

NORTH-WEST UNIVERSITY (NWU)

REQUEST FOR PROPOSAL

PROVISION OF INTERNATIONAL AND DOMESTIC TRAVEL MANAGEMENT SERVICES

TENDER NO: PUR 3003/20 (NWU TR123 /2019NW)

Bidders who are interested in providing Travel Management Services for the North-West University (NWU) as specified hereinafter, and subject to the General and Specific Tender Conditions of NWU as stipulated hereinafter, are requested to complete this set of documents. The completed hardcopy document with all attachments accompanied by a soft copy must be submitted in a sealed envelope and submitted in the duly marked tender box at:

PURCO SA Building, Rosen Office Park, 8 Invicta Road, Erand Gardens, Midrand, Johannesburg, 1682

Tender number	PUR 3003/2019 (NWU TR123/2019)	
Date issued	28 May 2019	
Last day for submission of tender clarification questions	07 June 2019	
Tender closing date	18 June 2019	Time: 12:00

Company Name		
Address		
Contact person	Ms/Mrs/Mr/Prof/Dr	
Contact numbers	(w)	(cell)
Email address		

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SECTION 1

1. INTRODUCTION

The North-West University seeks the proposals of reputable and suitably qualified bidders in response to this Request for Proposal (RFP) document. The bidders will be required to manage all the accommodation, air travel, conference venue, and vehicle rental requirements of NWU staff members, consultants and associates travelling for official NWU business for a period of three (3) years.

The North-West University intends to enter into a contractual relationship with a suitable service provider to provide the services described in this RFP, and over and above anything else related to delivering on the mandate of Travel Management. This is a full-risk contract.

1.1 OBJECTIVE OF THIS TENDER

The primary operational objective of the RFP is to appoint a reputable Service Provider to provide travel management services to NWU as follows:

- 1.1.1 Air Travel
- 1.1.2 Accommodation
- 1.1.3 Conferences/ Workshops
- 1.1.4 Vehicle rental and Door to Door (International only)
- 1.1.5 Assistance with passport / visas and other Domestic and International travel requirements
- 1.1.6 Insurance (on request by the University)
- 1.1.7 Transfers
- 1.1.8 Train (Train and Subway)

The Service Provider to be appointed must display an unquestionable track record and experience with positive feedback from their existing and previous clients;

The Service Provider that NWU will appoint for provision of this service must be a fully accredited member of Association of Southern African Travel Agents (ASATA) and International Air Transport (IATA);

The Service Provider must be willing to partner with NWU by providing services as required by NWU, but must advise on and introduce the latest trends in the travel industry with the intention to improve service and to ensure that both companies stay ahead of the latest trends and abreast of the relevant regulations.

1.2 COMPULSORY INFORMATION SESSION

No compulsory session will be held for this tender

1.3 CLOSING TIME OF TENDERS AND PROVISIONS RELATING TO SUBMISSION OF TENDERS

- 1.3.1 The closing time for the receipt of tenders in response to this invitation to tender is detailed on the tender advertisement.
- 1.3.2 All tenders must be submitted in a sealed envelope bearing the tender number, tender description and closing date (original and a copy of the submission with two (2) memory devices).
- 1.3.3 All tenders must be received before the closing time and date stipulated above and must be deposited in the tender box at the address detailed on the tender advertisement.

1.4 TENDER SUBMISSION AND COMPLIANCE

The original and a copy of the sealed tenders with two (2) USB memory devices must be submitted into the official tender box located in the following office:

DATE	OFFICES	ADDRESS
Tuesday, 18 June 2019 12H00	PURCO SA Building Reception Area	8 Invicta Road (Corner 3 rd) Erand Gardens x49 Midrand 1682

Prior to submissions, the Service Providers must check that all pages are properly numbered and all required documents are signed and submitted. NWU will hold the duly authorised signatory liable on behalf of the tendering Service Provider.

All dates and times in this document are South African Standard Time.

2. BACKGROUND AND INTRODUCTORY PROVISIONS

The purpose of this document is to detail the scope of work, incorporating the tasks and responsibilities of the potential Service Provider (hereinafter, the *Service Provider*), required by NWU for Travel Management Services.

2.1 OFFER AND SPECIAL CONDITIONS

All tenders submitted in reply to this invitation to tender should incorporate all the forms, parts, certificates and other documentation forming part of this invitation to tender, duly completed where required. Each page should be initialed with a black pen.

2.2 ENQUIRIES

Should any Service Provider have any enquiries relating to this invitation to tender, such enquiries may be addressed in writing to the following representative:

Contact Person: Procurement	
Name & Surname	Gololosegang Legoete
Telephone number	011 545 0960
E-mail address	gololosegang.legoete@purcosa.co.za

2.3 PRICING

The Service Provider must submit details regarding the tender price for the Services on the Pricing Schedule attached and labelled as SCHEDULE I together with the tender documents. Pricing must be stipulated **INCLUSIVE OF VALUE ADDED TAX.**

It is an express requirement of this invitation to tender that the Service Providers provide total transparency in respect to their pricing approach. In this regard, Service Providers must indicate the basis on which they have calculated their pricing by completing all aspects of the Pricing Schedule.

NOTE: All requirements (items and quantities) listed in the price Section 4- SCHEDULE I template for completion must be adhered to for costing and evaluation purposes. These quantities are the guidelines and if there is any other information or deviations that you may feel that is relevant and not mentioned in this template, please record on a separate sheet with explanations, clearly labelling the sheet.

2.4 QUALIFICATIONS OF SERVICE PROVIDERS

A non-refundable tender registration fee of R1 150.00 incl.VAT (one thousand, one hundred and fifty rand VAT-inclusive) is payable in order to download and print all the documents from the PURCO SA Website. Proof of purchase must be included with the tender submission. Only reputable and recognised Service Providers who meet all the mandatory requirements with sufficient proof of positive and professional experience in the provision of travel management services to like-sized institutions will be considered. Service Providers must submit detailed information together with their tender of their experience in the relevant trade together with present contracts.

2.5 PARTNERSHIPS AND LEGAL ENTITIES

In the case of the Service Provider being a partnership, close corporation or a company, a certificate reflecting the names, identity numbers and address of the partners, members or directors (as the case may be) must be submitted with the tender.

2.6 CONSORTIUMS AND JOINT VENTURES

2.6.1 If the tendering unit emanates from a joint venture or collaborative partnership (including a newly formed company), which does not have a *joint* track record of at least three (3) years, the individual entities that make up the tendering unit should each provide all the mandatory requirements. Should all the requirements in respect of the tendering unit or the individual entities (as the case may be) not be met, then the tendering unit will be disqualified. It is recognized that Service Providers may wish to form consortia to provide the Services.

