



UNIVERSITY OF THE
WITWATERSRAND,
JOHANNESBURG

PROCUREMENT DOCUMENT

FOR

REQUEST FOR PROPOSAL (RFP) PROJECTION SYSTEM FOR THE DIGITAL DOME AT THE UNIVERSITY

Reference No.:	FSCFRDP_TOA – SE4 – 001	
Description:	Supply, installation, commissioning, and training of a complete Projection System for the Digital Dome at the University.	
Issue Date:	Monday, 18 December 2023 @ 14H00 South Africa Standard Time (SAST)	
Issued by:	Campus Planning and Development	
Submission Date and Time:	Date: Monday, 12 February 2024	Time: 23H59 South Africa Standard Time (SAST)
Important Information:	Only Electronic Submissions are permitted.	

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ATTACHMENTS:

List of Annexures	Description of Annexures
Annexure A	Scope of Work
Annexure B	Returnable Schedules and Documents
Annexure C	Pricing
Annexure D	Draft Contract



PART A: TENDER OVERVIEW

1 TENDER OUTLINE

1.1 University's Background

The University of the Witwatersrand, Johannesburg (the “**University**”) is a leading university in Africa, as reflected by its international standing and the quality of its graduates, many of whom have played a major role in founding industries in South Africa, including sectors such as mining, financial services, and information technology. The University prepares students for managerial, professional and leadership positions in the public, private and non-governmental sectors. The University has more than 30000 students and approximately 6500 staff and is one of the biggest sources of skills in Africa.

1.2 Tender Background

The University's School of Physics, in conjunction with Campus Planning and Development, invites Tenderers for the **Supply, installation, commissioning, and training of a complete Projection System for the Digital Dome at the University,**

This is an open competitive tender process.

1.3 Tender Description

1.3.1 The primary operational objective of the University is to appoint a reputable service provider to provide to the University as follows:

1.3.1.1 The University seeks a service provider to transform our existing Zeiss Planetarium into a state-of-the-art digital system. We require the provision of a comprehensive full-dome digital dome system that encompasses hardware, software, and maintenance services.

1.3.1.2 The desired outcome is to create an immersive and educational space where students, researchers, and visitors can explore the universe, fostering learning, research, and entertainment opportunities. We expect the service provider to deliver the right quality of equipment, in the required quantity, at a competitive price, at the designated location (Wits Digital Dome), and within the agreed-upon timeline. The goal is to bring the wonders of the universe to life in a modern and engaging way.

1.4 Procurement Strategy

1.4.1 This is an open, competitive tender process.

1.4.2 The University will appoint a single service provider for this project to ensure streamlined project management and accountability. Selection of the single service provider will be based on a competitive procurement process, aligning with our quality, functionality, and cost-effectiveness objectives.

1.4.3 Joint ventures/partnerships are not permitted. The successful service provider will only be permitted to subcontract services and must notify the University if they intend to subcontract.

Pre-qualification Criteria

1.4.4 Tenderers who have suitable experience and demonstrated capacity in the required work activities in full-dome digital dome system design, installation, and maintenance maybe eligible to partake in this Tender.

1.4.5 Only Tenderers who satisfy the pre-qualification criteria as set out in the table below should submit a Tender Submission, failure to do so will result in disqualification.

