

**REQUEST FOR PROPOSAL**  
**(RFP)**  
**MECHANICAL ENGINEERING AND WET SERVICES PROFESSIONAL**  
**SERVICES.**

<b>REQUEST FOR PROPOSAL (RFP) TITLE:</b> Framework contract for Mechanical and Wet Services Engineering Professional Services within the University of the Witwatersrand precincts.	UNIVERSITY OF THE WITWATERSRAND, JOHANNESBURG (WITS)
<b>RFP REFERENCE NUMBER</b>	CPP.FC.25-29.ME
<b>RFP ISSUE DATE</b>	Sunday, 23 February 2025
<b>RFP DOWNLOAD DATE</b>	Monday, 24 February 2025
<b>INTENT TO BID/INTEREST (ITB)</b>	Tenderers are encouraged to register their email address with the tender administrator.
<b>NON - COMPULSORY INFORMATION SESSION</b>	Friday, 28 February 2025 @ 10:00
<b>RFP CLOSING DATE &amp; TIME</b>	Monday, 10 March 2025 @ 23:59
<b>DISTRIBUTION CHANNEL</b>	The Sunday Times Wits Tenders Website.
<b>ISSUED BY:</b>	Campus Planning and Development Department 3 Jubilee Road Parktown
<b>CONTACT PERSON:</b>	Charmaine Layton <a href="mailto:#dept-tenders.cpd@wits.ac.za">#dept-tenders.cpd@wits.ac.za</a> <b>and copy</b> <a href="mailto:Admin.tenders@wits.ac.za">Admin.tenders@wits.ac.za</a>

Framework contract for Mechanical Engineering Professional Services within the University of the Witwatersrand precincts

Tenderer to initial here:

## Table of Contents

<b>T1.1 Tender Notice and Invitation to Tender</b> .....	4
(i) Invitation .....	4
(ii) Contract Award: .....	4
(iii) Overall Project / Contract Execution Model .....	4
(iv) Assumptions & Constraints.....	4
(v) Policies, Procedures and Regulatory Standards:.....	4
(vi) Outcome Disclosure Discretion Clause: .....	4
(i) Tender Terminology: .....	5
(ii) Further Definitions:.....	5
(iii) Intent to Bid. ....	5
(iv) RFP Clarifications .....	6
(v) Non-Compulsory Information Session .....	6
(vi) Sourcing Process .....	7
(vii) The submission will be assessed in a 3 – phase process:.....	7
<b>T1.2 Tender Data</b> .....	8
<b>Submission Details</b> .....	21
<b>Schedule 1a: Signed Tender Submission</b> .....	23
<b>Schedule 1b: Declaration Of Interest By The Tenderer</b> .....	24
<b>Part T2: Returnable documents</b> .....	26
<b>TENDERERS CHECKLIST</b> .....	27

**Annexures, Schedules, and Declarations (as applicable)**

- Appendix A: Contactable References
- Appendix B: Consultant Qualifications and Experience Summary
- Appendix C: Company Capacity and Staff Experience
- Annexure 1 NEC4-PSC - Professional Services Contract – Mechanical Engineering Framework
- Annexure 2 General Standard Scope of Professional Services
- Annexure 3 Framework for the Determination of Fees
- Annexure 4 Access to University Precincts
- Annexure 5 Generic Occupational Health and Safety Environmental Specification for Construction Contracts
- Annexure 6 Electronic Submission Protocol
- Annexure 7 Tender Terms and Conditions
- Annexure 8 Proforma Task Order\_ Sample



UNIVERSITY OF THE  
WITWATERSRAND,  
JOHANNESBURG

## T1.1 Tender Notice and Invitation to Tender

### (i) Invitation

The Campus Planning and Development Department, which is part of the Systems and Operations Division of the University of the Witwatersrand, Johannesburg (“WITS”) (the Client) invites qualifying service providers (hereafter referred to as ‘The Tenderer’) to submit a Proposal in response to this Request for Proposal (hereafter referred to as ‘RFP’) selected as part of the built environment professional services over a four (4) year term without a guarantee of the quantum of work.

The purpose of this bid is to establish a panel of registered consultants that will form Professional Services Providers (PSPs) that may be utilized on an ad-hoc basis.

The University of the Witwatersrand (Wits) invites qualifying professional services companies to present proposals for delivering professional services for the full lifecycle of infrastructure projects.

### (ii) Contract Award:

The Client has elected the **NEC4 Framework Professional Services Contract (FCPS)** - Contract Data included under Part C1.2 - to be a preferred form of contract for the project. The Tenderer will review the NEC4 Contract’s standard terms and contract data; and will be permitted to submit its reasonable qualifications (if applicable) for the Client’s consideration.

### (iii) Overall Project / Contract Execution Model

Overall delivery and management of WITS’ capital work programme is aligned with the principles of an integrated project procurement and delivery management guidelines. The Tenderer’s attention is drawn to the University’s objective of seeking to establish proactive risk management and collaborative project delivery relationship between WITS and the appointed contractor.

### (iv) Assumptions & Constraints

- All tender submissions are subject to the NEC4 Engineering & Construction Short Contract (PSC4-FC).
- Pricing must include all costs, as no changes will be accepted post-submission.
- No travel or accommodation costs will be covered by WITS.

### (v) Policies, Procedures and Regulatory Standards:

In general, WITS executes this tender process and incorporates tender conditions that are in accordance with the latest editions of SANS 10845-3 Standard Conditions of Tender. Additionally, the University’s terms and conditions, as detailed in Annexure 7 - Tender Terms and Conditions, will also be taken into consideration.

SANS 10845-3 makes several references to the Tender Data for details that apply specifically to this tender. The Tender Data shall have precedence in the interpretation of any ambiguity or inconsistency between it and the provisions of SANS 10845-3.

Each item of data given below is cross-referenced to the clause in SANS 10845-3 to which it mainly applies. Standard conditions for the calling for expressions of interest. As such, WITS prohibit anti-competitive practices and requires that all Tenderers submit a formal conflict of interest declaration. Tenderers can purchase electronic copies of the documents at the following links:

[SANS 10845-3:2022 \(Ed. 2.00\) \(sabs.co.za\)](https://sabs.co.za/SANS_10845-3:2022_(Ed._2.00)_sabs.co.za)

### (vi) Outcome Disclosure Discretion Clause:

The client reserves the right to exercise full discretion regarding the sharing of details pertaining to the outcome of the tender process. The client is not obliged to disclose any information regarding the tender outcome and may choose to keep such details confidential. Any decision to disclose or withhold information regarding the tender outcome shall be solely at the client’s discretion.

