

**Important Tender Notice**  
Tender No.:2025:07 Jobbing Services

Dear Tenderer,

**SUMMARY DOCUMENT**

1. Kindly note this is a summary document for WITS Tender Reference No: 2025:07 Appointment of a Panel of Qualified and Experienced Maintenance Contractors (Jobbing Services).
2. **NON-COMPULSORY ONLINE BRIEFING SESSION and PURCO SA TENDER SYSTEM TRAINING SESSION:** An online information session will be facilitated via Microsoft Teams on Thursday, 6th March 2025 from 11h00 to 13h00 pm.
3. This document provides at a summary level the Scope of Work for the Components and Eligibility and Evaluation Criteria.
4. Please refer to PURCO SA website for Purchasing of the Tender Document Pack and also tender submission details and protocols. The below guides you how to register, purchase and submit online.
5. Tender documents can be purchased at a non-refundable fee of R 1,150.00 (VAT included) on the PURCO SA website. To download the tender documents, the steps below should be followed:

<b>PURCO SA Tenders: How to register, purchase and submit online</b>
Read the following guide or visit <a href="https://purcosa.co.za/how-purchase-tender">https://purcosa.co.za/how-purchase-tender</a>
<b>Login or register at <a href="https://purcosa.co.za">purcosa.co.za</a></b>
1. Navigate to <a href="https://purcosa.co.za">https://purcosa.co.za</a>
2. Click on the 'Login or Register' button and select the appropriate option
3. Not registered on the website?
a. Click 'Register here'
b. Complete the form and click 'Create new account'
c. Wait for the Account details email from PURCO SA. Check your spam filter if necessary.
d. Click on the link in the email to login to the PURCO SA website and add a password.
<b>View and purchase the tender</b>
4. Under the Supplier Hub menu click on 'Open Tenders'
5. Select the tender and click on 'View'
6. Click on the 'Buy now' button
7. You will be redirected to our payment gateway (Payfast) to make payment.
8. If you encounter problems on the Payfast pages go to <a href="http://www.payfast.co.za/contact">www.payfast.co.za/contact</a> for help.
9. When your payment has been processed you will be automatically redirected back the PURCO SA Checkout page where you will find your purchased tender document/s
<b>View the tender requirements</b>
10. Read the Tender Document for instructions about submitting your bid documents and all requirements.
11. On the Checkout page there is a link to view a list of all your purchased tenders
12. To view your purchased tenders you can also click on 'My purchased tenders' in the dropdown menu under your username
13. To view the bid requirements click the 'Submit bid' link to access the online submission tenderbox. Do it as soon as possible to check all the requirements.
<b>Submit your bid</b>
14. Log in to <a href="https://purcosa.co.za">purcosa.co.za</a> as the user who purchased the tender.
15. Click on 'My purchased tenders' and then the 'Submit bid' link
16. Start submitting your bid as early as possible. Do not wait for the deadline.
17. You can save and edit the tenderbox as often as you like before the submission deadline.

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<b>Help with online submissions</b>
18. You can watch a detailed video how to upload your bid at <a href="https://youtu.be/Fwlz0bjKxbI">youtu.be/Fwlz0bjKxbI</a>
19. View the Online submission guide at <a href="https://purcosa.co.za/online-tender-submissions-guide">purcosa.co.za/online-tender-submissions-guide</a>
<b>Should you require further assistance regarding purchasing, registering and online submission please contact the PURCO SA Office</b>
<b>Davy Ivins – 084 207 8148</b> <a href="mailto:davy@assocworks.co.za">davy@assocworks.co.za</a>
<b>Bongani Machobane – 011 545 0548</b> <a href="mailto:bongani.machobane@purcosa.co.za">bongani.machobane@purcosa.co.za</a>
<b>Rosina Moota – 011 545 0948 –</b> <a href="mailto:Rosina.moota@purcosa.co.za">Rosina.moota@purcosa.co.za</a>
<b><u>Contact Person at WITS</u></b>
<b>Kindly ensure all communication must copy in Dept-Procurement-TendersAdmin</b> <a href="mailto:admin.tenders@wits.ac.za">admin.tenders@wits.ac.za</a>

**A. HIGH-LEVEL SCOPE OF WORK**

**1. SCOPE OF WORK**

The Scope of Work described herein serves as a general outline of the Services that may be rendered under a Work Order. For the purposes of this Annexure A1, the table below delineates these Services. Notwithstanding, the Parties mutually agree that the specific Services the Contractor is obligated to perform shall be expressly detailed and documented in a written Work Order.