1.4.6 The criteria specific to local suppliers are as follows:

No.	Procurement Mandatory Criteria
It is compulsory that the Tenderer:	
1.	provides Schedule 1: Signed Submission which has be signed by a duly authorised representative
2.	provides proof of your legal entity's registration documentation (e.g., CIPC for South African entities or equivalent for international entities) indicating date of registration/incorporation, list of directors, partners, and members
3.	provides proof of valid SARS (South African Revenue Service) Tax Pin for South African entities or confirmation of tax compliance for international entities
4.	if applicable, provide VAT Registration Certificate
5.	provides a set of Three Years (3) recent Annual Financial Statements for South African entities or confirmation that the entity is a going concern for international entities
6.	provides proof of the following insurance coverage: <ul style="list-style-type: none"> • A Tenderer must demonstrate that it has adequate insurance cover to meet the minimum requirements as set out in the Scope of Work or obtain a letter of confirmation from its insurers indicating that the Tenderer will qualify for adequate insurance cover to satisfy the minimum requirements. The Tenderer will have to establish its standard company insurance (please refer to Annexure B: Returnable Schedules and Documents) and details of: <ul style="list-style-type: none"> • public liability; and • professional indemnity insurance; and • product liability
7.	provides 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 close of Tender and award
No.	Functionality (including Technical) Mandatory Criteria
It is compulsory that the Tenderer:	
1.	provide proof that it has a track record in Digital Dome projector installations for at least Ten (10) years
2.	must provide a minimum of Five (5) recent reference sites where they have provided the solution as requested in this tender. Two of the sites should demonstrate at least an implementation of an 8k system. References should be within the last 5 (five) years
3.	provides pricing as per Annexure C must include addressing of the full specification including but not limited to hardware, installation, commissioning, support and maintenance and training. All cost to be inclusive of shipping and handling.
4.	Please provide current OEM accreditation or certification for the digital dome projector to be installed.
5.	

- 1.4.7 The Tenderer's attention is drawn to the pre-qualification criteria which requires the Tenderer to provide the necessary evidence (please refer to Annexure B: Returnable Schedules and Documents) in order to be eligible, failure to do so will result in disqualification.
- 1.4.8 Tenderers who fail to provide the required schedules and documents will not have their Tender Submissions evaluated further.
- 1.4.9 Despite the above, the University reserves the right to request additional information (which must be responded and/or provided to the University within the period as determined and communicated by the University) where the information provided yields insufficient detail and Tenderer differentiation.

1.5 Tender Terms and Conditions

- 1.5.1 The [Tender Terms & Conditions](#) apply to and form an integral part of this Tender.
Full link: <https://www.wits.ac.za/media/wits-university/footer/about-wits/procurement/Tender%20Terms%20%20Conditions%2015.08.2020.pdf>
- 1.5.2 Words and phrases defined in the Tender Terms & Conditions shall also apply in the interpretation of the same words and phrases in this Tender, save where specifically otherwise indicated.

PART B: KEY INFORMATION

2 TENDER TIMELINE

- 2.1 The table below lists key events, dates, and periods applicable to this Tender:
<https://www.timeanddate.com/>

No.	Description	Date / Period
1	Invitation to Tender notice release via print media	17 December 2023
2	Publication of Tender available on the University's Procurement website	18 December 2023 @ 14H00 (SAST)
3	Non - Compulsory Registration Due date for Tenderer to submit its intention to respond	15 January 2024 @ 23:59 (SAST)
4	Non - Compulsory Briefing Sessions: First Briefing Session: Click here to join the meeting Date and time: Wednesday, 17 January 2024 @ 08h00 SAST (South Africa Standard Time) Second Briefing Session: Click here to join the meeting Thursday, 18 January 2024 @ 16h00 SAST (South Africa Standard Time) Microsoft Teams: Access the meeting through the provided link. All Tenderers intending to submit a Tender Submission will have access to the session.	
5	Submission Date and Time	Monday 12 February 2024 23h59 (SAST)
6	Presentation Date and Time	Date & Time to be confirmed with shortlisted tenderers.

- 2.2 These dates and times do not create an obligation on the part of the University to take any action or create any right for a Tenderer to demand that the University executes a certain action on a specific date at a certain time.
- 2.3 **Kindly note that for the most updated information regarding the ongoing tender process, it is imperative to regularly check the University's official website for any addendums and essential updates. To ensure you receive timely notifications, you also have the option to register your email address with the tender administrator.**
- 2.4 In accordance with section 6 of the Tender Terms and Conditions, the University may issue amendments until 5 (five) Business Days before the Submission Date and Time.