**(i) Tender Terminology:**

When considering the SANS, CIDB and NEC4 respective standard definitions, there is some discrepancy in the terminology. To clarify this, “Employer” and “Client” will be used interchangeably, having reference to the University of the Witwatersrand, Johannesburg (WITS). Similarly, ‘Works Information’ and/or ‘Scope of Works’ and ‘Scope’ will also be used interchangeably.

**(ii) Further Definitions:**

- For the purpose of this RFP document ‘University’ and ‘WITS’ shall mean: The University of Witwatersrand, Johannesburg, being the entity to which Services will be delivered.
- Tenderer and/or bidder shall refer interchangeably to the party receiving this RFP and submitting a Proposal.
- Project means Wits Health Sciences Campus Backup Power Project.
- Proposal means the submission Tenderers will submit in response to this RFP, and any annexures thereto.
- the **NEC4 Professional Services Contract (PSC); Framework Contract (FC)**
- Site means various properties where the University of the Witwatersrand is authorised to undertake infrastructure projects.
- Sourcing Process means the RFP process that the Client is embarking on to select and appoint capable service providers to deliver the scope.

**(iii) Intent to Bid.**

All Tenderers are strongly encouraged to confirm their intent to bid for this RFP via email. While not compulsory, this confirmation will assist in our planning process and ensure you receive any updates or addenda related to this tender. Please note the following instructions:

**Register via email with your details to the following email addresses:**

- Please note the # in front of the email addresses is required.
- Attention: Charmaine Layton
- To: [#Dept-tenders.cpd@wits.ac.za](mailto:#Dept-tenders.cpd@wits.ac.za)
- Cc: [admin.tenders@wits.ac.za](mailto:admin.tenders@wits.ac.za)
- Ensure the correct **contact details** are provided in your intent to submit a bid. This will ensure that correspondence during the RFP phase will be issued to the correct individual’s / email address
- **Contact Information:** For any questions or assistance regarding the Information Session, please use the contact details as above.

**(iv) RFP Clarifications**

- Should any part or parts of this RFP or the Sourcing Process described herein below require further explanation, or be ambiguous or contradictory, clarification prior to submission of your Proposal can be obtained in writing to the Tender Administrator.
- Email will be used for clarifications during the RFP period. The Tenderer shall, in all written correspondence, identify itself by the complete company name and RFP reference number.
- Telephonic clarifications are not officially acknowledged, and all clarifications or requests must be in writing to the designated email address referenced in the RFP document.
- Upon receipt of any request to clarify elements of the RFP, an email to clarify the points in question shall be issued by WITS to all Tenderers that registered timeously, provided that the clarification is not of a confidential nature, broadly applicable and justified.
- All RFP clarifications or addenda shall be issued formally to Tenderers by means of a Tender Bulletin unless the information is of a confidential nature.
- No Tenderer may communicate with any person connected with this document on any matter affecting this document between the initial date of issue of the document and the dispatch of the written notification of the selected Tenderers, except via the contact person listed above.

**(v) Non-Compulsory Information Session**

- **Purpose:** The online Information Session is a key opportunity for tenderers to gain a thorough understanding of the project requirements and guidance on preparing accurate and competitive pricing. Attendance is strongly recommended to ensure clarity on the expectations and to address any questions that may arise.
  - **Participant Limitation:** To ensure a productive session, WITS will limit the number of participants per company to two (2) for the questions and answers segment.
  - **Session Details:**
    - **Date and Time:** Friday, 28 February 2025, at 10:00
    - **Platform:** Microsoft Teams
    - **Meeting Link:** [Information Session Meeting Link](#)
  - **Submission of Questions:** Participants are requested to submit any clarification questions before the Information Session (details of which will be included in the invitation email) to ensure that the most pertinent questions are addressed during the session
  - The Information Session will be interactive. The participants will be provided with a presentation with background and relevant technical information, as well as clarification answers to all the queries received.
- **Contact Information:** For any questions or assistance regarding the compulsory information session, please contact the tender administrator refer to clause (x) above.

**(vi) Sourcing Process**

WITS conduct business in a manner that encourages good supplier relations within an environment that promotes competition and is compliant with WITS' policies and the law.

- The Tenders participating in this RFP are required to comply in all respects with the RFP instructions and requirements.
- The selection for the RFP process will include criteria for price, quality and preference.
- The Tenderers' Proposal will consist of a formal, binding bid relative to this project.
- The Client will evaluate and score each tender submission against pre-determined Evaluation Criteria.

**(vii) The submission will be assessed in a 3 – phase process:**

- **Phase 1:** Prequalification Procurement
- **Phase 2:** Functionality - Proposal evaluation with a minimum threshold of 70%
- **Phase 3:** Pricing (60%) and preference (20%) and Quality / Technical 20 %



UNIVERSITY OF THE  
WITWATERSRAND,  
JOHANNESBURG

## T1.2 Tender Data

Each item of data given below is cross-referenced to the clause in SANS 10845-3 to which it mainly applies.

Clause number	Tender Data
3.1	The Employer is the University of the Witwatersrand, Johannesburg, acting through its Campus Planning and Development Department.
3.2	The tender documents issued by the Employer comprise the documents listed on the contents page.
3.3	The Client's agent is Charmaine Layton <a href="mailto:#Dept-tenders.cpd@wits.ac.za">#Dept-tenders.cpd@wits.ac.za</a> and cc <a href="mailto:admin.tenders@wits.ac.za">admin.tenders@wits.ac.za</a>
3.4	The language for communication is English.
3.5.1	In addition, the Client reserves the right at any time to: <ul style="list-style-type: none"> <li>Request further information should the Tenderer submit insufficient detail.</li> <li>Contact any Tenderer during the evaluation process, to clarify any information, without informing any other Tenderer,</li> <li>Award only a portion of the tender,</li> <li>Award portions of the tender to more than one contractor,</li> <li>Withdraw, defer, suspend, or reissue the tender in whole or in part at any time,</li> <li>Share all information and findings with any other higher education entities worldwide, provided such information has not been marked as confidential, for benchmarking purposes, and,</li> <li>Audit the awarded contracts from time to time.</li> <li>The Client reserves the right to reject any or all bids received in response to this tender invitation. Additionally, the Client reserves the right to reject the lowest responsive bid if it is determined that such a bid does not meet the requirements specified in the tender documents or is assessed as not offering value for money. The Client's decision in this regard shall be final. While the Client may not provide detailed reasons for rejection, feedback may be provided upon request at the Client's discretion.</li> </ul>
3.6	The competitive negotiation procedure shall be applied.