No.:	SERVICE	SCOPE OF SERVICES	CATEGORY TENDERING FOR (MARK WITH X)
1	<b>Plumbing</b>	General plumbing and maintenance e.g. maintenance of downpipes, gutters, flashings, leak detection, new installations and unblocking of drains, and replacement of burst geysers. The Work may consist of the repair and/or installation of hot and cold water, gas, sewerage and storm water drainage pipe work, including associated plumbing fittings.	
2	<b>Electrical</b>	The Works may consist of all general electrical works including the installation of power outlets, lighting points, including associated circuit wiring and circuit breakers where necessary. The works may also consist of power and lighting adjustments, switchboard modifications, street lighting and underground cabling repairs and installations.	
3	<b>Air conditioning</b>	The works may consist of the maintenance, repair, and/or installation of air conditioning, mechanical ventilation, exhaust and refrigeration systems, including associated building and electrical works. The works may also include alterations and/or extension to	

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		such systems, and the repair and making good to existing equipment and systems.	
4	<b>Roof repairs</b>	The works may include the repair and making good of existing equipment and structures including roofs, e.g., roofing & waterproofing, flat concrete roof waterproofing, IBR & CI sheeting waterproofing, slate roof underlay replacement, roofing alterations, repairs, maintenance, roof tile & connecting flashing waterproofing.	
5	<b>Welding and steel work</b>	The work may include gate repairs, burglar proofing, palisade fencing, and general steelwork.	
6	<b>General Building</b>	<ul style="list-style-type: none"> <li>• The works may involve alterations, additions, adjustments and repair works pertaining to trades such as carpentry, bricklaying, paving, painting, floor repairs, carpeting, tiling, glass, and mirror repairs, fencing and perimeter wall repairs.</li> <li>• The works may occasionally consist of substantial alterations, additions or renovations to existing buildings that may involve several building services trades and co-ordination with nominated contractors for plumbing, electrical and mechanical services.</li> <li>• There may be occasions that require new joinery or cabinet work as well as occasions where alterations and additions will have to be made to existing joinery.</li> </ul>	
7	<b>Handyman</b>	General knowledge of the different trades and technical background.	

**1.1. Cost Savings**

1.1.1 The University requires the successful Tenderer to be an active partner in generating ideas to reduce costs, beyond only price reductions.

**1.2. Pre-qualification Criteria**

Tenderers who have suitable experience and demonstrated capacity in the required work activities for jobbing services may be 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.

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The Tenderer must submit all of the information required in the Schedules below:

<b>Procurement Eligibility/Mandatory Criteria</b>	
It is compulsory that the Tenderer:	
1.	Provides Schedule 1: Signed Submission which has to be signed by a duly authorised representative
2.	Provides proof of its entity's registration documentation (e.g., CIPC) indicating the date of registration/incorporation, and a list of directors, partners, and members.
3.	Provide proof of current and valid SARS Tax Pin and VAT registration certificate. Provide rationale if not VAT registered.
4.	Submits annual financials as listed below, <ul style="list-style-type: none"> <li>• Non-EMEs must submit annual audited financial statements for the last three (3) financial years.</li> <li>• EME tenderers must submit annual financial statements for the last three (3) financial years, signed off by bookkeeper.</li> </ul>
5.	Please provide proof of <b>bank confirmation letter</b> : The letter should include the Tenderer's bank account name and number.
6.	The Tenderer must 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 ( <b>COIDA</b> ) 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 Annexure B for the Procurement Eligibility / Mandatory Criteria.
<b>Technical Eligibility/Mandatory Criteria for all categories</b>	
It is compulsory that the Tenderer must:	
8.	Tenderer must have adequate and comprehensive insurance cover of a minimum of R2 000 000,00 public liability insurance cover in place, which is satisfactory to the University's insurance brokers to adequately insure against all the liabilities imposed by the delivery of services to the University. The Tenderer must provide the University with proof of its insurance cover. It is the responsibility of the Tenderer to establish whether its cover is adequate to insure against all the liabilities imposed by the delivery of services to the University and that such cover is aligned to the industry standard bearing in mind the nature of the services to be delivered to the University. Alternatively, if adequate insurance is not in place, the Tenderer must commit (via a formal letter) to having it in place if appointed and at time of contract commencement date and indicate the type and projected value of cover. Provide proof of full & adequate insurance or commitment. Insurance must satisfy the University's insurers. The insurance / commitment should not have an impact on the Tenderer's submitted pricing information.
9.	Tenderer's Office/Premises/Site must be within the Gauteng Province (Provide proof of Utility Bill/ Lease Agreement).
10.	Tenderer agrees to the contractual terms that are included in the Draft Contract attached to the tender document.
11.	Tenderer agrees to the rates as included in the Pricing Schedule, Annexure C.
<b>Additional Technical Eligibility/Mandatory Criteria for Category 1: Plumbing</b>	
It is compulsory that the Tenderer must:	
12.	Have a track record for at least three (3) years for the Provision of Jobbing Services for the Plumbing category.
13.	Have relevant valid and current certification and registration with the required industry regulatory body for Plumbing. The industry body will be assessed for appropriateness and acceptability for the particular category you are tendering for (for example: Registration with Institute of Plumbing South Africa).
14.	Have proof of an experienced qualified plumber with a trade test certificate or similar accreditation that will be onsite and that has a minimum of 2 years' experience. Submit a summarised CV of the individual detailing their experience and qualifications and a copy of the trade certificate or similar accreditation. This will be assessed for acceptability.

