



UNIVERSITY OF THE
WITWATERSRAND,
JOHANNESBURG

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Reference No.:	Wits Tender / 2024:07	
Description:	Services - High Volume Mono printers and Heavy-Duty Perfect Binder	
Issue Date:	03 June 2024	
Issued by:	Services	
Submission Date and Time:	Date: 05 July 2024	Time: 23h59 (Before Midnight)
Important Information:	Non-Compulsory Briefing Session	Date: 13 June 2024 @ 14h00

Tenderers have the option to tender for all Service Component(s) or indicate their preferred option/s below:

Indicate which Component(s) is being tendered for:	
Component 1: 2x High Volume Mono printers.	
Component 2: Heavy-Duty Perfect Binder	

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ATTACHMENTS:

List of Annexures	Description of Annexures
Annexure A	Scope of Work
Annexure B	Returnable Schedules and Documents
Annexure C 1	Component 1: Pricing Schedule
Annexure C 2	Component 2: Pricing Schedule
Annexure D	Draft Contract
Schedule 4A	Component 1: Compliance Schedule
Schedule 4B	Component 2: Compliance Schedule
Schedule 7A	Customer Reference Template

PART A: TENDER OVERVIEW

1 TENDER OUTLINE

1.1 Introduction

The University of the Witwatersrand, Johannesburg, is a leading institution in South Africa, known for 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 Services Department invites Tenderers to supply 2 x High-Volume Mono Printers and Heavy Perfect Binder for the Central Printing Unit (CPU) that renders printing, a book binding service, and the maintenance of the two (2) High Volume Mono Printers and the Heavy-Duty Perfect Binder for the University.

1.3 Tender Description

Component 1: 2 x High-Volume Mono Printers

The Services Department within the University requires a successful provider for outright purchase of 2 x High-Volume Mono Printers for the Central Printing Unit (CPU), as described in Annexure A: Scope of Work.

Component 2: Heavy Perfect Binder

The Services Department within the University requires a successful provider for outright purchase of Heavy Perfect Binder for the Central Printing Unit (CPU) and providing ongoing maintenance for the period of five (5) years as described in Annexure A: Scope of Work.

1.4 Procurement Strategy

1.4.1 Component (1): The University wishes to appoint one provider for the outright purchase of 2 x High-Volume Mono Printers for the Central Printing Unit (CPU) that renders printing of the two (2) High Volume Mono Printers for the University. The University will consider the submissions, delivery timeframes, price and B-BBEE to select the provider(s). Therefore, the University does not agree to use a successful service provider exclusively, nor does the University agree to offer any minimum amount of work to the successful service provider.

1.4.2 Component (2): The University wishes to appoint one provider for the outright purchase of brand-new Heavy Perfect Binder for the Central Printing Unit (CPU) and providing ongoing maintenance for the period of five (5) years. The University will consider the submissions, delivery timeframes, price and B-BBEE to select the provider(s). Therefore, the University does not agree to use a successful service provider exclusively, nor does the University agree to offer any minimum amount of work to the successful service provider.

1.4.3 This is an open, competitive tender process.

1.4.4 Component 1: The objective is to appoint an OEM provider, with the necessary capacity to supply 2 x High-Volume Mono Printers for Central Print Unit (CPU) that render printing in accordance with the needs of the University, including but not limited to 2x High-Volume Mono Printers, through outright purchase.

1.4.5 Component 2: The objective is to appoint an OEM accredited service provider, with the necessary capacity to supply a Heavy-Duty Perfect Binder for Central Print Unit and providing ongoing maintenance for the period of five (5) years. in accordance with the needs of the University.

1.4.6 No partnership, joint ventures or subcontracting will be permitted.

1.5 Pre-qualification Criteria

1.5.1 Tenderers who have suitable experience and demonstrated capacity in the required work activities in the supply a 2 x High-Volume Mono Printers for Central Print Unit that render printing, and Heavy-Duty Perfect Binder may be eligible to partake in this Tender.

1.5.2 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.

