**PROCUREMENT DOCUMENT**

**FOR**

**RFP - ICT- INFORMATION TECHNOLOGY SERVICE MANAGEMENT (ITSM) SYSTEM**

|  |  |  |  |
| --- | --- | --- | --- |
| **Reference No.:** | Wits Tender / 2025:04 | | |
| **Description:** | Wits ICT- Information Technology Service Management (ITSM) System | | |
| **Issue Date:** | 17 April 2025 | | |
| **Issued by:** | ICT | | |
| **Submission Date and Time:** | Date: 07 May 2025 | | Time: 23h59 (Before Midnight) |
| **Important Information:** | Non-Compulsory Briefing Session | Date: 23 April 2025 @ 11h00 | |

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1. SCHEDULE 1: SIGNED TENDER SUBMISSION

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| --- |
| **Signed Tender Submission**  **To be completed by a duly authorised representative of the Tenderer** |
| **Section 1A: Tenderers Details**   |  |  | | --- | --- | | **Name of Tenderer**: |  | | **Entity registration number**: |  | | **Contact person**: |  | | **Email**: |  | | **Telephone & Mobile no**: |  | | **Physical address**: |  | |
| **Section 2: Declaration**  The undersigned, who warrants that he/she is duly authorised to do so on behalf of the Tenderer confirms that the contents of this Section 2: Declaration are within my personal knowledge, and save where stated otherwise in an attachment hereto, are to the best of my belief both true and correct, and:   1. neither the name of the Tenderer nor 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), 2. neither the Tenderer of 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), 3. the Tenderer is not associated, linked, or involved with any other tendering entities submitting a Tender Submission, 4. 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, 5. 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, 6. 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), 7. 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), 8. 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 9. the Tenderer agrees to be bound to the Tender Documents. |
| By signing below, the Tenderer agrees with all the conditions, statements and terms contained in the Tender Documents.   |  |  | | --- | --- | | Full Name of person signing on behalf of the Tenderer: | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | Capacity: | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |  |  | | Signature: | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |  |  | | Date: | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | |

| **Section 1B: Declaration of Interest by the Tenderer** | | | |
| --- | --- | --- | --- |
| The University mandates complete transparency from Tenderers concerning any existing or potential conflicts of interest. Failure to provide such disclosure will constitute a significant breach of the Tender Terms and Conditions or any resulting Contract that the University may award. Full disclosure must encompass assessing any affiliations between the Tenderer, its Personnel, shareholders, subcontractors, or any other entities associated with the Tenderer, 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.* | | | |
| 1.1 Does the Tenderer have an existing relationship with the University? | No | Yes |
| 1.2 Is the Tenderer or any person connected with the Tenderer employed by the University ? | No | Yes |
| 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? | No | Yes |
| 1.4 Has the Tenderer, sub-contractors, or other persons associated with it:   1. been convicted of any criminal offence; and 2. made reasonable enquiries, to the best of its knowledge and belief, has not been or is not the subject of any:    1. pending disputes;    2. investigations;    3. inquiry by a regulatory body regarding any offence; or    4. alleged offence of or in connection with slavery and human trafficking. | No | Yes |
| If Yes, to any of the above, describe the relationship details, potential conflict of interest and or other pertinent details below: | | |
| 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. | | |

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| Full Name of person signing on behalf of the Tenderer: | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Capacity: | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |
| Signature: | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
|  |  |
| Date: | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

1. SCHEDULE 2: TENDER CHECKLIST

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| --- | --- | --- | --- | --- | --- |
| **Item No.** | **Reference the Document** | **Description** | **Action to be taken** | **Checked, Verified and Submitted** | |
| Tenderer Checkbox | **For Office Use Only**: University Checkbox |
| 1. | Schedule 1 | Signed Submission | Tenderers must complete and submit a copy of the Signed Submission signed by a duly authorised representative of the Tenderer. If the Tenderer is a joint venture or consortium, all partners to the joint venture or consortium must complete Schedule 2. |  |  |
| 2. | Schedule 2 | Tender Checklist | Tenderers must ensure all information is provided and complete the Tender Checklist. |  |  |
| 3. | Schedule 3 | Pre-qualification Response Document Pack | Tenderers must provide the documentation as requested under Schedule 3. |  |  |
| 4. | Schedule 4 | Compliance Schedule | Tenderers must complete the compliance schedule in full. |  |  |
| 5. | Schedule 5 | Functionality Response Document Pack | Tenderers must provide the documentation as requested under Schedule 5. |  |  |
| 6. | Schedule 6 | Contactable Client References | Tenderers must provide client references in the format prescribed in Schedule 6. |  |  |
| 7. | Schedule 7 | Contract Deviations | Tenderers must complete the Contract Mark-Up Template contained in Schedule 7 to indicate proposed changes to the draft Contract included in this Tender, if any. |  |  |
| 8. | Annexure C | Pricing | Tenderers must ensure that their pricing is submitted to the University in accordance with the pricing requirements set out in the Tender Documents. |  |  |