Clause number	Tender Data
4.1	<p>Only Tenderers who meet the pre-qualification criteria outlined in the table below are eligible to submit a Tender Submission. Failure to meet the pre-qualification criteria will result in disqualification.</p> <p>Despite the above, the University reserves the right to request additional information (which request must be provided to the University within the period as determined and communicated by the University) where the information provided yields insufficient detail and Tenderer differentiation.</p> <p><b>Procurement eligibility and Pre-Qualification criteria is listed below:</b></p> <ul style="list-style-type: none"> <li>a) The registration of intent to bid/interest is compulsory. Additionally, Tenderers must ensure representation by one of their full-time employees at compulsory onsite Information Session.</li> <li>b) The Tenderer must provide Company registration (CIPC /CK etc.) indicating the date of registration/incorporation, and a list of directors, partners, and members.</li> <li>c) the Tenderer submits an Original Valid Tax Clearance PIN (In case venture/consortia partners, each partner must submit a tax clearance certificate) issued by the South African Revenue Services or has made arrangements to meet outstanding tax obligations.</li> <li>d) The Tenderer submits a VAT Registration Certificate. Provide rationale if VAT is not applicable.</li> <li>e) The Tenderer must provide signed Annual Financial Statements for the past three (3) years, including the latest financial statements for the year, in line with the Companies Act.</li> <li><b>f) The Tenderer must provide proof of the following insurance coverage:</b> <ul style="list-style-type: none"> <li>i. Public Liability with a minimum value of R 10 million per claim, with no limit to the number of claims with an annual aggregate of R 50 million.</li> <li>ii. Professional Indemnity Insurance with a minimum value of R 10 million per claim, with no limit to the number of claims with an annual aggregate of R 50 million.</li> </ul> </li> <li><b>g) The tender to provide proof of bank rating and/or letter of good standing.</b> <p>The letter should include:</p> <ul style="list-style-type: none"> <li>iii. The Service provider's bank account name and number.</li> <li>iv. or a standard letter of good standing that reflects the Consultants bank rating.</li> </ul> </li> </ul>

Clause number	Tender Data
	<p>h) The Service provider 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 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 the close of Tender and award.</p> <p>i) the tenderer has in their full-time employment a principal consultant (key person) (i.e., the person who will provide the service or under whose active and personal direction, control, and supervision the service is to be provided) who is registered as a professional Mechanical Engineer in terms of the engineering profession act, 2000.</p> <p>j) The tendering entity must primarily provide independent technology-based intellectual services for a fee. This can be evidenced by either having at least 50% of its directors, members, or partners professionally registered as</p> <ul style="list-style-type: none"> <li>a) Professional Engineers or Engineering Technicians with ECSA.</li> <li>b) Governed by the Engineering Profession Act, 2000 (Act no 46 of 2000 – Registered with ECSA), specifically, in Mechanical Engineer, or by satisfying the Client of its primary business nature</li> </ul> <p>the Tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector.</p> <p><b>The Tenderer has not:</b></p> <ul style="list-style-type: none"> <li>a) abused the Client’s Supply Chain Management System; or</li> <li>b) failed to perform on any previous contract and has been given written notice to this effect.</li> </ul> <p><b>Technical/Functional Mandatory Criteria are listed below:</b></p> <ul style="list-style-type: none"> <li>c) Tenderers must have offices within 70km of Braamfontein. Proximity to both the Tenderer's location and the project site is a weighted criterion in the bid assessment. Tenderers are required to provide information about their geographical proximity to the project site, which will be considered alongside other relevant criteria in the overall bid assessment. Closer proximity to the project location may be favoured, provided all other requirements are met. Additionally, key personnel involved in the project must be based at the specified location to ensure effective project management and oversight.</li> <li>d) The Tenderer must provide a minimum of three (3) contactable client references where they have provided a similar requirement in the last 5 (five) years. These projects must involve the requirements. The references should demonstrate the Tenderer’s ability to deliver projects of similar or greater technical capacity and complexity to the requirements of this Tender.</li> </ul> <p>For each reference, the Tenderer must attach:</p> <ul style="list-style-type: none"> <li>i. A Completion Certificate, or</li> <li>ii. A <b>written testimonial/confirmation of completion</b> from the client, detailing the scope of work the successful delivery of the service, and any post-completion support, <b>on the client’s letterhead, dated within the required period.</b></li> </ul>

