	Date: 7 December 2026	Time: 23h59 (Before Midnight)
Important Information:	**Mandatory Tender Submission via PURCO SA website**: https://purcosa.co.za	

Name of Tenderer: _____

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1 SCHEDULE 1: SIGNED TENDER SUBMISSION

Signed Tender Submission
To be completed by a duly authorised representative of the Tenderer

Section 1: Tenderers Details

Name of Tenderer:	
Entity registration number:	
Contact person:	
Email:	
Telephone & Mobile no:	
Physical address:	

Section 2: Declaration

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the Tenderer 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:

i. neither the name of the Tenderer or any of its Personnel appear on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 (applicable to South African entities);
ii. neither the Tenderer 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);
iii. the Tenderer is not associated, linked or involved with any other tendering entities submitting a Tender Submission;
iv. the Tenderer has not engaged in any prohibited restrictive horizontal practices including consultation, communication, agreement, or arrangement with any competing or potential tendering 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 tender;
v. the Tenderer has no other relationship with any of the Tenderers or those individuals responsible for compiling the Tender Documents that could cause or be interpreted as a conflict of interest;
vi. the Tenderer, 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 evaluation and/or adjudication of this Tender (if the statement is considered true, the Tenderer undertakes to immediately disclose the applicable information to the University as part of its Tender Submission);
vii. the Tenderer, its Personnel and any other person connected with the Tenderer is not employed by the University (if the statement is considered not true, the Tenderer undertakes to immediately disclose the applicable information to the University as part of its Tender Submission);
viii. the Tenderer has satisfied itself as to the correctness and validity of its Tender Submission, that the price(s) and rate(s) quoted cover all the goods and/or services in the Tender Documents; and that the price(s) and rate(s) cover all its obligations under a resulting Contract. Further, the Tenderer accepts that any mistakes regarding price(s) and calculations will be at its risk and confirm that the University will incur no additional costs whatsoever, over and above the amount submitted as part of its Tender Submission; and
ix. the Tenderer agrees to be bound to the Tender Documents.

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

Full Name of person signing on behalf of the Tenderer: _____

Capacity: _____

Signature: _____

Date: _____

Section 1B: Declaration of Interest by the Tenderer

The University mandates complete transparency from Tenderers concerning any existing or potential conflicts of interest. Failure to provide such disclosure will constitute a significant breach of the Tender Terms and Conditions or any resulting Contract that the University may award. Full disclosure must encompass assessing any affiliations between the Tenderer, its Personnel, shareholders, subcontractors, or any other entities associated with the Tenderer, and the University and/or its Personnel.

I, _____, acting on behalf of the Tenderer, declare as follows:

1. The following questionnaire must be completed on behalf of the Tenderer and returned to the University. . Tick the relevant box.

1.1 Does the Tenderer have an existing relationship with the University?	No	Yes
1.2 Is the Tenderer or any person connected with the Tenderer employed by the University?	No	Yes
1.3 Does the Tenderer, or any person connected with the Tenderer, have any relationship (family, friend or other) with a person employed by the University and who may be involved with the evaluation and/or adjudication of this?	No	Yes
1.4 Has the Tenderer, sub-contractors, or other persons associated with it: i. been convicted of any criminal offence; and ii. made reasonable enquiries, to the best of its knowledge and belief, has not been or is not the subject of any: a. pending disputes; b. investigations; c. inquiry by a regulatory body regarding any offence; or d. alleged offence of or in connection with slavery and human trafficking.	No	Yes

If Yes, to any of the above, describe the relationship details, potential conflict of interest and or other pertinent details below:

If No, to all of the above, the Tenderer is assumed to have no current, no future possible conflict of interest in the Tenderer becoming a supplier to the University and with respect to this Tender.

Full Name of person signing on behalf of the Tenderer: _____

Capacity: _____

Signature: _____

Date: _____

2 SCHEDULE 2: TENDER CHECKLIST

Item No.	Document Reference	Description	Action to be taken	Checked, Verified and Submitted	
				Tenderer Checkbox	**For Office Use Only**: University Checkbox
1.	Schedule 1	Signed Submission	Tenderers must complete and submit a copy of the Signed Submission signed by a duly authorised representative of the Tenderer. If the Tenderer is a joint venture or consortium, all partners to the joint venture or consortium must complete Schedule 2.		
2.	Schedule 2	Tender Checklist	Tenderers must ensure all information is provided and complete the Tender Checklist.		
3.	Schedule 3	Pre-qualification Response Document Pack	Tenderers must provide the documentation as requested in the Tender document		
4.	Schedule 4	Functionality Response Document Pack	Tenderers must provide the documentation as requested in the Tender document		
5.	Schedule 5	Contactable Client References	Tenderers must provide client references in the format prescribed in Schedule 5		
6.	Schedule 6	Contract Deviations	Tenderers must complete the Contract Mark-Up Template contained Schedule 6 to indicate proposed changes to the draft Contract included in this Tender, if any.		
7.	Annexures C	Pricing Schedules: 1. East Campus Maintenance Pricing Schedules 2. Education Campus Maintenance Pricing Schedules 3. Health Sciences	Tenderers must ensure that their pricing is submitted to the University in accordance with the pricing requirements set out in the Tender Documents.		

		Maintenance Pricing Schedules 4. 4. West Campus Maintenance Pricing Schedules			
8	Schedule 8	Other documents	B-BBEE		

3 SCHEDULE 3: PRE-QUALIFICATION RESPONSE DOCUMENT PACK

Refer to the Tender Document for details.

4 SCHEDULE 4: FUNCTIONALITY RESPONSE DOCUMENT PACK

Refer to the Tender Document for details.

5 SCHEDULE 5: CONTACTABLE CLIENT REFERENCES

Refer to the Tender Document for details.

6 SCHEDULE 6: CONTRACT DEVIATIONS

CONTRACT MARK-UP

Disclaimer: By submitting this contract deviations schedule, the Tenderer unequivocally agrees that:

- Any award made as a result of this Tender process will be governed by the regents of the Contract.
- The University reserves the right to in each instance to:
  - i. Accept the deviations or exceptions; or
  - ii. Negotiate the deviations or exceptions; or
  - iii. Reject a proposal with deviations or exceptions deemed unacceptable by the University at its option and in the exercise of its sole discretion.
- The Tenderer has not submitted its own contract, service level agreement or reserve the right to negotiate the contract statement / letter as part of its Tender Submission.

The Tenderer acknowledges that a rejection or amendment of any terms and conditions contained in the Contract may increase the risk to the University.

Clause No.	Mark with an X			Proposal	Detailed Motivation
	Amended	Deleted	New		

7 SCHEDULE 7: PRICING SCHEDULES

Provide a separate document as per instructions related to the Pricing Schedules – Annexures C

Label as	Description
Annexures C	Pricing Schedule Tenderers must ensure that their pricing is submitted to the University in accordance with the pricing requirements set out in the Tender Documents.

8 SCHEDULE 8: OTHER POSSIBLE RETURNABLE SCHEDULES

	Proof of NON-Mandatory Documentation	
	Description	**Tick (✓) if submitted**
Please label as:		Tenderer Checkbox
	Procurement NON-Mandatory documentation	
9	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.	