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<b>Additional Technical Eligibility/Mandatory Criteria for Category 2: Electrical</b>	
It is compulsory that the Tenderer must:	
15.	Have a track record for at least three (3) years for the Provision of Jobbing Services for the Electrical category.
16.	have relevant valid and current certification and registration with the required industry regulatory body for the Electrical category. The industry body will be assessed for appropriateness and acceptability for the particular category you are tendering for (for example: Registration with South African Institute of Electrical Engineers SAIEE).
17.	have proof of an experienced qualified electrician with trade test certificate or similar accreditation that will be onsite and that has a minimum of 2 years' experience. Submit a summarised CV of the individual detailing their experience and qualifications and a copy of the trade certificate or similar accreditation. This will be assessed for acceptability.
<b>Additional Technical Eligibility/Mandatory Criteria for Category 3: Air Conditioning</b>	
It is compulsory that the Tenderer must:	
18.	Have a track record for at least three (3) years for the Provision of Jobbing Services for the Air Conditioning category.
19.	have relevant valid and current certification and registration with the required industry regulatory body for the Air conditioning category. The industry body will be assessed for appropriateness and acceptability for the particular category you are tendering for (for example: Registration with South African Institute of Electrical Engineers SAIEE).
20.	have proof of an experienced qualified technician with trade test certificate or similar accreditation that will be onsite and that has a minimum of 2 years' experience. Submit a summarised CV of the individual detailing their experience and qualifications and a copy of the trade certificate or similar accreditation. This will be assessed for acceptability.
<b>Additional Technical Eligibility/Mandatory Criteria for Category 4: Roof repairs</b>	
It is compulsory that the Tenderer must:	
21.	Have a track record for at least three (3) years for the Provision of Jobbing Services for the roof repairs category.
22.	have relevant valid and current certification and registration with the required industry regulatory body for the roof repairs category. The industry body will be assessed for appropriateness and acceptability for the particular category you are tendering for.
<b>Additional Technical Eligibility/Mandatory Criteria for Category 5: Welding and Steelwork</b>	
It is compulsory that the Tenderer must:	
23.	Have a track record for at least three (3) years for the Provision of Jobbing Services for the Welding and steelwork.
24.	have relevant valid and current certification and registration with the required industry regulatory body for the Welding and Steelworks category, in particular CIDB SL. The industry body and registration will be assessed for appropriateness and acceptability for the particular category you are tendering for.
25.	have proof of an experienced qualified welder with trade test certificate or similar accreditation that will be onsite and that has a minimum of 2 years' experience. Submit a summarised CV of the individual detailing their experience and qualifications and a copy of the trade certificate or similar accreditation. This will be assessed for acceptability.
<b>Additional Technical Eligibility/Mandatory Criteria for Category 6: General Building and Construction</b>	
It is compulsory that the Tenderer must:	

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26.	Have a track record for at least three (3) years for the Provision of Jobbing Services for the General Building category.
27.	have relevant valid and current certification and registration with the required industry regulatory body for the General Building category, in particular Registration with Construction Industry Development Board (CIDB GB). The industry body will be assessed for appropriateness and acceptability for the particular category you are tendering for.
<b>Additional Technical Eligibility/Mandatory Criteria for Category 7: Handyman</b>	
It is compulsory that the Tenderer must:	
28.	Have a track record for at least three (3) years for the Provision of Jobbing Services for the Handyman category

SUMMARY DOCUMENT ONLY - REFER TO PURCO SA WEBSITE