4.7	<p>The non-compulsory Information Session with representatives of WITS will take place via Microsoft Teams on <b>Friday, 28 February 2024, at 10H00.</b></p> <p><a href="#">Information Session meeting link.</a></p> <p>Only two (2) participant logins per Supplier. All participants shall be confirmed in the attendance register prior to the Microsoft Teams webinar.</p>
4.10	Tenderers are required to state the rates and currencies in South African Rands (ZAR).
4.11	An item against which no rate or price is entered by the Tenderer shall be covered by other rates or prices detailed in the tender offer.
4.12	Not applicable.
4.13.4	An officer or director of the Tenderer who is legally authorised by the Tenderer to enter into a binding agreement must sign the tender offer. WITS may request proof of the authorisation document at any time.
4.13.5	<b>Only Electronic Submissions are allowed</b>
	<p>e) the Tenderer is not an unincorporated joint venture; and is registered in terms of the Companies Act, 2008 (Act 71 of 2008) or Close Corporation Act, 1984, (Act No. 69 of 1984) or, if a partnership, has in place a partnership agreement that enables the partnership to automatically continue to function in the event of a death or withdrawal of one of the partners.</p> <p>f) Tenderers must complete <b>Appendix A: Contactable Client References.</b></p> <p>g) Tenderers must complete <b>Appendix B: Consultant Qualifications and Experience Summary.</b></p> <p>h) Tenderers must complete <b>Appendix C: Company Capacity and Staff Experience.</b></p> <p>i) Tenderers must submit the key personnel's qualifications, certificates, and CV.</p> <p>j) Tenderers must provide proof of Professional Registration. (Company and / or individual where applicable)</p> <p>k) Tenderers must proof of assets e.g., equipment and property. The University reserves the right to inspect the locations where the assets are based.</p> <p>l) The Tenderer must provide their National Treasury Central Supplier Database registration number, or proof of registration.</p>
	<p><b>ECC4 Contract Mandatory Criteria</b></p> <p>a) Tenderers must complete the Schedule of Deviations in the RFP document if applicable.</p> <p>b) Contractors must complete and sign the Form of Offer and Acceptance.</p> <p>c) Tenderers must complete the Data provided by the Contractor section in the Contract document</p> <p>d) Tenderers must complete the Price list information.</p> <p>e) Tenderers must ensure that their pricing is submitted to the University in accordance with the pricing requirements set out in the Tender Documents.</p> <p><b>Other Elements that are considered as part of the evaluation include:</b></p> <p>The tenderer should submit a current, valid B-BBEE certificate issued by a SANAS accredited verification agency unless the Tenderer is an exempted micro enterprise (EME) or a qualifying small enterprise (QSE), in which case the Tenderer may submit a sworn affidavit in accordance with the B-BBEE Act: Codes of Good Practice published in Government Gazette No. 36928.</p>

4.15	<p><b>The Tenderer is required to submit electronic proposals in strict accordance with WITS' Email Tender Submission Protocol and Terms and Conditions (Annexure 7), which outline WITS' requirements. Email submissions are mandated to ensure proper control over access.</b></p> <p><b>The Tenderer shall:</b></p> <ul style="list-style-type: none"> <li>- Avoid emailing Submissions in the last sixty (60) minutes that the Invitation to Tender is open.</li> <li>- Tenderers must use the following identification format: <b>[Number of Emails Sent   Tender Reference Number   Tender Short Description   Tenderers Company Name]</b>.</li> <li>- The University will only accept the following file extensions: .zip - Zip compressed file, .doc and docx. Microsoft Word file, .pdf - PDF file, .xls - Microsoft Excel file and .mp4 - MPEG4 video file.</li> <li>- The University's server cannot accept emails containing zip files or attachments that exceed 20 MB. If the total size of the submission is in excess of 20 MB, Tenderers must separate the submission into parts less than 20 MB and note the number of emails sent accordingly.</li> <li>- Tenderers must ensure that all emails are sent with a read and delivery receipt request from an Outlook or Gmail server.</li> <li>- Do not submit via Google Drive, SharePoint, or OneDrive</li> <li>- We do not accept submissions through WeTransfer.</li> <li>- Do not include the information annexures in your submission.</li> </ul>
4.13.5	<p>Email Proposal addressed to, with the following details in the covering mail:</p> <p><b>Attention:</b> Charmaine Layton (Tender Administrator)</p> <p><b>E-Mail Addresses:</b> To: #Dept-tenders.cpd@wits.ac.za Cc: admin.tenders@wits.ac.za,</p> <p><b>Subject Matter:</b> Request for Proposal</p> <p>RFP Tender No: <b>CPP.FC.25-29.ME– Mechanical Engineering</b></p> <p>RFP Tender Title: <b>Framework contract for Mechanical and Wet Services Engineering Professional Services within the University of the Witwatersrand precincts.</b></p>
4.15	The closing time for submission of tender offers is on <b>Monday, 10 March 2025 at 23h59</b>
4.16	<b>The tender offer validity period is one hundred and eighty (180) days.</b>
4.22	All returnable documents, certificates and schedules must be current and valid and returned with the tender's offer submission.
5.1	The Client will respond to requests for clarification received up to three (3) working days before the tender closing time.
5.2	The Client shall issue addenda until three (3) working days before tender closing time.
5.11.1	The financial offer will be reduced to a comparative basis using the Tender Assessment Schedule included below:
5.11.5	<p><b>Tender Evaluation Criteria</b></p> <p>The tender submissions will be evaluated in terms of Method 4: Financial offer, quality, and preferences in the final scorecard.</p> <p>Each evaluation criterion will be assessed in terms of five indicators – Excellent, good, satisfactory, poor and no</p>

**Framework contract for Mechanical Engineering Professional Services within the University of the Witwatersrand precincts**

Tenderer to initial here:

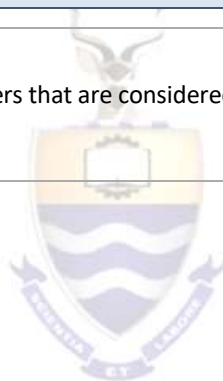
response. Scores of 100%, 80%, 70%, 40%, or 0% will be allocated to each response. The scores of each of the evaluators will be averaged, weighted, and then totalled to obtain the final score for quality.

Please note that the score is as a total % of the criterion points.

<b>Financial Offer</b>	<b>60 Points</b>
<b>Quality</b>	<b>20 Points</b>
Company Experience & Track Record	8 points
Engineering Team experience & qualifications Engineer	8 Points
Proximity to University Location	4 Points
<b>Preference</b>	<b>20 Points</b>
Tendering Company's B-BBEE Level	10 Points
Tendering Company is at least 51% Black owned.	10 Points
<b>Total</b>	<b>100 Points</b>

#### Assessment of Bid Offer

The Employer may disqualify offers that are considered unreasonably high or low as part of evaluating the acceptability of your offer.



UNIVERSITY OF THE  
WITWATERSRAND,  
JOHANNESBURG

5.11.8

**Wits Preferential Procurement Goals**

**WITS** recognised the need to participate meaningfully in the socio-economic transformation of South Africa and has identified specific principles that will address business and wealth creation imperatives with its dedicated preferential procurement philosophy.