2.6.2 A tender in response to this invitation to tender by a consortium shall comply with the following requirements:-

2.6.2.1 It shall be signed so as to be legally binding on all consortium members;

2.6.2.2 One of the members shall be nominated by the others as authorized to be the lead member and this authorization shall be included in the agreement entered into between the consortium members;

2.6.2.3 The lead member shall be the only authorized party to make legal statements, communicate with NWU and receive instructions for and on behalf of any and all the members of the consortium;

2.6.2.4 A copy of the agreement entered into by the consortium members shall be submitted with the tender. It shall be signed so as to be legally binding on all consortium members;

2.7 HOLDING COMPANY/ GROUP

All documents submitted in support of this tender must be documents of the tendering unit. It is not permitted that documents submitted pertain to different companies or units within a group. As an example, a Service Provider cannot submit its own B-BBEE certificate but the financial statements of its parent or another company in the same group. Similarly, a Service Provider cannot submit its own financial statement, but the B-BBEE certificate, SARS certificate, etc. of other companies in the group.

2.8 DECLARATION OF INTEREST

The Service Provider must sign the Statement of Commitment and Declaration of Interest attached on the tender document. Under schedule

2.9 TAX CLEARANCE CERTIFICATE

The Service Provider must submit a valid tax clearance certificate together with the tender documentation.

2.10 FINANCIAL PARTICULARS

One set (two years) recent Audited Financial Statements or financial statements signed by the Accounting Officer for Close Corporations. I.e. Minimum of two years comparative figures to be submitted. No holding company financial statements will be accepted. Alternatively, three months company bank statement can be submitted.

2.11 DETAILS OF THE PROSPECTIVE SERVICE PROVIDER'S NEAREST OFFICE TO THE LOCATION OF THE CONTRACT

The Service Provider must provide full details regarding the Service Provider's nearest office to the premises at which the Services are to be provided.

2.12 VALIDITY OF TENDER

2.12.1 Tender documentation submitted by the Service Provider will be valid and open for acceptance for a period of **90 (Ninety)** calendar days from the closing date and time stipulated on the tender advertisement.

2.12.2 Should the Service Provider withdraw this tender within the period for which prices shall remain open for acceptance, or fail to fulfill the contract when called upon to do so, NWU may, in addition to any other remedies it may have, withdraw the tender or cancel the contract.

2.13 ACCEPTANCE OF TENDERS

NWU does not bind itself to accept either the lowest or any other tender and reserves the right to accept the tender which it deems to be in the best interest of NWU. NWU reserves the right to accept the offer in full or in part or not at all.

2.14 NO RIGHTS OR CLAIMS

2.14.1 Receipt of the invitation to tender does not confer any right on any party in respect of the Services or in respect of or against NWU. NWU reserves the right, in its sole discretion, to withdraw by notice to Service Providers any Services or combination of Services from the tender process, to terminate any party's participation in the tender process, or to accept or reject any response to this invitation to tender on notice to the Service Providers without liability to any party. Accordingly, parties have no rights, expressed or implied, with respect to any of the Services as a result of their participation in the tender process.

2.14.2 Neither NWU nor any of their respective representatives will assume any obligations for any costs or expenses incurred by any party in or associated with any appraisal and/or investigation relating to this invitation to tender or the subsequent submission of a tender in response to this invitation to tender in respect of the Services or any other costs, expenses or liabilities of whatsoever nature and howsoever incurred by Service Providers in connection with or arising out of the tender process.

2.15 NON-DISCLOSURE, CONFIDENTIALITY AND SECURITY

The invitation to tender and its contents are made available on condition that they are used in connection with the tender process set out in the invitation to tender and for no other purpose. All information pertaining to this invitation to tender and its contents shall be regarded as restricted and divulged on a "need to know" basis with the approval of NWU.

In the event that the Service Provider is appointed pursuant to this invitation to tender such Service Provider may be subject to security clearance prior to commencement of the Services.

The Service Provider undertakes to ensure that all data and information (including but not limited to any technical, commercial, scientific information, processes, designs, technical specifications, copyright and data in any form) in connection with or arising from this tender shall be kept confidential and agrees not to disclose it to third parties

and not to make use of such information other than for the purpose of participating in the tender and to release such information to its employees on a “need-to-know” basis only, provided that such employees undertake to be bound by the confidentiality contained herein.

2.16 ACCURACY OF INFORMATION

The information contained in the invitation to tender has been prepared in good faith. Neither NWU nor any of their respective representatives or employees, make any representation or warranty or give any undertaking express or implied, or accept any responsibility or liability whatsoever, as to the contents, accuracy or completeness of the information contained in the invitation to tender, or any other written or oral information made available in connection with the tender and nothing contained herein is, or shall be relied upon as a promise or representation, whether as to the past or the future.

2.17 COMPETITION

- 2.17.1 Service Providers and their respective officers, employees and agents are prohibited from engaging in any collusive action with respect to the tendering process which serves to limit competition amongst Service Providers.
- 2.17.2 In general, the attention of Service Providers is drawn to Section 4(1) (iii) of the Competition Act 1998 (Act No. 89 of 1998) (the Competition Act) that prohibits collusive tendering.
- 2.17.3 If Service Providers have reason to believe that competition issues may arise from any submission of a response to this tender invitation they may make, they are encouraged to discuss their position with the competition authorities before submitting a response.
- 2.17.4 Any correspondence or process of any kind between Service Providers and the competition authorities must be documented in the responses to this invitation to tender.

2.18 RESERVATION OF RIGHTS

Without limitation to any other rights of NWU (whether otherwise reserved in this invitation to tender or under law), NWU expressly reserves the right to:-

- 2.18.1 Request clarification on any aspect of a response to this invitation to tender received from the Service Providers, such requests and the responses to be in writing;
- 2.18.2 Reject all responses submitted by Service Providers and to embark on a new tender process.
- 2.18.3 The tender awarded will be conditional and subject to successful negotiations and signing of a written contract, failing which NWU reserves the right to withdraw the tender and to award same to another bidder without the need to repeat the tender process.

2.19 GENERAL

- 2.19.1 This document contains relevant information in respect of the operational and physical specification for travel management services to be rendered at NWU.
- 2.19.2 Service Providers should study the information provided in detail before responding. The responsible person at NWU concerned will frequently communicate and negotiate with the Service Provider in order to ensure an acceptable standard of service is provided.

2.20 POLICY OBJECTIVE

It is the policy objective of NWU to focus on the responsible management of travel services. NWU provides pleasant teaching, learning and research environment and also meet the business objective. Travel Management services are to be provided in a cost effective and efficient manner.

2.21 TYPE OF CONTRACT

NWU requires a **full-risk contract** arrangement; i.e. the Service Provider is committed to the price quoted for the full contract period (3 years), and will only be allowed to motivate for a price increase for statutory adjustments which have to be clearly outlined and stated in the tender submission. The application for a price increase will only be considered if submitted with written proof that it is due to circumstances beyond the control of the service provider.