3 INTENT TO SUBMIT A TENDER SUBMISSION

Prior to the submission of any returnable schedules, documents or other information as set out in the Tender Documents, the Tenderer must submit to the University's Procurement Representative (see section 4) in a single email, on or before the time indicated in section 2.1, the Tenderer's written statement of intention to partake in the Tender.

4 UNIVERSITY CONTACT INFORMATION

Queries relating to the issue of the Tender Documents must be addressed to the Tender Administrator at admin.tenders@wits.ac.za and to Charmaine Layton (**Procurement Representative**) via e-mail: Charmaine.layton@wits.ac.za



5 DEVELOPING YOUR TENDER SUBMISSION

- 5.1 The Tender Documents set out the step-by-step process and conditions that apply.
- 5.2 Tenderers should take time to read and understand the Tender Documents, in particular:
 - 5.2.1 the Tender Terms & Conditions;
 - 5.2.2 the Tender Submission protocol (please refer to section 6);
 - 5.2.3 develop a strong understanding of the University's Scope of Work detailed Annexure A;
 - 5.2.4 in structuring your Tender Submission consider how it will be evaluated, Part C: The Evaluation Process of this document describes the evaluation approach;
 - 5.2.5 important checklists are included in Annexure B: Returnable Schedules and Documents to assist Tenderers with the completion of their Tender Submission. Tenderers are required to tick the relevant boxes for verification purposes. Where information is not applicable, the symbols N/A must be inserted in the space provided.
- 5.3 Tenderers are advised to check the number of pages and should any be missing or duplicated, or the reproduction indistinct, or any descriptions ambiguous, or this document contain any obvious errors they shall inform admin.tenders@wits.ac.za and to Charmaine.layton@wits.ac.za and have the same rectified.
- 5.4 The University will respond to requests for clarification received up to 5 (five) Business Days before the Submission Date and Time. Queries should be by email to admin.tenders@wits.ac.za and to Charmaine.layton@wits.ac.za . Please note that additional information supplied to any one Tenderer may also be provided to other Tenderers via e-mail.
- 5.5 It must be noted that the University shall not be held liable for any loss or damage incurred to the Tenderer should the Tenderer fail to fulfil the requirements of the Tender.

6 SUBMITTING YOUR TENDER SUBMISSION

- 6.1 Electronic Submissions:
 - 6.1.1 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>
 - 6.1.2 Tenderers must submit Annexure C: Pricing in an editable xls - Microsoft Excel file and a .pdf - PDF file.
- 6.2 Tenderers are urged to contact the University's Procurement Representative if unsure which mode of delivery applies to the Tender. The University will not be held responsible where the Tenderer incorrectly interprets the mode of delivery.
- 6.3 For the avoidance of doubt, Please note that telegraphic, telephonic, telex, facsimile, physical submissions, and late submissions will not be accepted by the University.



PART C: THE EVALUATION PROCESS

7 EVALUATION METHODOLOGY

7.1 The University will apply a multi-criteria approach in evaluating the prospective Tender Submissions. 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:

7.1.1 The financial offer;

7.1.2 The Tenderer's ability to match service requirements as set out in Annexure A: Scope of Work and adequate client liaison;

7.1.3 The type of organisation and the number of years in operation in the industry;

7.1.4 The track record and experience of the Tenderer;

7.1.5 The Tenderer's contactable client references;

7.1.6 The competence of the proposed management, project managers and staff of the Tenderer;

7.1.7 The Tenderer's commitment to staff development and economic empowerment;

Financial ability of the Tenderer to provide the goods and/or services and to meet its contractual obligations;

7.1.8 Adequate insurance coverage with regard to the goods and/or services.

7.2 Evaluation Procedure:

7.2.1 Initial Proposal Submission:

7.2.2 All eligible tenderers are invited to submit their proposals by the specified deadline.

7.2.3 Administrative Review:

7.2.4 An initial administrative review will be conducted to ensure compliance with RFP requirements.

7.2.5 Technical and Financial Evaluation:

7.2.6 Proposals will be assessed for technical suitability and cost-effectiveness.

7.2.7 Selection and Award:

7.2.8 The service provider that best meets project requirements will be selected.

7.2.9 The University may request additional information, clarification, or verification in respect of any information contained in or omitted from a Tenderer's Tender Submission and this information will be requested in writing.