To this end, in addition to requirements in the RFP, WITS will use the 80/20 preference points system. The allocation of the points will be as follows:

**10 of 100 evaluation points (10%) to the below criterion related to the B-BBEE level.**

B-BBEE Status Level of Contributor	Number of points (20% B-BBEE system)
Level 1 Contributor	10
Level 2 Contributor	9
Level 3 Contributor	7
Level 4 Contributor	6
Level 5 Contributor	4
Level 6 Contributor	3
Level 7 Contributor	2
Level 8 Contributor	1
Non-compliant contributor	0

A further 10 of 100 evaluation points (10%) to the following yes/no criterion:

- Tendering company is at least 51% Black owned

UNIVERSITY OF THE  
WITWATERSRAND,  
JOHANNESBURG

5.11.9

**Minimum Evaluation Score**

In this stage, the Tenderer must get a minimum of 70% (i.e. 70) to move on to the next stage of evaluation. The minimum score for quality evaluation is 70%.

The maximum possible score for quality (Ms) **100%**

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

Quality criteria	Sub criteria	Maximum number of points
<b>Criterion 1:</b> Company Experience & Track Record	<p>Tenderers to provide a minimum of three (3) client references where they have provided for similar projects completed in the last 5 (five) years.</p> <p>The references must have similar or greater technical capacity and complexity to that of this Tender.</p> <p>The tender response must take all the below listed items into consideration:</p> <ul style="list-style-type: none"> <li>- Project description (not just a title)</li> <li>- Project value overall budget (if available) including VAT @15%</li> <li>- Discipline specific fee value including VAT @ 15%</li> <li>- Project start date</li> <li>- Project completion date</li> <li>- Contactable client reference</li> <li>- Who were the key personnel assigned to this project and are they currently employed by the company.</li> </ul>	<b>40 %</b>
<b>Scoring:</b> Company Experience & Track Record	Tenderer has completed at least Seven (7) or more similar projects	Excellent (Score 100)
	Tenderer has completed at least Five (5) similar projects	Good (Score 90)
	Tenderer has completed at least Three (3) similar projects	Satisfactory (Score 70)
	Not applicable	Poor (Score 40)
	Not applicable	Cannot Score (Score 0)

<b>Criterion 2:</b>  Proposed Senior/Key persons for this contract	Professional profile(s) in relation to the required service <ul style="list-style-type: none"> <li>- Qualifications (Must include Pr. Eng. or PrTech)</li> <li>- Relevant experience.</li> <li>- key person must be a staff member.</li> </ul> <b>Years of Experience</b> <ul style="list-style-type: none"> <li>- &gt;15 years' experience</li> <li>- 10 - 14 years' experience</li> <li>- 6 - 9 years' experience</li> <li>- 3 - 5 years' experience</li> </ul> <b>Duration Of Employment</b> <ul style="list-style-type: none"> <li>- length of employment &gt; 10 years</li> <li>- length of employment 6 to 10 years</li> <li>- length of employment 3 to 5 years</li> <li>- length of employment 1 to 3 years</li> </ul>	<b>40 %</b>
<b>Scoring:</b>  Key Personnel's relevant experience	Tenderers Key Personnel has >15 years of relevant experience Tenderers Key Personnel has 10 - 14 years of relevant experience Tenderers Key Personnel has 6 - 9 years of relevant experience Tenderers Key Personnel has ≤ 5 years of relevant experience Tenderer has not submitted information	Excellent (Score 100) Good (Score 90) Satisfactory (Score 70) Poor (Score 40) Cannot Score (Score 0)

**Length of Employment**

<b>Scoring:</b>  Key Personnel's Length of Employment	Tenderers Key Personnel has >10 length of employment Tenderers Key Personnel has 6 - 10 years length of employment Tenderers Key Personnel has 3 - 5 years length of employment Tenderers Key Personnel has 1 - 3 years length of employment	Excellent (Score 100) Good (Score 90) Satisfactory (Score 70) Poor (Score 40)
---	---	--



Quality criteria	Sub criteria	Maximum number of points
<b>Criterion 2a</b> Engineering Team experience & competency	<p>The focus of this criterion is to allow the tenderer to share the depth and range of capacity and experience of the company, and to indicate staff retention.</p> <p>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.</p> <p>Experience of the combined Consulting Team members (if any), under the direction of the Principal Engineer.</p> <p>List of staff that will be assigned to this contract:</p> <ul style="list-style-type: none"> <li>- nature of employment (permanent staff, fixed-term staff, or subconsultant)</li> </ul> <p>Experience in relation to the required service: Years of RELEVANT experience –</p> <ul style="list-style-type: none"> <li>- 15+ years of experience</li> <li>- 10 – 14 years of experience</li> <li>- 6 – 9 years of experience</li> <li>- 3 – 5 years of experience</li> </ul>	
<b>Scoring:</b> Team years of relevant experience	Tenderers team has >15 years of relevant experience	Excellent (Score 100)
	Tenderers team has 10 - 14 years of relevant experience	Good (Score 90)
	Tenderers team has 6 - 9 years of relevant experience	Satisfactory (Score 70)
	Tenderers team has ≤ 5 years of relevant experience	Poor (Score 40)
	Tenderer has not submitted information	Cannot Score (Score 0)
<b>Criterion 2b</b> Engineering Team Number of staff	<p>Depth and Range of Capacity and Experience of the Company - Number of Professionals registered with the respective professional councils</p> <ul style="list-style-type: none"> <li>- Tenderer has at least Three (3) Registered Professionals</li> <li>- Tenderer has at least Two (2) Registered Professionals</li> <li>- Tenderer has at least One (1) Registered Professional.</li> </ul>	
	Tenderer has at least Three (3) Registered Professionals	Excellent (Score 100)
	Tenderer has at least Two (2) Registered Professionals	Good (Score 90)
	Tenderer has at least One (1) Registered Professionals	Satisfactory (Score 70)
	Not applicable	Poor (Score 40)
	Not applicable	Cannot Score (Score 0)