1. SCHEDULE 3: PRE-QUALIFICATION RESPONSE DOCUMENT PACK
   1. All documents submitted by the Tenderer must be attached to this Schedule 3, compiled in the order, and corresponding to the headings as set out in the table below within each section.
   2. The Tenderers pre-qualification response pack must contain the documentation in the table below, sequenced and attached as instructed:

|  |  |  |
| --- | --- | --- |
| **Proof of Pre-qualification Documentation** | | |
| ***Please label as:*** | ***Description*** | **Tick (✓) if submitted** |
| Tenderer Checkbox |
| **Procurement Mandatory** | | |
| 3A | provides Schedule 1: Signed Submission which must be signed by a duly authorised representative |  |
| 3B | must provide proof of your legal entity’s registration documentation (e.g., CIPC) indicating the date of registration/incorporation, list of directors, partners, and members. |  |
| 3C | must provide proof of valid SARS Tax Pin for local entities. |  |
| 3D | if applicable, provide VAT Registration Certificate. Provide rationale if not applicable. This will be considered for acceptability. |  |
| 3E | must provide audited company financial statements for the past 3 (three) years, in line with the Companies act in South Africa. |  |
| 3F | The Tenderer must provide (current) Letter of Good Standing from its bankers and/or bank confirmation letter. |  |
| **Functionality (including Technical) Mandatory Criteria** | | |
| 3G | At minimum the tenderer must show a Track record/experience of 5 years track record/experience in implementing and supporting Ivanti Service Manager. The track record must be within the last 5 years. |  |
| 3H | At minimum, the Tenderer must provide 3 relevant acceptable reference letters detailing implementation Scope, at least 1 (one) reference must be locally based. References must be from different clients and dated within the last 5 years. Acceptability of the references is part of the prequalification phase. References may be confirmed and will be assessed for acceptability. |  |
| 3I | The Tenderer must provide a current OEM partnership Premier reseller Certificate with Ivanti. The accreditation must include licensing, Servicing, Support and Integration. |  |
| 3J | proposed Ivanti solution must meet all mandatory requirements as listed in the Schedule 4 Compliance schedule and be able to demonstrate this if required. |  |
| 3K | provide their Insurances -  A Tenderer must demonstrate that it has an 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 or provide their commitment to having the insurance in place at time of contract conclusion if awarded. The Tenderer will have to establish its standard company insurance (please refer to Annexure B: Returnable Schedules and Documents). |  |
| 3L | must provide Annexure C: Pricing schedule information. |  |

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| --- | --- | --- | --- |
|  | **Proof of NON-Mandatory Documentation** | | |
|  | ***Description*** | **Tick (✓) if submitted** | |
| ***Please label as:*** | Tenderer Checkbox | **For Office Use Only**: University Checkbox |
|  | **Procurement NON-Mandatory documentation** | | |
| 3M | Please 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. |  |  |

**Schedule 3G template**

**Track record.** At minimum the tenderer must show a Track record/experience of 5 years track record/experience in implementing and supporting Ivanti Service Manager. The track record must be within the last 5 years.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Client Name** | **Years of experience** | **Track record** | | |
|  |  | **client details** | **from and to period** | **description of services rendered** |
|  |  |  |  |  |
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1. SCHEDULE 4: COMPLIANCE SCHEDULE
   1. **Instructions**:
      1. Tenderers are required to indicate, in the spaces provided, compliance or non-compliance with the requirement. Tenderers are to enter one of the following compliance codes in the Comply column of the tables in:

Y = Fully Compliant

N = Partially Compliant or Not Compliant

**Note**: Partial Compliance or no response will be assessed as Not Compliant with the requirement as stated.

* + 1. The Schedule 4: Compliance Schedule must be submitted in an editable and printable softcopy in both the original Excel (.xlsx) as attached hereto and .pdf formats.