7.2.10 The University may enforce whatever measures it considers necessary to ensure the confidentiality and integrity of the contents of the Tender.

7.2.11 The University will evaluate the proposals with reference to the University's set and approved evaluation criteria as indicated in these Tender Documents.



8 EVALUATION CRITERIA

8.1 Stage 1: Pre-qualification Stage (Procurement Mandatory Criteria & Functionality Criteria)

- 8.1.1 The University has a defined minimum pre-qualification listed in the table under section 1.4.3 that must be met by the Tenderer in order for the University to accept the Tender Submission for evaluation.
- 8.1.2 The pre-qualification evaluation will be carried out by the University's tender evaluation committee members to determine which Tender Submissions are compliant or non-compliant with the requirements issued by the University as part of this tender process.
- 8.1.3 Where there is failure to comply with the pre-qualification criteria as set out in section 1.4.3 or the University is for any reason unable to verify whether the pre-qualification criteria are fully complied with, the University may disqualify the Tender Submission;
- 8.1.4 Tenderers that do not meet the pre-qualification criteria may not advance to the next stage of evaluation.
- 8.1.5 Please note that no points are allocated at this stage.
- 8.1.6 **Note:** Documents submitted in support of this Tender must be documents of the Tenderer's entity. It is not permitted that documents submitted pertain to different companies or business units within a group.

8.2 Stage 2: Functional including Technical Evaluation

- 8.2.1 In this stage, the Tenderer must get a minimum of **70% (i.e. 70)** to move on to the next stage of evaluation.
- 8.2.2 The evaluation of the Functionality Criteria of the Tender Submission will be based on the following criteria:

No.	Criteria	Proof and Documents Required	Points Allocation	Weight
1.	Company experience:	<ul style="list-style-type: none"> The Tenderer must provide a clearly detailed company profile, stipulating the number of years rendering similar services. The Tenderer must demonstrate the experience of the firm with respect to specific aspects of the project. The Tenderer must have experience on similar projects. Provide documentation showing evidence of a minimum of 10 installations of digital systems for “Digital Domes” across the world. 	25	25%
2.	Client references (only relevant references):	<ul style="list-style-type: none"> A minimum of Five (5) contactable references for similar work is required. Contactable references for similar work/projects undertaken in the last five years. Reference letters must be provided to substantiate such claims from different cliental. Completed projects/sites of similar projects must be accessible for vetting purposes. 	20	20%
3.	Competency & Capacity of Proposed Team Clearly outline the experience and expertise of the proposed Team Leader and Support Team, emphasizing their specific background in digital dome installations.	<ul style="list-style-type: none"> Certifications and Experience of Support Team Members. Proposed Technical Team Leader/Manager. Experience at a minimum of six (6) years’ experience & availability, to be utilized in execution of this Project (CV clearly indicating skills, knowledge, years of experience and Qualifications). Certificates proving sales certifications for relevant brands, CVs showing the required years of experience. Certificates proving support certifications for relevant brands held by each team member, Certifications and Experience of Support Team Members. All support team members to hold required certifications for a minimum of 3 years’ experience. 	15	15%
4.	Software Releases	<ul style="list-style-type: none"> Providing detailed information on software releases for the proposed software in the past five years. Release notes, version histories, or documentation highlighting all software updates and releases within the past five years. Version histories detailing changes, updates, bug fixes, and new features. Current and envisaged future software Research and development (R&D). 	10	10%