2.22 CONTACT PERSONS

For the purpose of this tender, the contact persons are:

Contact Person: Procurement	
Name & Surname	Gololosegang Legoete
Telephone number	011 545 0960
E-mail address	gololosegang.legoete@purcosa.co.za

2.23 PURCO SA Service Fee

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

The selected Service Provider is required to send a copy of the monthly invoice and statement where applicable to both PURCO SA and NWU Upon receipt of the monthly sales report from the Service Provider, PURCO SA shall invoice the Service Provider a minimum of 2% service fee based on the Rand value of the total transaction fees which is payable to PURCO SA within 30 days of the invoice date.

2.24 ACKNOWLEDGMENTS AND DISCLAIMERS

2.24.1 Non-binding

This RFP and any Proposals are not legally binding on NWU. None of NWU, nor any person purporting to act on behalf of NWU, or PURCO SA makes any representations or provide any undertakings to Service Providers other than to invite Service Providers to submit Proposals. NWU intend to use the RFP/Proposal framework as the basis for negotiations with Service Providers. NWU reserves the right to alter that framework at its discretion at any point prior to or during the RFP/Proposal process. NWU reserves the right, exercisable at its own discretion, to engage other service providers for accommodation, air lines and car rentals.

2.24.2 Accuracy of Information

NWU has endeavoured to provide correct information in this RFP. However, the onus is on Service Providers to satisfy themselves as to the accuracy, completeness and sufficiency of any information provided to them by NWU, or any person purporting to act on behalf of NWU.

2.24.3 Negotiations

On receipt of Proposals from Service Providers, NWU reserves the right to review the proposals and evaluate those responses based on the minimum procurement requirements of NWU. Negotiations will be conducted with a reduced number of selected Service Providers, based on their submissions which may result in one or more contracts for the full supply of services or part of the Services.

PURCO SA and NWU reserve the right to vary, at their sole discretion, this negotiation plan at any time and do not make any undertakings in relation to entering into any contracts for the supply of the Service

2.24.4 Use of Information

In lodging a Proposal, a Service Provider will be deemed to have granted NWU a non-exclusive right to use any information in the Proposal as NWU see fit, including, without limitation, for operations purposes and future discussions with Service Providers. NWU will also acquire a non-exclusive right to use any processes, sketches, calculations, drawings, computer programs or other data or information submitted with, or included in, a Proposal.

2.24.5 Information Provided by PURCO SA and NWU

Copyright in this RFP is reserved exclusively to PURCO SA and NWU.

Any information which PURCO SA and NWU provide in this RFP or otherwise ("Information") is provided in confidence and for use solely by the Service Provider in the preparation of its Proposal. The Service Provider must not disclose it to any third party without PURCO SA and NWU's prior approval in writing. Any further information that PURCO SA and NWU provide to the Service Provider from time to time will be made available on the same terms and conditions as applied under this RFP.

SECTION 2

3 EVALUATION PROCESS

NWU will apply a multi-criteria approach in evaluating the prospective tenders. 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:

- 3.1 The financial offer (price of the offer);
- 3.2 The tender's ability to match service requirements and the mechanisms to ensure the maintenance of service levels and adequate client liaison;
- 3.3 The type of company and the number of years in operation in the industry;
- 3.4 The track record and experience of the company/entity tendering;
- 3.5 The competence of the proposed management, supervisors and staff;
- 3.6 The company/entity commitment to staff development and economic empowerment;
- 3.7 The company/entity's commitment to employment equity plans drawn up in this regard. Plans approved by Department of Labour and the company/ entity's progress with implementation of these plans/objectives;
- 3.8 Calculations, submission of tender information (sufficient for comparison purposes), references, etc.;
- 3.9 Financial ability of the Company to provide service and to meet its contractual obligations;
- 3.10 Submission of information in respect of legal- and operational requirements.

Details and/or additional information regarding the above criteria must accompany tender documentation.
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3.1 PRE-QUALIFICATION/ SCREENING EVALUATION

The purpose of this pre-qualification evaluation is to determine which bid responses are compliant or non-compliant with the bid pre-qualification documentation as issued by NWU as part of the bid process. It will entail a compliance check and the screening of mandatory documents, ensuring compliance thereof in respect of the following:

I/We have attached to this document:	Tick submitted	if	Office use
Proof of purchase of tender document: R 1150.00 (incl. VAT) – Include as Appendix A	Yes	No	
Board Resolution – Include under Appendix B	Yes	No	
Valid SARS Tax Clearance Certificate and SARS Pin – Include under Appendix C	Yes	No	
Proof of my/our company/closed corporation registration and a copy of my/our CM/CK certificates – Include under Appendix D	Yes	No	
Set of (two years) recent Audited Financial Statements or financial statements signed by the Accounting Officer for Close Corporations – Include under Appendix E	Yes	No	
Signed Declaration of Interest – Appendix F (See page 32 of this tender document and complete).	Yes	No	
Acknowledgement of Tender – Appendix G (See page 29 and complete)	Yes	No	
Declaration of Bidders Past Supply Chain Management Practices - Appendix H (See page 42 of this tender document and complete)	Yes	No	
Certificate of Independent Bid Determination – Appendix I (See page 44 of this tender document and complete)	Yes	No	
ASATA Membership – Please provide certificate under Appendix J	Yes	No	
IATA Membership – Please provide certificate under Appendix K	Yes	No	

3.2 Additional Requirements and/or Conditions of Contract

I/We have attached to this document:	Tick if submitted		Office use
Proof of Bank Account, Submit letter from bank or cancelled cheque- Include under Appendix L	Yes	No	
Submit valid B-BBEE Verification Certificate by a SANAS accredited verification agency; - Include under Appendix M	Yes	No	
VAT Registration Certificate - Include under Appendix N	Yes	No	
Signed Joint Venture Agreement (if bidding as joint venture) - Include under Appendix O (Mandatory for Joint Ventures)	Yes	No	
Proper completion and signing and initialling (each page) of the proposal document Appendix P	Yes	No	

PLEASE NOTE:

- 3.2.1** Bids that do not meet the Pre-Qualification requirements will not advance to the next stage of assessment. No points allocated to this stage.
- 3.2.2** The above mandatory documents must be inserted in a separate file or separate section of the tender document referred to as 'mandatory documents'.
- 3.2.3 Note:** documents submitted in support of this tender must be documents of the tendering unit. It is not permitted that documents submitted pertain to different companies or units within a group. As an example, a Service Provider cannot submit its own BBEE certificate but the financial statements of its parent or another company in the same group. Similarly, a Service Provider cannot submit its own financial statement, but the BBEE certificate, SARS certificate, etc. of other companies in the group.