Quality criteria	Sub criteria	Maximum number of points
<b>Criterion 2c</b>  Engineering Team - average duration of employment	<ul style="list-style-type: none"> <li>- &gt; 10 years length of employment</li> <li>- 6 to 10 years length of employment</li> <li>- 3 to 5 years length of employment</li> <li>- 2 to 4 years length of employment</li> <li>- 1 to 2 years length of employment</li> </ul>	
<b>Scoring:</b> Average duration of employment	length of employment > 10 years	Excellent (Score 100)
	length of employment 6 to 10 years	Good (Score 90)
	length of employment 3 to 5 years	Satisfactory (Score 70)
	length of employment 1 to 3 years	Poor (Score 40)
	Not applicable	Cannot Score (Score 0)
Quality criteria	Sub criteria	Maximum number of points
<b>Criterion 3</b>  Proximity to University Location	<p>The focus of this criterion is to evaluate the proximity of the tenderer's location to the University, with the general location being 1 Jan Smuts Avenue, Braamfontein</p> <ul style="list-style-type: none"> <li>- ≤ 5 kilometres</li> <li>- &gt; 5 &amp; ≤ 30 kilometres</li> <li>- &gt; 30 &amp; ≤ 50 kilometres</li> <li>- &gt; 50 &amp; ≤ 80 kilometres</li> <li>- &gt; 80 kilometres</li> </ul>	<b>20%</b>
<b>Scoring:</b> Programme	Tenderer is at least ≤ 5 kilometres	Excellent (Score 100)
	Tenderer is at least > 5 & ≤ 30 kilometres.	Good (Score 90)
	Tenderer is at least > 30 & ≤ 50 kilometres	Satisfactory (Score 70)
	Tenderer is at least > 50 & ≤ 80 kilometres	Poor (Score 40)
	Tenderer is > 80 kilometres	Cannot Score (Score 0)

<p><b>Criterion 1</b></p>	<p><b>COMPANY EXPERIENCE &amp; TRACK RECORD</b></p> <p><b>Tenderer's Experience and Competency</b></p> <p>Tenderers must provide a minimum of three (3) client references where they have provided a similar requirement in the last 5 (five) years. The references must have similar or greater technical capacity and complexity to that of this Tender. For each, attach a Practical Completion Certificate or written testimonial/confirmation of completion from the client or employer.</p> <p><b>The tender response must take all the below listed items into consideration:</b></p> <ul style="list-style-type: none"> <li>- Project description (not just a title)</li> <li>- Project value overall budget (if available) including VAT @15%</li> <li>- Discipline specific value including VAT @ 15%</li> <li>- Project start date</li> <li>- Project completion date</li> <li>- Contactable client reference</li> <li>- Who were the key personnel assigned to this project and are they currently employed by the company.</li> </ul> <p><b>NB:</b> We only accept references for completed projects, as ongoing projects cannot be deemed successful until they are completed. References should highlight the value of the project.</p>
<p><b>Criterion 2</b></p>	<p><b>Key Personnel (Experience &amp; Competency)</b></p> <p>The capability and experience of the Engineer and Engineering Team's staff/key personnel will be evaluated in relation to the scope of work from two (2) different points of view:</p> <ol style="list-style-type: none"> <li>1. General experience and qualifications,</li> <li>2. Knowledge of issues which the Tenderer considers pertinent to the types of projects assignable under this contract.</li> </ol> <p>An equal weighting will be applied to 1) and 2) above.</p> <p>The individual CVs should not be more than three (3) pages should be attached to this schedule. Each CV should be structured under the following headings:</p> <ol style="list-style-type: none"> <li>1. Personal particulars       <ol style="list-style-type: none"> <li>a. Name.</li> <li>b. date of birth.</li> <li>c. place(s) of tertiary education and dates associated therewith.</li> <li>d. professional awards.</li> </ol> </li> <li>2. Qualifications (degrees, diplomas, grades of membership of professional societies and professional registrations)</li> <li>3. Certifications and trade tests</li> <li>4. Name of current employer and position in enterprise</li> <li>5. Overview of work experience (year, organisation, and position)</li> <li>6. Outline recent assignments/experience that have a bearing on the scope of work.</li> </ol> <p>Proof of qualifications, certifications, professional registrations, and memberships must be attached to this schedule.</p>

<b>Criterion 2a, b &amp; c</b>	<p><b>Competency And Experience Of The Engineering Team</b></p> <p>The focus of this criterion is to allow the tenderer to share the depth and range of capacity and experience of the company, and to indicate staff retention. 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.</p> <p>Experience of the combined Consulting Team members (if any), under the direction of the Principal Engineer.</p> <ol style="list-style-type: none"> <li>1. General experience and qualifications,</li> <li>2. Knowledge of issues which the Tenderer considers pertinent to the types of projects assignable under this contract.</li> </ol> <p>An equal weighting will be applied to 1) and 2) above.</p> <p>The individual CVs should not be more than three (3) pages should be attached to this schedule. Each CV should be structured under the following headings:</p> <ol style="list-style-type: none"> <li>1. Personal particulars <ol style="list-style-type: none"> <li>a. Name.</li> <li>b. Date of birth.</li> <li>c. Place(s) of tertiary education and dates associated therewith.</li> <li>d. Professional accreditations.</li> </ol> </li> <li>2. Qualifications (degrees, diplomas, grades of membership of professional societies and professional registrations)</li> <li>3. Certifications and trade tests</li> <li>4. Name of current employer and position in enterprise</li> <li>5. Overview of work experience (year, organisation, and position)</li> </ol> <p>Outline recent assignments/experience that have a bearing on the scope of work.</p> <p><b>Appendix B: Consultant Qualifications and Experience Summary</b></p> <p>This is submitted as a cover with the CVs of the proposed personnel.</p> <p><b>Appendix C: Company Capacity and Staff Experience</b></p> <p>This document is designed to gather detailed information about the entire proposed team for the contract. It asks for specifics on each staff member's role, how long they've been with the company, and the qualifications and experience of the key person. It highlights the importance of relevant industry experience to assess the team's capabilities for the contract.</p>
--------------------------------	--

<b>Criterion 3</b>	<p><b>Proximity to University Location</b></p> <p>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 80km of 1 Jan Smuts Avenue, only the office address will be considered.</p>
--------------------	--

<b>5.13</b>	Tender offers will only be accepted if all the requirements in clause 4.1 are met.
<b>5.15</b>	Not applicable.
<b>5.17</b>	The tender is to submit a <b>completed</b> electronic copy of the contract with their submission

## Submission Details

### Electronic Submissions Only

All tender submissions must be made electronically via email. No paper submissions will be accepted. Please ensure that your submission adheres to the following criteria:

#### Submission Email Address:

- To: [#Dept-tenders.cpd@wits.ac.za](mailto:#Dept-tenders.cpd@wits.ac.za)
- Cc: [admin.tenders@wits.ac.za](mailto:admin.tenders@wits.ac.za)

#### File Formats:

- Acceptable formats are PDF, .docx, .xls, and .zip. No other file types will be accepted.