No.	Procurement Mandatory Criteria
	It is compulsory that the Tenderer:
1.	provides Schedule 1: Signed Submission which must be signed by a duly authorised representative
2.	must provide a Certificate of Incorporation (CIC) indicating the date of registration/incorporation, list of directors, partners, and members.
3.	must provide proof of valid SARS Tax Pin
4.	if applicable, provide a VAT Registration Certificate. Provide rationale if VAT is not applicable.
5.	must provide audited company financial statements for the past 3 (three) years, in line with the Companies act.
6.	provides (current) Letter of Good Standing from its bankers and/or bank confirmation letter, on the bank's letterhead, dated, stamped, and signed with contact details
7.	provide their insurances - The Service Provider 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.
	Functionality (including Technical) Mandatory Criteria for Component 1
	It is compulsory that the Tenderer:
8.	Provide at minimum three recent references where similar scale and complexity were provided. At least all three (3) client references must not be older than five (5) years. Reference should indicate where the tenderer supplied the equipment and provided support thereof to their client. This contract must provide proof where each proposed device has the capability of producing an estimate of 4 million A4 copies / per annum.
9.	certification confirming that you are the Original Equipment Manufacturer (OEM)
10.	Tenderer must have an operational Service Desk- 24/7.
11.	The Tenderer must have presence in the Gauteng province to fulfil the requirement as per the scope of work. Provide supporting evidence confirming presence in the Gauteng province, such as lease agreement, utility bill or similar.
12.	must provide Annexure C: Pricing schedule information
	Functionality (including Technical) Mandatory Criteria for Component 2
13.	Provide at minimum three recent references where similar scale and complexity were provided. At least all three (3) client references must not be older than five (5) years. Reference should indicate where the tenderer supplied the equipment and provided support thereof to their client.
14.	Proof from Original Equipment Manufacturer (OEM) and Reseller and Support Accreditation if the respondent is not the OEM
15.	Tenderer must have an operational Service Desk- 24/7.
16.	The Tenderer must have presence in the Gauteng province to fulfil the requirement as per the scope of work. Provide supporting evidence confirming presence in the Gauteng province, such as lease agreement, utility bill or similar.
17.	must provide Annexure C: Pricing schedule information

1.5.3 Pre-qualification criteria which requires the Tenderer to provide the necessary evidence (please refer to Annexure B: Returnable Schedules and Documents) to be eligible, failure to do so will result in disqualification.

1.5.4 Tenderers who fail to provide the required schedules and documents will not have their Tender Submissions evaluated further.

1.5.5 Despite the above, the University reserves the right to request additional information (which must be responded to 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.

1.6 Tender Terms and Conditions

1.6.1 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>

1.6.2 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:

No.	Description	Date / Period
1.	Invitation to Tender notice release via print media	02 June 2024
2.	Publication of Tender available on the W} ā ç ^ ! • ā c ^ q • Á Ú ! [& ˇ	03 June 2024
3.	The due date for Tenderer to submit its intention to respond . NON-COMPULSORY REGISTRATION Note that any amendments or additional information related to this tender will be made available on the I b] j Y f g] h m Ð g ` k Y V page. Ensure that you check the site on a regular basis for updates.	10 June 2024 @ 23h59
4.	Non-Compulsory On-site Briefing Session Date and time: 13 June 2024 14h00 Microsoft Teams: OLFURVRIW7HDPV -RLQWKHPHHLQJQF Meeting ID: 320 150 294 937 Passcode:HTDKMF Note: it is highly recommended that the person/s that will be working on the submission attend the online briefing session.	
5.	Submission Date and Time	05/07/2024 23h59 (Before Midnight)
6.	Presentation Date and Time	August 2024 TBC

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 In accordance with section 6 of the Tender Terms and Conditions, the University may issue amendments until 3 (three) Business Days before the Submission Date and Time.

3 INTENT TO SUBMIT A TENDER SUBMISSION AND COMPULSORY TENDERER REGISTRATION

Prior to the submission of any returnable schedules, documents or other information as set out in the Tender Documents, c @^ Á V ^ } á ^ ! ^ ! Á { ˇ • c Á • ˇ (Procurement Representative) (see section 2) on a single email, on or before the time indicated in section 2.1, c @^ Á V ^ } á ^ ! ^ ! q • Á , i ā c c to) Á • c a partake in the Tender.

4 UNIVERSITY CONTACT INFORMATION