3.3 EVALUATION CRITERIA**3.3.1 STAGE 1 (FUNCTIONALITY)**

NWU's evaluation criteria provide for the accumulation of points for a Tenderer's Tender based on the extent to which functionality the expected service proposal meet NWU minimum requirements of 70% in order to qualify for evaluation on stage 2

FUNCTIONALITY Stage		
Criteria	Key Components	Points Allocated
Contactable References for Travel Management Services contracts	Three (3) references verified = 20 points Two (2) references verified = 15 points One (1) reference verified = 10 points No contactable references equate to zero (0) points scored. <i>(Submit Reference Letters under Appendix 1)</i> <i>Note: Telephonic reference verification will be done.</i>	20
Telephonic References	Telephonic reference verification	10
Relevant experience, knowledge and understanding of the industry	Ten (10) years and more = 10 points Between 6 and 10 years' experience = 8 points Between 3 and 6 years' experience = 6 points Less than 3 years' experience = 5 points No submission = 0 points <i>(Submit Company Profile as proof under Appendix 2)</i>	10
Key Accounts Manager experience leading a team of travel agents and overseeing the overall operations	Ten (10) years and more = 10 points Between 6 and 10 years' experience = 7 points Between 3 and 6 years' experience = 4 points Less than 3 years' experience = 2 points No submission = 0 points <i>(Submit CV of Accounts Manager as Proof under Appendix 3)</i>	10
Promotion of Local Business (North West Provinces)	Proof of local infrastructure Office/s within a 25km radius of any of OR all three of the NWU campus(es) (i.e. Vaal Triangle Campus, Potchefstroom Campus and Mafikeng Campus) = 20 points Outside the 25km radius as stated above) = 10 points No submission = 0 points <i>(Submit Lease Agreement or Utility Bill as proof under Appendix 4)</i>	20

Report Administrative Management Information	Ability to provide Report = 10 points Inability to provide report = 0 points No submission = 0 points (Provide sample report reviewing Air Travel, Vehicle Rental, Accommodation Booking, Cost Savings, etc. as proof under Appendix 6)	10
Operational After-hours Facility	Established After Hour Operational Call Centre = 10 points Ability to establish this if awarded tender = 5 points Inability to establish an afterhours call centre = 0 points (Provide overview of Call Centre – number of staff, toll free line, etc. as proof under Appendix 7)	10
Travel Safety Programme	Safety Programme in place or safety policy = 10 points No Safety Programme = 0 points (Submit Template of Programme as proof under Appendix 8)	10
Total Points		100

Tenderers failing to provide the required information will score zero (0) points

3.3.2 STAGE 2 (PRICE AND B-BBEE)

Service provider who scored 70% of Stage 1 will be considered for Stage 2. Stage 2 will focus on Price and B-BBEE.

POINTS	CRITERIA	DOCUMENTS REQUIRED
90	Price Points for price will be allocated in accordance with the formula	Price schedule to be completed
10	B-BBEE Points on B-BBEE will be allocated in accordance with the Service Providers B-BBEE status	B-BBEE Certification or Letter of exemption from the SANAS Registered Verification Agency

3.3.2.1 B-BBEE SCORE CARD

B-BBEE Status level of Contributor	Number of points
1	10
2	9
3	6
4	5
5	4
6	3
7	2
8	1
Non – complaint contributor	0

3.3.2.2 PRICE POINTS CALCULATION FORMULA

Calculation for awarding points on pricing:

$$P_s = 90 \left\{ 1 - \frac{P_t - P_{min}}{P_{min}} \right\}$$

Where

Ps	=	Points scored for comparative price of tender or offer under consideration
Pt	=	Comparative price of tender or offer under consideration; and
Pmin	=	Comparative price of lowest acceptable tender or offer

4 OTHER INFORMATION

- 4.1** The tender Evaluation Panel will select a preferred Service Provider on the basis of a ranking using the evaluation criteria and NWU Procurement policy as a guideline.
- 4.2** A shortlist of potential Service Providers will be compiled after a review of tender documentation submitted. Short listed Service Providers **may** be required to make a further oral presentation to the Tender Evaluation Panel, at a time and venue to be advised by the Panel.
- 4.3** All Service Providers will be formally notified (successful or not) after the evaluation process has been completed, and are requested not to contact the Institution in this regard.
- 4.4** Detailed evaluation results and Service Provider ratings will not be published.
- 4.5** The Tender awarded will be conditional and subject to successful negotiations and signing of a written contract, failing which NWU reserves the right to withdraw the tender and to award same to another Service Provider without the need to repeat the tender process.
- 4.6** Should final contract negotiations with the preferred service provider not be concluded within four weeks of provisional tender award, PURCO SA and/or NWU reserves the right to cancel the award and select an alternative service provider.

SECTION 3: TECHNICAL SPECIFICATION

5 SCOPE OF WORK AND GENERAL RESPONSIBILITIES

5.1 INTRODUCTION

North-West University operates in a divisional model with three campuses operating as three business units, that is, Vaal Triangle Campus, Potchefstroom Campus and Mafikeng Campus. When providing the administration and accounting services, the NWU model will not be taken into account, relating to issues of opening of separate accounts and invoicing. All invoicing will be done to one central account held at the Potchefstroom business unit of NWU. This is to say, the service provider will be required to open one central account for each campus

Through this process NWU wishes to establish a new level of cost transparency, determine the capability of the service provider in meeting NWU's requirements in order to facilitate long-term cost control.

The following administration and accounting services should be provided;

- 5.1.1** The service provider must generate an invoice for all travel, accommodation and other transactions requested and approved by NWU. The invoice will include:
 - 5.1.1.1** transaction details such as name of the traveler(s), dates and service(s) used;
 - 5.1.1.2** Various field(s) of references, such as order number(s), cost centre, name of person who made the reservation(s), etc.
- 5.1.2** The travel agency must invoice NWU on a monthly basis and the account will be settled within 30 days after the submission of an original and valid invoice. NWU take note of the Travel industry and its payment requirements, and thereby requires such invoice shall reflect an invoice number, ticket number(s), travel date, passenger name(s), NWU order number and amount per transaction; as well as the total amount, including Value Added Tax (VAT).
- 5.1.3** For auditing and reporting purposes all travel arrangements must be made via the Central Procurement Office of NWU. The service provider will make the most economical arrangements with domestic and international airlines; rental vehicle organisations; hotel groups; guesthouses; shuttle services; conference centres; etc. with which they have a corporate agreement in place. The service provider must also consider travelling convenience and proximity to the destination when making accommodation bookings.
- 5.1.4** The service provider should have corporate agreements with airlines; rental vehicle organisations; accommodation and conference service providers and bookings will be made for bed and breakfast as well as dinner. Arrangements for parking of vehicles may be required under certain circumstances. NWU will be invoiced for dinner and parking only if these services were utilized by the officials concerned.
- 5.1.5** The service provider's representatives responsible for customer care and liaison will be required to meet at least once every quarter with the relevant officials of NWU, with the aim to discuss problems experienced or new products, developments and services.
- 5.1.6** In cases of emergency. NWU shall provide the names of alternative contact persons in each campus for instances where the nominated booking employee is not available. Any problems experienced by NWU and/or the service provider will be recorded and be dealt with accordingly.
- 5.1.7** The service provider must provide proof of discounts when bookings are requested in advance.
- 5.1.8** The bidder should estimate their management fee on airline, road line, accommodation, shuttle service, documentation, after hour's transaction (domestic and International) etc. All transaction and booking fees must be reflected to NWU during invoicing.