N0.	Criteria	Proof and Documents Required	Points Allocation	Weight
5.	Risk/Assumptions /Dependencies/Exclusions	<ul style="list-style-type: none"> Comprehensive risk management plan. Providing documentation of risks, assumptions, dependencies, and exclusions with clear mitigation strategies. A risk registers detailing identified risks, categorized by severity and likelihood. Mitigation plans for each identified risk with strategies to reduce their impact or likelihood. Clear assumptions made during the project planning phase. Dependencies, both internal and external, highlighting critical interdependencies between tasks or teams. Exclusions outlining what is not covered within the scope of the project. 	15	15%
6.	Project Plan	<ul style="list-style-type: none"> A detailed timeline indicating key milestones, deliverables, and deadlines. The broader timeline and key activities to be undertaken to achieve successful project completion. A breakdown of major activities or phases involved in the project's execution. Resource allocation and utilization plan. 	15	15%
Total				100%

8.2.3 **Stage 3: Presentations**

8.2.4 This phase of assessment is the final stage in the evaluation process and only successful Tenders that have met the minimum requirements in the technical/functionality stage will be considered.

8.2.5 **Presentations:**

8.2.6 The University may require short-listed Tenderers to make presentations to University the evaluation team on the date and at the place in section 2.1.

8.2.7 Presentations are designed to give Tenderers the opportunity to present their solution and have a question and answer clarifying session.

8.2.8 In this final stage the criteria elements below will be considered. Therefore, a Tenderer's Tender Submission will be evaluated based on the weightings set out below:

Price and B-BBEE and Consideration of Previous Stages	Documents Required	Weighting %
Price	Annexure C: Pricing to be completed	80%
Consideration of Previous Stages	Technical Functionality	20%
Total		100%



PART D: SCOPE OF WORK

9 SCOPE OF WORK

- 9.1 The detailed scope of work is attached to the Tender Documents and marked as Annexure A: Scope of Work.
- 9.2 Tenderers must ensure that before submitting a Tender Submission that they are able to meet the requirements as set out in Annexure A: Scope of Work.
- 9.3 **Note:** The University will not accept any material variation to Annexure A: Scope of Work (which may include but not is not limited to the products, services, and service levels).

PART E: RETURNABLE SCHEDULES & DOCUMENTS

10 THE SUBMISSION OF RETURNABLE SCHEDULES & DOCUMENTS

- 10.1 The Tender Submission will be evaluated based on the information submitted as instructed through the returnable schedules and documents.
- 10.2 The Tenderer's Tender Submission must be composed according to, and in the sequence as set out in Annexure B Returnable Schedules and Documents. Additional instructions are contained under the applicable sections per Annexure B: Returnable Schedules and Documents.
- 10.3 Tenderers must complete the returnable schedules in type-written format and submit them in PDF and/or Excel compatible (.xls) (where indicated).
- 10.4 Tenderers must ensure that all returnable schedules, documents, and certificates are legible, current, legally compliant, and valid.

PART F: PRICING

11 PRICING INSTRUCTIONS

- 11.1 The pricing that the Tenderer submits will be considered the Tenderer's final pricing which will be included in the Contract. The Excel spreadsheet that is Annexure C: Pricing must be used to submit the applicable pricing as indicated in these Tender Documents.
- 11.2 Tenderers must show its pricing information using the pricing template contained in Annexure C: Pricing
- 11.3 Pricing must be submitted in editable and printable softcopy in both the original Excel compatible (.xls) and .pdf formats.
- 11.4 Tenderers agree that an item against which no rate or price is entered by the Tenderer shall be considered to be covered by other rates or prices detailed in the Tenderers final pricing submitted.
- 11.5 Tenderers must carefully consider the provisions as set out in sections 11.6, 11.6.1, and 11.7.1 when providing provisions
- 11.6 **Annual Escalation Adjustments:**
 - 11.6.1 **Option 1:** The contract price is firm and fixed for the duration of the Contract. The University will not accept any adjustments.
- 11.7 **Exchange Rate Fluctuations:**
 - 11.7.1 To prevent unrealistic surprises due to exchange rate fluctuations ("ROE") the Tenderer are requested to purchase forward cover in the form of a Foreign Exchange Contract.
- 11.8 **Cost Savings:**
 - 11.8.1 The University expects the Tenderer to be an active partner in generating ideas to reduce costs beyond only price reductions. Alternative cost reduction methods must be included in a separate spread sheet in Annexure C: Pricing.



