



WITS. FOR GOOD.

Wits Tender CPP.FC.24-29

**Framework Contract For Built Environment Professional
Services Within The University Of The Witwatersrand
Precincts.**

Non-Compulsory Briefing Session

Wednesday, 9 October 2024

[11H00 – 12H00]

Meeting protocol



Email attendees list to
#Dept-tenders.cpd@wits.ac.za
and
admin.tenders@wits.ac.za



Introductions

Wits University Representatives:

Project Owner: Acting Director – Jason Huang (Campus Planning & Development)

Acting Head: Projects / Planning and Development Manager: Mr Dirk Van den Eynde

CPD Project Coordinator: Mrs Jacobie Tollemache

General: [@Dept-tenders.cpd@wits.ac.za](https://twitter.com/Dept-tenders.cpd) and [@admin.tenders@wits.ac.za](https://twitter.com/admin.tenders)

UNIVERSITY OF THE
WITWATERSRAND,
JOHANNESBURG



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1922
2022



Introduction to the Invitation

Welcome to the tender information session for the University of the Witwatersrand (WITS) RFP. The purpose of this Request for Proposal (RFP) is to establish a panel of registered consultants to provide professional services to WITS over a five-year term. Today, we'll delve into the key details of the RFP document, ensuring that all attendees gain a comprehensive understanding of the project scope, requirements, and procedures.



Tender Documentation Walkthrough

<https://www.wits.ac.za/about-wits/tenders/>

CPP.FC.24-29 Framework Contract for Built Environment Professional Service within the University of

the Witwatersrand precincts.

Tender Description

- Tender Name: Framework Contract for Built Environment Professional Services within the University of the Witwatersrand precincts.
- Tender Number: CPP.FC.24-29

Important information

- Compulsory Intent to Bid: Friday, 04 October 2024 at 23h59
- Non-Compulsory Briefing Session: All disciplines Wednesday, 09 October 2024 at 11h00
- Submission Details: The closing time for all tender submissions is Friday, 25 October 2024 at 23h59

Professional service	Tender number	Tender Description	Closing Dates
Health and Safety (Re-advertisement: CPP.FC.24-29.HS)	CPP.FC.24-29.HS2	Framework contract for Professional Health and Safety Services within the University of the Witwatersrand precincts.	Friday, 25 October 2024 at 23H59
Information Communication Technology Services	CPP.FC.24-29.ICT	Framework contract for Professional Information Communication Technology Services within the University of the Witwatersrand precincts	Friday, 25 October 2024 at 23H59

Tender Related Queries: [#Dept-tenders.cpd@wits.ac.za](https://twitter.com/Dept-tenders.cpd@wits.ac.za) and admin.tenders@wits.ac.za

Documents to Download:

1. RFP_CPP.FC.24-29.HS2_Health and Safety Framework Tender
2. CPP.FC.24-29.HS2 - Annexures.
3. RFP_CPP.FC.24-29.ICT_Request for Proposal_30 Sept 2024
4. Annexures _ CPP.FC.24-29.ICT

Prequalification criteria

Please note this is just a highlight of pertinent information, please check tender document for completed list of requirements.

Procurement Strategy:

- The purpose of this bid is to establish a panel of registered consultants that will form Professional Services Providers (PSPs) that may be utilised on an ad-hoc basis.
- Incorporated joint ventures are permitted, provided that the joint venture has been established prior to this tender and has all the necessary documentation in place.
- Sole proprietor consultancies are acceptable.