- 5.1.9** The travel agent may only proceed with procuring and confirming the service once the appropriate approved documentation authorizing the trip, request for accommodation or conference facility is provided to them. NWU will provide the successful bidder with the specimen signatures of the approving officials.
- 5.1.10** No official of NWU may travel abroad without travel insurance. All NWU personnel travelling abroad will be covered by the Insurance cover NWU has for its employees.
- 5.1.11** The service provider will assist the official with procuring foreign exchange.
- 5.1.12** NWU shall provide the agency with the list and contact details of the designated travel coordinators.
- 5.1.13** The service provider will be required to email, SMS, deliver to or arrange for the collection of the travel tickets, voucher and any relevant documentation.
- 5.1.14** The service provider will be required to purchase excess weight voucher where there is prior knowledge of such excess baggage and will charge NWU for the excess baggage only if the said excess baggage has been approved
- 5.1.15** The service provider will be required to action the reservation process based on the Completed and authorized NWU order.
- 5.1.16** The successful service provider must also prepare and submit Monthly Travel and Accommodation Management Reports to the NWU.

5.2 REPORTING REQUIREMENTS

The travel agency should provide a monthly; quarterly; and annual electronic report as follows:

5.2.1 Domestic Flights:

Invoice number
Ticket number
Travel date and route
Passenger Details
NWU order number
Amount of transaction
Booking officers name including ID number

5.2.2 International Flights

The same as above

5.2.3 Rented Vehicles Invoice number

Dates of use
NWU order number
Amount of transaction
Driver's details

5.2.4 Credit Notes if any

All the above mentioned information relevant to domestic and international flight reservations.

5.2.5 Accommodation

A quarterly procurement report on the use of accommodation stating name of facility, level of grading, bed, breakfast and dinner, number of days spent in the facility and amount paid.

5.2.6 Management fee report

The report must include discounts offered, cancellation fees, no show fees and transaction fees.

5.2.7 Travel expenditure

The total travel expenditure per category: i.e. air international, air domestic, rented vehicles, hotel international, tours international, transaction fees, levies, visa fees, airport duties, etc. must be included.

5.2.8 Proof of Membership status

IATA and ASATA status

The estimated spending on business travel and related services (includes air tickets, accommodation, etc.) is R13m. There are other factors that will affect this expenditure for the next 12 months, such as:

- possible increase from Service Providers
- travel management company's remuneration
- possible additional travel by NWU
- other factors that could affect airfares

Considering the above factors, NWU spend for the next 12 months could possibly be in the region of R15m. The objective of this process is to appoint a Service Provider who will handle all of NWU's travel and related service for Domestic and International Travel

5.3 Travel and Accommodation reservations include:

5.3.1 Domestic Air Travel:

The Service Provider should obtain a minimum of three (3) quotes when booking domestic flights. The lowest airfare for domestic travel shall be the most preferred unless otherwise stated by NWU.

5.3.2 International Air Travel

The Service Provider should obtain a minimum of three (3) quotes when booking international flights. The most convenient and cost effective route must be used unless otherwise stated by NWU.

5.3.3 Accommodation

The Service Provider shall reserve accommodation at the most economical rates without compromising the standard. Service Provider must consider service providers where NWU already has preferential rates on request.

The Service Provider shall negotiate on behalf of NWU with service providers at destinations where there is a need for NWU officials and/or representatives to be accommodated, irrespective of the area on an ongoing basis.

5.3.4 Car Rental Services

International travel bookings should be the group/type of cars equivalent of what is permitted on domestic travel.

The Service Provider must advise on all insurance requirements to NWU when car rental bookings are made.

The Service Provider must book transfers from approved service providers in accordance with NWU's travel policy when required.

The Travel Agency must use the car rental companies which has a presence in all major cities.

Arranging suitable point-to-point shuttle transfers.

5.3.5 Any other related service

Upgrading with respect to air travel, hotel accommodation, and car rental services for both domestic and international travel, must be done under exceptional circumstances, and in accordance to NWU's travel policy, with due authorization.

Downgrading of tickets is not permitted without due authorisation.

International Driver License applications.

Providing 24/7 emergency and after hour support services for NWU traveling staff.

The service provider will be required to email, SMS, deliver to or arrange for the collection of the travel tickets, voucher and any relevant documentation.

Any other services and related products available on offer from the travel agency.

5.4 Reservations

All international travel arrangements for University related trips will be made through the Service Provider.

All travel arrangements must be approved by the authorised body prior to the booking being made by the Service Provider.

Travel bookings must be confirmed in writing at all times.

Visa applications to and from the embassies are to be arranged by the Service Provider.

The Service Provider must issue travel documentation timeously to travellers prior to departure date.

Foreign currency purchases from approved currency service providers must be attended to in accordance with currency requested. The Service Provider will ensure all required documentation in this regard is completed correctly.

Arranging and or advising on travel insurance based on selected travel destinations where applicable.

The Service Provider must issue all the necessary travel insurance documentation as well as foreign currency, where applicable, to the traveller prior to departure.

Arranging specialized group travel arrangements.

5.5 Payment terms

A lodge card arrangement is in place.

5.5.1 Accounts shall be paid thirty (30) days from date of statement.

5.5.2 Bill-back vouchers must be invoiced on a monthly basis.

5.5.3 Tax invoices for air tickets are to be provided on a monthly basis to NWU reflecting payments from NWU's lodge card and must be reconciled to the Diners Statement/s.