PART G: INSURANCE

12 INSURANCE REQUIREMENTS

12.1 INSURANCE REQUIREMENTS

12.2 A Tenderer must demonstrate that it has an adequate insurance cover to meet the minimum requirements as set out in the Scope of Works or obtain a letter of confirmation from its insurers indicating that the Tenderer will qualify for adequate insurance cover to satisfy the minimum requirements, or they need to agree to have insurance in place and not add any additional cost by stating in the tender document with tick boxes in the returnable schedule. The Tenderer will have to establish its standard company insurance (please refer to Annexure B: Returnable Schedules and Documents) and details of:

12.3 public liability; and/

12.4 professional indemnity insurance; and

12.5 product liability;

12.6 Tenderers agree that should it be awarded as a successful service provider that it shall at all times maintain insurance coverage satisfactory to the University's insurance brokers. Proof of payment of premium for the respective policy shall be furnished annually to the University in the event the Tenderer is the successful service provider. This should not have an impact on the Tenderer's submitted pricing. The successful tenderer assumes all risks associated with damage, loss, or delay of the goods upon successful delivery by the successful tenderers at the designated location/site(s). The successful tenderer must obtain comprehensive insurance from a reputable insurer, covering the entire invoice value of each delivery. The insurance coverage must provide comprehensive protection until the goods are delivered to the designated delivery points/site(s) and the University has confirmed in writing that the goods are fit for purpose, undamaged, and meet the University's requirements. The University will not be liable for any expenses associated with insurance coverage concerning the successful tenderer's insurance costs as outlined herein.

PART H: THE CONTRACT

13 THE CONTRACT

13.1 Tenderers must please take note of the following important contractual terms:

Indicative Contract Dates:	Start Date 3 June 2024 – End Date 30 June 2027.
Indicative Contract Duration:	3 (Three) years for maintenance and support following handover of the system.
Classification and Type of Contract:	Memorandum of agreement
Warranties:	Warranties will be covered by SLAs (Software's are covered by SLAs)
Support and Maintenance:	Support and Maintenance shall commence on project commissioning

13.2 Any award made as a result of this Tender process will be governed by the regents of the Contract.

13.3 In the event that a Contract has been included in the Tender Documents (see Annexure D: Draft Contract) and if a Tenderer takes exception or wishes to propose a deviation to any term or condition in the Contract, it must be done clearly and conspicuously by referencing the specific clause number or the term or condition and by describing the exception or deviation in the Annexure B under the Contract Deviation Schedule. If a Tenderer does not clearly and conspicuously take an exception or propose a deviation to a specific term or condition, the Tenderer shall be bound by such term or condition in the event the award is made to it. The University reserves the right to in each instance to:

13.3.1 Accept the deviations or exceptions; or

13.3.2 Negotiate the deviations or exceptions; or

13.3.3 Reject a proposal with deviations or exceptions deemed unacceptable by the University at its option and in the exercise of its sole discretion.

13.4 The rejection or amendment by the Tenderer of any terms and conditions contained in the Contract may increase the risk to the University and will thus be taken into consideration when assessing the Tenderer's Tender Submission.

13.5 Tenderers should not provide or include their own contract, service level agreement or '*reserve the right to negotiate if the Tenderer is selected as the preferred service provider*' statement (the University will not consider this type of documentation). Tenderers must ensure that they follow the protocol as set out in section 13.3.

13.6 The Tender awarded will be conditional and subject to successful negotiations and signing of a written contract, failing which the University reserves the right to withdraw the Tender and to award another Tenderer without the need to repeat the same Tender process.

13.7 Should the final contract negotiations with the preferred Tenderer not be concluded within Four (4) weeks of the tender award or the preferred Tenderer takes exception to certain terms in the Contract which the parties cannot agree to, the University reserves the right to cancel the award and select an alternative Tenderer.