1. SCHEDULE 5: FUNCTIONALITY (INCLUDING TECHNICAL) RESPONSE DOCUMENT PACK
   1. All documents submitted by the Tenderer must be attached to this Schedule 5, compiled in the order, and corresponding to the headings as set out in the table below within each section.
   2. The Tenderers response functionality response pack must contain the documentation in the table below, sequenced and attached as instructed:

|  |  |  |
| --- | --- | --- |
| **Proof of Functionality (including Technical) Response** | | |
| ***Please label as:*** | ***Description*** | **Tick (✓) if submitted** |
| Tenderer Checkbox |
| 5A | **Project Management and Technical team competencies and structure:**  Team structure (present the composition of the available resources that are proposing for this project and evidence of qualifications)- Indicate the size of the team. It is expected that the team should consist of at minimum two types of roles, the Project Manager role/Account Manager role, and Technical Resource team. The Technical Resource team will conduct installation, testing, configuration, maintenance and training. The Technical team should also consist of Ivanti developers. Indicate if the team members have the relevant Ivanti certifications/qualifications and years of experience. Indicate if team members have installer certificates. The technical team size is expected to be at minimum three people.  Note: The above proposed team structure should always be available during the contract duration. |  |
| 5B | **Integrations:**  Provide successful implementation projects of this nature. Describe high level experience where integration was done, including from and to platforms and scale of the integration and whether APIs or other standards used or if custom written. please attach at least three (3) reference letters detailing the above request. |  |
| 5C | **Accredited implementor of Ivanti Service Management System:**  provide official documentation confirming your accreditation as an authorized reseller/partner for Ivanti ITSM products and services, document should not be more than a 1-year-old and it should have contact details, email address, full names, and telephone numbers.  Have you previously been listed as an Ivanti-approved service provider in tenders within the Higher Education sector? If so, please provide a signed reference letter from the relevant institution as proof. |  |
| 5D | **Training, Support & Knowledge Transfer:**  User training to WITS Support Staff for the solution that is being implemented. Bidders must be able to provide a comprehensive training program for each user role (including train the trainer) with training manuals/ material to support comprehensive operation of the system including all integration and middleware components of the system. The trainers must have the appropriate experience and qualifications to conduct support staff and end-user training. Attach the required CV and qualification in relation to this. |  |

1. SCHEDULE 6: CONTACTABLE CLIENT REFERENCES

|  |  |  |  |
| --- | --- | --- | --- |
| Include detailed references (as per the below table):   * Wits references will **not** be accepted for this Tender. * Tenderers must provide recent client references where they have provided a similar requirement in the last  3 (three) years. The references must have similar or greater technical capacity and complexity to that of this Tender. * Please indicate (if any) similar work for higher education institutions that you may have performed. * List contract reference numbers, the contract period of performance including the contract start and end dates, contact persons, telephone numbers, and email addresses and indicate the value and complexity of the project. * If in the University’s opinion, the client reference does not meet the University’s requirements, additional references may be requested from the Tenderer, and visits to the reference sites might be required. Note: All interviews held will be confidential. * It is preferable that reference **Schedule 6A** can be completed by referees. In the absence of Schedule 6A being completed, reference letters can also be attached to support the summaries below. Reference letters should be on a company (the referee’s letterhead) and describe the contract period, description of works and whether the service was acceptable or not. | | | |
| **Contactable reference #1** | | **Description of goods/services provided** | **Particulars** |
| Name of the organisation**:** |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | Total Contract Value including VAT:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contract Period **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Contact Person: |  |
| Contact Details | Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Contactable reference #2** | | **Description of goods/services provided** | **Particulars** |
| Name of the organisation**:** |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | Total Contract Value including VAT:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contract Period  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Contact Person: |  |
| Contact Details | Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Contactable reference #3** | | **Description of goods/services provided** | **Particulars** |
| Name of the organisation**:** |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | Total Contract Value including VAT:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contract Period  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Contact Person: |  |
| Contact Details | **Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| **Contactable reference #4** | | **Description of goods/services provided** | **Particulars** |
| Name of the organisation**:** |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | Total Contract Value including VAT:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contract Period **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Contact Person: |  |
| Contact Details | Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Contactable reference #5** | | **Description of goods/services provided** | **Particulars** |
| Name of the organisation**:** |  | **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | Total Contract Value including VAT:  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Contract Period  **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| Contact Person: |  |
| Contact Details | Tel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mobile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. SCHEDULE 7: CONTRACT DEVIATIONS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **CONTRACT MARK-UP**  **Disclaimer**: By submitting this contract deviations schedule, the Tenderer unequivocally agrees that:   * Any award made because of this Tender process will be governed by the regents of the Contract. * The University reserves the right to in each instance:   i. Accept the deviations or exceptions; or  ii. Negotiate the deviations or exceptions; or  iii. Reject a proposal with deviations or exceptions deemed unacceptable by the University at its option and in the exercise of its sole discretion.   * The Tenderer has not submitted its own contract, service level agreement or reserves the right to negotiate the contract statement/letter as part of its Tender Submission.   The Tenderer acknowledges that a rejection or amendment of any terms and conditions contained in the Contract may increase the risk to the University. | | | | | |
| **Clause No.** | **Mark with an X** | | | **Proposal** | **Detailed Motivation** |
| **Amended** | **Deleted** | **New** |
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