5.6 Travel Management Reports

The Service Provider must provide travel management reports on a monthly basis

Travel management report must include:

5.6.1 Detailed air travel report

5.6.2 Detailed car rental report.

5.6.3 Hotel and accommodation report.

5.6.4 Cost savings report.

5.7 Facilities

No Office space is available at NWU. Service provider will have to operate from own premises

SECTION 4: TENDER FORMS AND RELATED DOCUMENTATION

TENDER FORMS AND CERTIFICATES

INDEX

<u>Schedule A</u>	–	Tender Form and Important Conditions: Miscellaneous Requirements
<u>Schedule B</u>	–	List of contactable references
<u>Schedule C</u>	–	Details of Service Provider's nearest office
<u>Schedule D</u>	–	Acknowledgement of Tender
<u>Schedule E</u>	–	Code of Conduct for Service Providers
<u>Schedule F</u>	–	Statement of Commitment
<u>Schedule G</u>	–	Company Executive Summary
<u>Schedule H</u>	–	Pricing schedule
<u>Schedule I</u>	–	Escalation Mechanism
<u>Schedule J</u>	–	Tender/ Offer and Supporting Calculations
<u>Schedule K</u>	–	Declaration of Bidder's Past Supply Chain Management Practices
<u>Schedule L</u>	–	Certificate of Independent Bid Determination

SCHEDULE A: TENDER FORM, IMPORTANT CONDITIONS & MISCELLANEOUS REQUIREMENTS

1. I/We hereby tender to supply all or any of the supplies and/or to render all or any of the services described in the attached documents to NWU on the items and conditions and in accordance with the specifications stipulated in the tender documents (and which shall be taken as part of, and incorporated into, this tender) at the prices and on the terms regarding time for delivery and/or execution inserted therein.
2. I/We agree that:
 - 2.1 the offer herein shall remain binding upon me/us and open for acceptance by NWU during the validity period indicated and calculated from the closing time of the tender;
 - 2.2 if I/we withdraw my/our tender within the period for which I/we have agreed that the tender should remain open for acceptance, or fail to fulfil the contract when called upon to do so, NWU may without prejudice to its other rights, agree to the withdrawal of my/or tender or cancel the contract that may have been entered into between me/us and NWU and I/we will then pay to NWU any additional expense incurred by NWU having either to accept any less favourable tender or fresh tenders have to be invited, the additional expenditure incurred by the invitation of fresh tender and by the subsequent acceptance of any less favourable tender, NWU shall also have the right to recover such additional expenditure by set-off against moneys which may be due or become to me/us under this or any other tender or contract or against any guarantee or deposit that have been furnished by me/us or on my/our behalf for the due fulfilment of this or any other tender or contract and pending the ascertainment of the amount of such additional expenditure to retain such moneys, guarantee or deposit as security for any loss NWU may sustain by reason of my/our default;
 - 2.3 if my/our tender is accepted the acceptance may be communicated to me/us by letter or ordinary post or registered post and that SA Post Office Ltd shall be regarded as my/our agent. Delivery or such acceptance to SA Post Office Ltd shall be treated as delivery to me/us;
 - 2.4 the law of the Republic of South Africa shall govern the contract created by the acceptance of my/our tender and that I/we choose domicilium citandi et executandi in the Republic (full address).
3. I/We furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our tender, that the price(s) and rate(s) quoted cover all the work/items(s) in these documents; and that the price(s) and rate(s) cover all my/our obligations under a resulting contract. I/we accept that any mistakes regarding price(s) and calculations will be at my/our risk.
4. I/we hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under this agreement as the Principal(s) liable for the due fulfilment of this contract.
5. I/We agree that any action from this contract in all respects be instituted against me/us and I/we hereby undertake to satisfy fully any sentence or judgment which may be pronounced against me/us as a result of such action.
6. I/We declare that I/we have participation /no participation in the submission of any other offer for the supplies/service described in the attached documents. If in the affirmative, state name(s) or tender(s) involved.

*Delete whichever is not applicable

7. Are you duly authorized to sign for this the tender? ***YES / NO**
8. Has the Declaration of Interest been duly completed and included with the other tender forms? ***YES / NO**

SIGNATURE (S) OF TENDER OR ASSIGNEE(S)

DATE:.....

Please complete the following in block letters

Capacity and particulars of the authority under which this tender is signed

.....

Name of Service Provider

Postal Address

Telephone number(s) (Toll free if applicable)

Facsimile number(s)

Email Address(s)

Tender Number

Name of contact person

SEE BELOW FOR IMPORTANT CONDITIONS

IMPORTANT CONDITIONS

1. Failure on the part of the Service Provider to sign this tender form and thus to acknowledge and accept the conditions in writing or to complete the attached forms, questionnaires and specifications in all respects, may invalidate the tender.
2. Tenders should be submitted on the official forms and should not be qualified by the Service Provider's own conditions of tender. Failure to comply with these requirements or to renounce specifically the Service Provider's own conditions of tender, when called upon to do so, may invalidate the tender.
3. If any of the conditions on this tender form are in conflict with any special conditions, stipulations or provisions incorporated in the tender, such special conditions, stipulations or provisions shall apply.
4. This tender is subject to NWU Procurement Policy.

MISCELLANEOUS REQUIREMENTS

1. The tender forms are drawn up so that certain essential information is to be furnished in a specific manner. Any additional particular shall be furnished in the enclosed questionnaire or in a separate annexure.
2. The tender forms should not be retyped or redrafted. Additional information may be provided in the submission.
3. Should tender forms not be filled in by means of mechanical devices, for example typewriters, black ink must be used to fill in tenders.
4. Service Provider shall check the numbers of the pages and satisfy themselves that none are missing or duplicated. No liability shall be accepted in regard to claims arising from the fact that pages are missing or duplicated. Each page must be initialled.
5. The forms attached, shall be completed and submitted with the tender
6. Where items are specified in detail, the specifications form an integral part of the tender document and Service Providers shall indicate in the space provided whether the items offered are to specification or not.
7. In respect of the paragraph where the items offered are strictly to specification, Service Providers shall insert the words "as specified".
8. In cases where the items are not to specification, the deviations from the specifications shall be indicated.
9. The tender prices shall be given in units shown.
10. All prices shall be quoted in South Africa currency.
11. Unless specifically provided for in the tender document, no tenders transmitted by email, telegram, telex, facsimile or similar apparatus shall be considered.
12. These conditions form part of the tender and failure to comply therewith may invalidate a tender.
13. Service Providers are requested to promote local content optimally.

SCHEDULE B: LIST OF CONTACTABLE REFERENCES

1. Provide at least three (3) contactable and verifiable customer list of contracts/ projects of a similar size.
2. To ensure service providers receive the allocated points for this tender requirement, it is advised that more than three (3) references should be supplied in the event that NWU is unable to verify the references supplied in the below table.
3. All references provided should not be older than Five (5) years.

Complete the below table in full.

Name of Company	Contact Person	Telephone Number	Contract Value	Nature of Job	Duration of Contract

SCHEDULE C: DETAILS OF SERVICE PROVIDER’S NEAREST OFFICE

Service providers must complete a table below supplying details of their office located nearest to NWU.

