

**THE UNIVERSITY OF SOUTH AFRICA INVITES SUITABLY
QUALIFIED SERVICE PROVIDERS TO EXPRESS THEIR
INTEREST TO BE REGISTERED AS A SERVICE PROVIDER
ON THE UNISA DATABASE TO PROVIDE GOODS AND
SERVICES FOR ALL THE UNISA CAMPUSES AND
REGIONAL OFFICES**

SPECIFICATION DOCUMENT

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1. OVERVIEW

The University of South Africa invites suitably qualified service providers to respond to the Expression of Interest to be registered on the Unisa Supplier Database.

This invitation is open to all new service providers. Service providers may register for a maximum of two commodities, in the same category of services they provide, in order to afford more service providers, the opportunity to participate in the procurement process.

It must be noted that the registration on the Unisa Supplier Database does not guarantee business but affords services providers equal opportunities and a fair chance to compete for business opportunities that may arise. Approved services providers will be invited to participate in a procurement process, as and when required. Service Providers must at all times ensure that prices submitted is market related.

Service Providers are needed at the following Campuses and Regional Centres:

Regional Centre	Offices
Eastern Cape	<ul style="list-style-type: none">• Port Elizabeth• East London• Mthatha
Gauteng	<ul style="list-style-type: none">• Pretoria• Florida• Midrand• Ekurhuleni• Johannesburg• Vereeniging
KwaZulu-Natal	<ul style="list-style-type: none">• Durban• Pietermaritzburg• Newcastle• Richardsbay• Wildcoast
North Eastern	<ul style="list-style-type: none">• Polokwane• Giyani• Louis Trichardt• Makhado• Middelburg• Nelspruit
Midlands	<ul style="list-style-type: none">• Bloemfontein• Rustenburg• Potchefstroom• Kimberley• Rustenburg• Kroonstad• Mahikeng
Western Cape	<ul style="list-style-type: none">• Parow• George

2. IMPORTANT GUIDELINES

- The service providers will be invited on a rotational basis to participate in RFQ's and Closed Tender processes, demonstrating that they can provide a particular service in the province they are registered in, and ensure that prices are market related.
- The fact that the service provider is registered as a supplier does not constitute any contractual relationship between that business and Unisa.
- The service provider must inform Unisa immediately in writing of any changes in order to update the supplier information.
- It remains the responsibility of the service provider to ensure that all certificates, such as the SARS Clearance and B-BBEE are valid at all times. Failure to timeously submit updated and valid certificates, will render the service provider inactive on the database until such time that valid certificates are submitted.
- Unisa reserves the right to cancel the supplier registration if the service provider has:
 - ❖ given incorrect or false information in the application form or any correspondence relating to the application:
 - ❖ is blacklisted by National Treasury
 - ❖ has acted in an improper, fraudulent or corrupt manner
- It is in the best interest to respond to RFQ's and Closed Tender requests on or before the closing date and time. Late submitted quotations will not be accepted and considered.
- **Service Providers will not be allocated more than two (2) commodities, and it must be in the same category i.e IT – hardware and software. The commodities must be based on the service provider's capacity, capability, expertise and experience. This will exclude recently advertised Expression of Interest such as Security Service, Legal Panel etc.**
- Service providers must ensure that all details, as required in the application forms, are complete, correct and that the required returnable documents are attached to the application form. **Incomplete applications will not be considered for registration on the supplier database.**
- **Service providers with multiple offices must provide evidence (e.g. latest copies of municipal accounts, copies of telephone bills, valid proof of residence for resident registered professionals at each branch office) that such offices are functional.**
- **The addresses noted on the F25 form must correspond to that indicated on the company registration form (CIPS) and other supporting documents.**
- Applications for service providers will be vetted through a validation process to determine that all information provided, is correct. Service providers will only be registered on the database for a specific province if they have an office in that province.
- Unisa reserves the right to accept or reject any application. Service providers will be registered on the database against the commodity applied for and verified by Unisa.
- By completing and signing the supplier application form, the applicant certifies that the content is correct. False declarations could lead to disqualification and blacklisting.

3. PROPRIETARY AND CONFIDENTIAL INFORMATION

All material submitted in response to this EOI shall become the property of Unisa. Any confidential information provided by a service provider in the response to this Expression of Interest will be held in confidence.

4. CLOSING DATE FOR SUBMISSIONS

The Supplier Application Form and all supporting documents must be submitted into the official tender box in a sealed envelope located at the entrance of the Kgorong Building, Security Entrance, Preller Street, Muckleneuk, Pretoria.

Please quote the reference number, commodity, and province on the sealed envelope.

Closing date: 3 June 2025 @ 12:00

Late submitted documents will not be considered.

Unisa reserves the right to appoint, contract with and monitor the performance of any service provider it deems will offer the best service in line with its requirements.

5. MANDATORY REQUIREMENTS

The following documentation must be submitted in the order provided.

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|---------------------|---|
| Annexure A1: | Completed and signed Supplier List Application Form (F25) including Bank Letters confirming the bank account details will be required from the following Banks - HSBC South Africa, Standard Chartered Bank and Ithala bank) Form available on www.unisa.ac.za/tenders |
| Annexure A2: | Resolution to sign on behalf of the service provider (www.unisa.ac.za/tenders) |
| Annexure A3: | Copy of valid original SARS Clearance Certificate and pin |
| Annexure A4: | Copy of company registration documents indicating list of members from CIPC |
| Annexure A5: | A valid B-BBEE certificate or proof of exemption from an accredited SANAS verification agency. An affidavit certifying their total annual income and level of black ownership will be sufficient for EMEs and QSEs. |
| Annexure A6: | Company Profile (Not exceeding 10 pages) |
| Annexure A7: | Three reference letter for each of the commodities. Reference letters must be on the company's letterhead and include contact number, e-mail address, contact person and date. Letters must not be older than 3 years. |

Annexure A8: Proof for registration with professional bodies (*where applicable*) for any services/consultancy that requires registration with professional bodies' .e.g., PSIRA for security services, CIBD for construction services etc. **Also note that only CIDB gradings of at least 1 will be considered.**

Other Requirements:

Annexure B1: A valid B-BBEE certificate from a SANAS-accredited verification agency or an affidavit certifying the total annual income and level of black ownership will be sufficient for EMEs and QSEs. Failure to submit the above will result in a zero score for B-BBEE.

Note 1: All documents submitted in support of this tender must be the documents of the tendering unit and may not pertain to different companies or units within a group. As an example, a tenderer cannot submit its own B-BBEE certificate but the SARS certificate of its holding company.

Note 2: The addresses noted on the F25 form must correspond to that indicated on the company registration form (CIPS) and other supporting documents.

6. PAYMENT TERMS

The payment terms of the University are 30-days after receipt of goods and services and upon receipt of a statement.

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