PROCUREMENT ELIGIBILITY – refer to the tender document for the full details

1. Appendix A: Signed Submission which has been signed by a duly authorised representative.
2. Company registration documents.
3. Provides proof of valid SARS tax pin for SA entities or equivalent for international etc.
4. Provides a vat registration certificate for SA entities
5. Provides the latest signed 3 (three years) Annual Financial Statements. (AFS)
6. Provide company profile.
7. Provide evidence of applicable insurance for this industry.
8. Appendix B: Consultant Qualifications and Experience Summary
9. Appendix C: Completed Practice Declaration



Prequalification criteria continued

FUNCTIONAL ELIGIBILITY – All components – refer to the tender document for the full details

1. the tenderer must provide a minimum of three (3) client references where they have provided a similar requirement in the last five (5) years.
2. CVs of project staff/key personnel must be provided. Proof of qualifications and years of relevant experience of proposed staff / key personnel is to be submitted with a Curriculum Vitae.
3. Provide completed price data as per NEC Part Two: Pricing Data
4. ICT Tenderers must have offices within 50km of Braamfontein.
Health and Safety Tenderers must have offices within 80km of Braamfontein.

Part T2: Returnable documents

Returnable Schedules and Documents:

Annexure 1: NEC4-PSC – Professional Services Framework Contract

- Appendix A: Procurement Returnable Schedules
- Appendix B: Consultant Qualifications and Experience Summary
- Appendix C: Practice Declaration

Procurement and Delivery Management

Key Points

- Eligibility criteria stated in document must be complied with in full.
- Complete and detailed information, list relevant experience.
- Key person experience.
- All queries must be address in writing as per the tender advertisement.
- Strict adherence to closing date and time
- NEC Form of contract is non-negotiable, any and all qualifications are to be raised as part of tender submission.
- Insurance cover is a non-negotiable.



Process for seeking clarifications and issuance of addenda

- Tenderers will be promptly notified of any addenda to the RFP; however, it is advisable to regularly check the university's website for updates.
- All queries or requests for clarification must be submitted via email to #Dept-tenders.cpd@wits.ac.za and admin.tenders@wits.ac.za. Please note that any correspondence with university staff regarding this tender is strictly prohibited and may result in disqualification.



Submission Date and Time

Professional service	Tender number	Tender Description	Closing Dates
Health and Safety (Re-advertisement: CPP.FC.24-29.HS)	CPP.FC.24-29.HS2	Framework contract for Professional Health and Safety Services within the University of the Witwatersrand precincts.	Friday, 25 October 2024 at 23H59
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Submission protocol

Electronic Submissions:

- The [Electronic Submission Protocol](#) will apply to this Tender.
- Full Link: <https://www.wits.ac.za/media/wits-university/footer/about-wits/procurement/Electronic%20Submission%20Protocol%2015.08.2020.pdf>
- Avoid emailing Submissions in the last sixty (60) minutes.
- Tender submission must be emailed to both admin.tenders@wits.ac.za **and** #Dept-tenders.cpd@wits.ac.za

TENDERER RESPONSE FORMAT

- Appendix A – Fully completed – zipped folder
 - Schedule 3 - Prequalification criteria – zipped folder with subfolders for Procurement, Component
 - Schedule 4 - Functionality criteria – zipped folder with subfolders for each component
 - Schedule 5 – Reference summary and reference letters – zipped folder for each component
- Annexure 1: NEC4-PSC – Professional Services Framework Contract



CLARIFICATION

Appendix A:

- The insurance requirements have been updated, and the revised document is now available for download.
- The bank guarantee is specifically intended for contractors, not professionals, and the revised document is also available for download.

References Clarification:

- Tenderers to provide a **minimum** of three (3) client references where they have provided for similar projects completed in the last five (5) years. February 2019, to February 2024
- The discipline-specific value refers to the fee value for the project that is specific to the discipline

General:

- Annexures 2 – 6 and the Proforma Task Order are for information purposes only
Therefore, No need to attach to tender submission.
- To determine the proximity to the university, the evaluation will consider the distance between the tenderer's office location and Braamfontein, where the university is situated. The statement specifies that tenderers must have offices within 50km of Braamfontein for ICT tenderers and 80km for Health and Safety Tenderers, indicating a broader geographical scope

Q & A

[a copy of this presentation will be circulated]