DETAILS	
Physical address of Service Provider's nearest office	
Telephone No of nearest office	
Time period for which such office has been used by Service Provider	
Fax No of nearest office	
Email address of contact person	

NAME OF SERVICE PROVIDER

.....

NAME IN CAPITALS

SIGNATURE OF (ON BEHALF OF) SERVICE PROVIDER

.....

SCHEDULE D: ACKNOWLEDGEMENT OF TENDER

I/We _____ having examined the Request for Tender Document and all other information available prior to the closing date, hereby offer to execute, complete and maintain the whole of the said works and to supply all the requisite services in conformity with the aforesaid documents.

Name of Service Provider: _____

Address: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

Company Stamp: _____

SCHEDULE E: CODE OF CONDUCT FOR SERVICE PROVIDERS

1 By submitting this tender, the service provider hereby acknowledges and confirms adherence to the following:

- 1.1 the founding provisions of the Constitution of South Africa, that describe the Republic as a state founded, inter alia, on human dignity, the achievement of equality and the advancement of human rights and freedoms;
- 1.2 the provisions in the Bill of Rights that address labour relations, including the right to fair labour practices, to join trade unions and to bargain collectively;
- 1.3 legislation such as the Labour Relations Act, Basic Conditions of Employment Act and Employment Equity Act, which set out the legal framework for industrial relations;
- 1.4 the University's Mission Statement, including its commitment to promote equal opportunity and the full development of human potential, to transcend the legacy of apartheid and to overcome all forms of gender and other oppressive discrimination;
- 1.5 decent standards of work and full adherence to the laws of the Republic of South Africa, including legislation that protects the rights of workers; and
- 1.6 freedom of association and collective bargaining.

2 By submitting this tender, the service provider hereby acknowledges and confirms adherence to the following:

- 2.1 The right of workers to join or form trade unions and to bargain collectively.
- 2.2 A constructive and open attitude towards the activities of trade unions and their organisational activities.
- 2.3 Worker representatives are not discriminated against and are provided with access to the workplace to carry out their representative functions.
- 2.4 Regular monitoring takes place, culminating in an annual report prepared by the service provider on adherence to the code of conduct.
- 2.5 Permit workers to comment on adherence to the code of conduct and on the employer's report.
- 2.6 Permit NWU to conduct random inspections as deemed appropriate to ensure compliance to code of conduct.

3 Working conditions- The service provider pledges to:

- 3.1 Ensure a safe and hygienic working environment is provided, bearing in mind prevailing knowledge of the industry and of any specific hazards.
- 3.2 Ensure that adequate steps are taken to prevent accidents and injury to health arising out of, associated with, or occurring in the course of work by eliminating, as far as is reasonably practicable, the causes of hazards inherent in the working environment. Occupational health and safety practices are conducted in accordance with a best practice checklist provided by NWU.
- 3.3 Ensure that regular and recorded health and safety training is provided, and such training is repeated for new or re-assigned workers.
- 3.4 Ensure that all its staff members are provided with PPE as per requirement at all times.

- 3.5 Ensure that all chemicals are handled in the prescribed format.
- 3.6 Ensure that access to clean ablution and changing facilities and to potable water and, if required, sanitary facilities for food storage are provided.
- 3.7 Ensure that responsibility for health and safety is allocated to a senior management representative nominated by the specific service provider.

4 Minimum wages

- 4.1 Minimum wages are paid in accordance with the rates fixed by the bargaining council. Service Providers must ensure that the employee receives the full wages and all other service benefits due to him or her as provided for in terms of any applicable legal provision, agreement, contract or determination.
- 4.2 Service providers must comply with all obligations imposed by law on employers to ensure that their employees qualify for or receive any social security benefits or other financial benefits provided for in terms of law;
- 4.3 Service providers must comply with all obligations imposed by law on employers relating to the deduction of annual amounts as contemplated in section 43 of the Act, or levies as contemplated in section 4(2)(b) of the Levies Act, from the employee's wages, remuneration or reward, as well as the payment thereof to the Authority.

SCHEDULE F: STATEMENT OF COMMITMENT AND DECLARATION OF INTEREST

I, the undersigned.....

From (Name of Service Provider/s)

Declare that I have studied the contents of this document and that the organisation I represent is prepared to carry out the services according to the specifications and to the satisfaction of the University concerned.

Has the authorisation to sign tender documents on behalf of my company. Attached a director’s resolution or proxy, authorising to sign this document on behalf of the company.

Declare that the company has the financial ability to meet its obligations in respect of this contract and that it is in a sound position to meet its overall financial commitments.

State that the information submitted is true and correct.

Certify that as far as I/we know no member of our company have any direct or indirect vested interest in NWU. Member/s as detailed hereunder has a direct/indirect vested interest in NWU. (Delete if not applicable)

Name and occupation of contact within NWU

.....

.....

.....

.....

Signature

.....

Date

SCHEDULE G: COMPANY EXECUTIVE SUMMARY

Bidders are advised to also complete this document and attach it to their tender proposals for submission to U NWU. All of the pages of this document must also be initialled and signed in full where applicable. Failure to complete and submit this document will result in the tender proposal being regarded as invalid and therefore be automatically disqualified.

1. Infrastructure:

Bidders are requested to complete this section accurately and in full. Please attach documentary proof wherever necessary.

Where the space provided is insufficient, please use a separate sheet of paper and attach it to this document. This applies to the requirements as stipulated on the tender document as a whole.

Where you are asked to answer Yes/ No, then please mark the applicable block with a ☒

1.1 Provide ownership details of your company, with any shareholdings if applicable.

1.2 Advise your Company:

Vision:

Mission:

1.3 Please provide, by attaching to this document, an organisational diagram of your Company showing specifically your Executive Management structures and reporting and communication lines from Top Management.

If you are a Regional Office or Branch of a National Company, please ensure that your organisational diagram also shows the reporting and communication lines between Head Office Management and Regional Management.

1.4 Advise your Company Policy regarding Staff Training, Development and Wellness.

1.5 Do you have your own Training Establishment or Centre?

Yes	No
-----	----

If you answered no above, please advise how you arrange applicable staff training?

SCHEDULE H: PRICING SCHEDULE

NB: No Offer shall be considered unless:

- a. This form has been completed in full and signed;
- b. Documents have been completed in ink or with ballpoint pen and prices include VAT; and
- c. All documents required are attached (failure to do so shall render your offer invalid).