#### File Size Limit:

- Maximum file size per email is 20MB. If your submission exceeds this size, please split it into multiple emails and label them clearly (e.g., [1 of 3], [2 of 3], etc.).

#### Submission Deadlines:

- **Tender Submission Deadline:** Monday, 10 March 2025, by 23:59

Late submissions will not be considered, so ensure your submission is received on or before **Monday, 10 March 2025 at 23h59**.

#### Questions and Clarifications:

For any inquiries or clarifications related to this tender, please contact:

- **Contact Person:** [name of project coordinator]
- **Email:** [#Dept-tenders.cpd@wits.ac.za](mailto:#Dept-tenders.cpd@wits.ac.za) Cc: [admin.tenders@wits.ac.za](mailto:admin.tenders@wits.ac.za)

All clarification requests must be submitted in writing to the Tender Administrator via email. Clarifications will be shared with all registered Tenderers. The deadline for submitting clarification requests is **Wednesday, 5 March 2025, at 16h00**.

#### Points to be considered:

The Tenderer may be required to prepare, or contribute to, ad hoc reports on specific aspects of the project.

The Tenderer shall submit monthly cost reports to the Employer showing expenditure in respect of both the Tenderers appointment and the construction contract together with the anticipated spend to the end of the project in question. Construction progress reports shall be submitted monthly to the Employer in the agreed format

#### Project Meetings:

Other than the attendance at at-least weekly site meetings once the construction commences, there are requirements for a monthly Professional Resource Teams (PRT) progress update meeting in respect of this project. The Tenderer shall however convene management meetings on an ad-hoc basis as and when necessary, and when called upon to do so by the Employer. The Tenderer shall be represented at these meetings by at-least the key person and those associated with the project whose CV's have been submitted with this tender.

**Employer's Right to Recover Cost:**

The Employer reserves the right to recover, by way of a deduction from any amount due to the Tenderer, any additional cost which the Employer incurs arising out of non-performance/negligence of the Tenderer, subject to the limitations of liability as per the conditions of contract.

**Successful Tenderers:**

Please note that this contract is non-committal, and the University retains full discretion to allocate tasks to successful Tenderers as deemed appropriate. This statement underscores the University's prerogative to assign work in accordance with its strategic objectives and operational requirements, ensuring the most effective execution of the project.



UNIVERSITY OF THE  
WITWATERSRAND,  
JOHANNESBURG

## Schedule 1a: Signed Tender Submission

<b>Name of Tenderer:</b>	
<b>Entity registration number:</b>	
<b>Contact person:</b>	
<b>Email:</b>	
<b>Telephone &amp; Mobile no:</b>	
<b>Physical address:</b>	

### Section 2a: Declaration

The undersigned, who warrants that he/she is duly authorised to do so on behalf of the service provider and confirms that the contents of this **Section 2: Declaration** to my personal knowledge, and save where stated otherwise in an attachment hereto, are to the best of my belief both true and correct, furthermore, this individual is authorised to sign and execute the NEC4 contract on behalf of the service provider, and:

- i. The Tenderer acknowledges and accepts that:
- ii. the University reserves the right to reject a Tender Submission if during the past five (5) years, the Tenderer has a documented history of poor/unsatisfactory performance on a previous contract or project/s with the University. Poor/unsatisfactory performance may include but is not limited to failure to meet contractual obligations, substandard quality of work, or repeated breaches of terms and conditions.
- iii. Neither the name of the Tenderer or any of its Personnel appear on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act No. 12 of 2004 (applicable to South African entities).
- iv. Neither the Tenderer or any of its Personnel has within the last 5 (five) years been convicted of fraud or corruption by a court of law (including a court outside of the Republic of South Africa).
- v. The Tenderer is not associated, linked, or involved with any other tendering entities submitting a Tender Submission.
- vi. The Tenderer has not engaged in any prohibited restrictive horizontal practices including consultation, communication, agreement, or arrangement with any competing or potential tendering entity regarding prices, geographical areas in which goods and services will be rendered, approaches to determining prices or pricing parameters, intentions to submit a response or not, the content of the submission (specification, timing, conditions of contract etc.) Or intention to not win a tender.
- vii. The Tenderer has no other relationship with any of the Tenderers or those individuals responsible for compiling the Tender Documents that could cause or be interpreted as a conflict of interest.
- viii. The Tenderer, its Personnel, and its subcontractors (where applicable) do not have any relationship (family, friend or other) with any person employed by the University and/or who may be involved with the evaluation and/or adjudication of this Tender (if the statement is considered true, the Tenderer undertakes to immediately disclose the applicable information to the University as part of its Tender Submission).
- ix. The Tenderer, its Personnel and any other person connected with the Tenderer is not employed by the University (if the statement is considered not true, the Tenderer undertakes to immediately disclose the applicable information to the University as part of its Tender Submission).
- x. The Tenderer has satisfied itself as to the correctness and validity of its Tender Submission, that the price(s) and rate(s) quoted cover all the goods and/or services in the Tender Documents; and that the price(s) and rate(s) cover all its obligations under a resulting Contract. Further, the Tenderer accepts that any mistakes regarding price(s) and calculations will be at its risk and confirm that the University will incur no additional costs whatsoever, over and above the amount submitted as part of its Tender Submission; and
- xi. The Tenderer agrees to be bound to the Tender Documents.

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

<b>Full Name of person signing on behalf of the Tenderer</b>	
<b>Capacity:</b>	
<b>Signature</b>	
<b>Date:</b>	

Framework contract for Mechanical Engineering Professional Services within the University of the Witwatersrand precincts

Tenderer to initial here:

## Schedule 1b: Declaration Of Interest By The Tenderer

All Tenderers are required to complete this Declaration of Interest form to ensure compliance with our procurement policies and to promote transparency. The University requires full disclosure from all Tenderers regarding any existing or potential conflicts of interest. Failure to disclose such information will be considered a significant breach of the Tender Terms and Conditions or any subsequent Contract awarded by the University.