I/We, the undersigned, have read the above specifications, and hereby offer to execute all work that is necessary for the services relating to the Appointment of Preferred Service Provider/s for the Provision of Travel Management Services as described in this document PUR 3003/20 (NWU TR123/2019NW) herein for a period of three (3) years, as well as that pointed out during the information sessions at the amounts set out in the various schedules below:

1. Domestic Travel Pricing

Transaction Type	Traditional Travel Management Cost Per Transaction	Online Travel Management Cost Per Transaction
Air Travel		
Accommodation		
Conference Venue Hire		
Changes to Bookings		
Billback/ Refund		
Other (Specify in separate Annexure and label duly)		
Total		

2. International Travel Pricing

Transaction Type	Traditional Travel Management Agent Cost per Transaction	Online Travel Management Cost per Transaction
Air Travel - International		
Accommodation – International		
Vehicle Rental - International		
Conference Venue Hire - International		
Passport and Visa		
Changes to Bookings - International		
Billback/ Refund		
Other(Specify)		
Total		

3. Regional Flight

Transaction Type	Traditional Travel Management Agent Cost per Transaction	Online Travel Management Cost per Transaction
Air Travel – Regional		
Accommodation – Regional		
Vehicle Rental - Regional		
Conference Venue Hire - Regional		
Passport and Visa		
Changes to Bookings - Regional		
Billback/ Refund		
Other(Specify)		
Total		

4. Bundle Fee

Transaction Type	Traditional Travel Management Cost per Transaction	Online Travel Management Cost per Transaction
Air Travel		
Accommodation		
Vehicle Rental		
Total		

SCHEDULE I: PRICE ESCALATION MECHANISM

1. Escalation of Prices

1.1 Any escalation in prices will be considered only under exceptional circumstances and upon a detailed breakdown of the various cost components and the percentage each cost component contributes to the total selling price.

1.2 NWU reserves the right to accept price increases or to terminate the contract in part or in whole.

1.3 No price increase with retrospective effect shall be considered.

1.4 Any application for a price increase shall only become effective if approved by NWU provided that a minimum period of 30 (thirty) days from date of application is required before any price increase may become effective.

2. Price offer and adjustments: Prices quoted must be valid up to the conclusion and final award of the tender and thereafter remain fixed for a period of six months from the effective date of the contract-

2.1 Is the contract price firm for the duration of the contract period?

YES

NO

Please indicate the applicable block with ☐

2.2 If the reply to 2.1 is negative, on what grounds (with a breakdown of the various cost components and the percentage each cost component contributes to the total contract price) would price adjustments be requested?

Factors that contribute to any price escalation for locally manufactured goods

Cost Components	Weighting

2.3 Factors that contribute to any price escalation for imported goods

2.3.1 Please state the Rate of Exchange at which your contracted price was based:

Please note: Should there be a price variance of more than 5% due to Rate of Exchange, then only will a price adjustment be considered

2.3.2 Frequency of Escalation: _____

2.3.3 Any Statutory Related Price Adjustment: _____

2.3.4 Price Formulas: _____

2.3.5 References to Indices: _____

2.3.6 NWU reserves the right to audit evidence forwarded as motivation for price adjustments by NWU's financial department or an independent auditor at the Suppliers premises.

SCHEDULE J: TENDER/ OFFER AND SUPPORTING CALCULATIONS

☐ ***This section must be completed in full using black ink or ballpoint pen.***

☐ ***All prices must include VAT will be accepted.***

1. Validity and Adjustments

Not firm with Statutory Adjustments: If the tender/contract price is firm for three (3) years as from the date of commencement to continue for three years, then the service provider will be given the opportunity to make a submission for a price increase every year for statutory reasons.

In such an event the submission must contain full details of the PSIRA negotiations as well as a copy of the relevant notice in the Government Gazette.

2. Offer

The contract price offered must be strictly according to the specification schedule of requirements.

3. Trade References

Provide with your tender document, a list of companies or University, with contact persons, telephone numbers and approximate turnover where your company performs a similar service. See section attached

4. Skills Development

Are you contributing to the Skills Development program?

☐ YES

☐ NO

Please indicate the applicable block with ✓

5. Bank Details:

Please provide your banking details below.

Name of Bank	
Branch	
Type of Account	
Account Number	
Date when account was opened	
Annual Turnover	

6. Company:

Please provide details of the Type of your company.

- | | |
|--|--|
| <input type="checkbox"/> Sole Ownership | <input type="checkbox"/> Private Company (Pty) Ltd |
| <input type="checkbox"/> Partnership | <input type="checkbox"/> Public Company Limited |
| <input type="checkbox"/> Closed Corporation | <input type="checkbox"/> Trust |
| <input type="checkbox"/> Other Specify: _____ | |

Please indicate the applicable block/s with ☒

6.1 Registration:

Date of Registration	
Registration Number	

6.2 Affiliation:

Holding Company	
-----------------	--

6.3 Employment Equity:

On a separate submission, please submit and rate your company according to HDI ownership, management, staff employment, and training, procurement from HDI owned enterprises, other Corporate, Social and Development initiatives launched by your company.

SCHEDULE K: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1.1 This Standard Bidding Document must form part of all bids invited.
- 1.2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 1.3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
- 1.3.1 abused the institution's supply chain management system;
 - 1.3.2 fraud or any other improper conduct in relation to such system; or
 - 1.3.3 failed to perform on any previous contract.
- 1.4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
10.4.1	Is the bidder or any of its directors listed on the National Treasury's Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector? or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the audi alteram partem rule was applied). The Database of Restricted Suppliers now resides on the National Treasury's website (www.treasury.gov.za) and can be accessed by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10.4.1.1	If so, furnish particulars:		
10.4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)? The Register for Tender Defaulters can be accessed on the National Treasury's website (www.treasury.gov.za) by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10.4.2.1	If so, furnish particulars:		
10.4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10.4.4	If so, furnish particulars:		
10.5	Was any contract between the bidder and any university terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
10.5.1	If so, furnish particulars:		

CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

.....

CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

SIGNATURE

DATE

POSITION

NAME OF BIDDER

SCHEDULE L: CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:

(Bid Number and Description)

In response to the invitation for the bid made by:

(Name of Institution)

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: _____ that:

(Name of Bidder)

- 1.5 I have read and I understand the contents of this Certificate;
- 1.6 I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
- 1.7 I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
- 1.8 Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
- 1.9 For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
- 1.9.1 has been requested to submit a bid in response to this bid invitation;
 - 1.9.2 could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
 - 1.9.3 provides the same goods and services as the bidder and/or is in the same line of business as the bidder.
- 1.10 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium³ will not be construed as collusive bidding.
- 1.11 In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- 1.11.1 Prices;
 - 1.11.2 geographical area where product or service will be rendered (market allocation);
 - 1.11.3 methods, factors or formulas used to calculate prices;
 - 1.11.4 the intention or decision to submit or not to submit, a bid;
 - 1.11.5 the submission of a bid which does not meet the specifications and conditions of the bid; or
 - 1.11.6 bidding with the intention not to win the bid.
- 1.12 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 1.13 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 1.14 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

1.15 Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

SIGNATURE

DATE

POSITION

NAME OF BIDDER