The disclosure must include any affiliations between the Tenderer, its personnel, shareholders, subcontractors, or other associated entities, and the University and/or its personnel.

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

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

Declarations	Yes	No
1.1 Does the Tenderer have an existing relationship with the University?		
1.2 Is the Tenderer or any person connected with the Tenderer employed by the University?		
1.3 Does the Tenderer, or any person connected with the Tenderer, have any relationship (family, friend, or other) with a person employed by the University and who may be involved with the evaluation and/or adjudication of this tender?		
1.4 Does the Tenderer, its sub-contractors, or other associated persons:		
i. been convicted of any criminal offence; and		
ii. made reasonable inquiries and to the best of its knowledge and belief, is not or has not been the subject of any:		
a. pending disputes?		
b. investigations?		
c. inquiry by a regulatory body regarding any offence, or alleged offence, in connection with slavery and human trafficking?		
1.5 Does the Tenderer share an address, resources, or personnel with any other entity or company that has submitted a bid for this tender?		
1.6 Do any of the Tenderer's directors, shareholders, personnel, or subcontractors have a familial, business, or other relationship with directors, shareholders, or personnel of another Tenderer?		
1.7 Has the Tenderer entered into any joint venture, partnership, or subcontracting arrangement with another entity also bidding for this tender?		
If yes to any of the above (1.5–1.7), please provide details below, including the nature of the relationship, potential conflict of interest, and any pertinent information:		



Declarations	Yes	No
--------------	-----	----

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

<b>Full Name of person signing on behalf of the Tenderer</b>	
<b>Capacity:</b>	
<b>Signature</b>	
<b>Date:</b>	



UNIVERSITY OF THE  
WITWATERSRAND,  
JOHANNESBURG

Tenderer to initial here:

**Part T2: Returnable documents**

The following documents must be submitted with your tender:

- **Annexure 1:            NEC4-PSC – Professional Services Contract – Mechanical Engineering Framework Contract**
  
  - Part C1.1 Form of Offer and Acceptance – Completed and signed
  
  - Schedule of deviations to be signed
  
  - Fee Rates - Completed
  
  - Part C1.2.2 The Contractor’s Contract Data - Completed
1. **Appendix A:    Contactable References**
  
  2. **Appendix B:    Consultant Qualifications and Experience Summary**
  
  3. **Appendix C:    Company Capacity and Staff Experience**



UNIVERSITY OF THE  
WITWATERSRAND,  
JOHANNESBURG

## TENDERERS CHECKLIST

Tenderers must ensure that all required documents are completed and submitted with their tender response. The following checklist is provided for tenderers to verify their submissions. Failure to provide any of the listed documents may result in disqualification.

Item No.	Document / Information Required	Description / Submission Requirements	Tenderer Checklist
1.	<b>Signed Submission</b>	Provide Schedule 1a: Signed Tender Submission: Signed Submission signed by a duly authorized representative.	
2.	<b>Signed Declaration of Interest</b>	Complete and submit Schedule 1b: Declaration Of Interest signed by an authorized representative. Joint ventures must submit for all partners.	
3.	<b>Contactable Client References</b>	Submit a minimum of three (3) similar projects successfully completed in the last 5 years. <ul style="list-style-type: none"> <li>• Complete Appendix A in full, detailing client references.</li> <li>• Submit completion certificates or letters of confirmation for each project reference.</li> </ul>	
4.	<b>Form of Offer and Acceptance</b>	Complete and sign the Form of Offer and Acceptance in NEC PSC4-FC.	
5.	<b>Schedule of Deviations (PSC4-FC)</b>	Sign and complete the Schedule of Deviations.	
6.	<b>Contractor's Information</b>	Tenderers must complete the Data provided by the Contractor section in the Contract document.	
7.	<b>Price List</b>	Tenderers must complete the Price list information in NEC PSC4-FC.	

UNIVERSITY OF THE  
WITWATERSRAND,  
JOHANNESBURG

<b>Procurement Eligibility and Pre-Qualification Criteria:</b>			
<b>Item No.</b>	<b>Document / Information Required</b>	<b>Description / Submission Requirements</b>	<b>Tenderer Checklist</b>
8.	<b>Proof of Legal Entity Registration</b>	Provide proof of your legal entity's registration (e.g., CIPC) with a list of directors, partners, and members.	
9.	<b>Valid SARS Tax Pin</b>	Submit proof of a valid SARS Tax Pin.	
10.	<b>VAT Registration Certificate</b>	Provide a VAT registration certificate or rationale if VAT is not applicable.	
11.	<b>Annual Financial Statements</b>	Submit signed financial statements for the past three years, including 2023, in line with the Companies Act.	
12.	<b>B-BBEE Certificate</b>	Submit a current, valid B-BBEE certificate from a SANAS-accredited agency or a sworn affidavit if applicable.	
13.	<b>Insurance Coverage Proof</b>	Submit proof of the required insurance coverage: <b>Public Liability</b> with a minimum value of R 10 million per claim, with no limit to the number of claims with an annual aggregate of R 50 million. <b>Professional Indemnity</b> Insurance: R10 million per claim. General Liability Insurance: R10 million per claim - SASRIA Special Risk Insurance.	
14.	<b>Bank Rating/Letter of Good Standing</b>	Provide a bank rating or letter of good standing that includes the bank account name and number and confirms the service provider's satisfactory conduct.	
15.	<b>Letter of Good Standing (COIDA)</b>	Submit a letter of good standing from the Compensation Fund or licensed compensation insurer under the Compensation for Occupational Injuries and Disease Act.	
16.	<b>Proof of Local Presence</b>	Submit proof of a local presence in South Africa, including a utility bill or lease agreement.	
17.	<b>Key Personnel Qualifications</b>	Provide the qualifications, certificates, and CVs of key personnel.	
18.	<b>Proof of Professional Registration</b>	Submit proof of professional registration for both the company and individuals <b>where applicable</b> .	
19.	<b>Proof of Assets</b>	Provide proof of ownership of assets such as equipment and property. The client reserves the right to inspect the locations.	
20.	<b>National Treasury Central Supplier Database</b>	Provide the supplier's Central Supplier Database (CSD) registration number or proof of registration.	