



8 February 2023

Our ref:

RFP UJ 02/2023: PROCUREMENT OF CATERING SERVICES FOR THE VICE CHANCELLOR INAUGURATION

Dear Sirs / Madams

You are hereby invited by the University of Johannesburg, to participate in the tender process for the Procurement of Catering Services for the Vice Chancellor Inauguration, as set out in the Annexure A documents.

Your proposal must be in accordance with the Instructions for Tenderers, the Specifications and the Evaluation Criteria, documents enclosed.

It is the responsibility of all Service Providers to ensure that their tender is submitted not later than the appointed date and time. All tenders must be submitted via the UJ Web Link provided below:

UJ Tender Web Submission Link: <https://www.uj.ac.za/Pages/tender.aspx>

Tender Number and Description: RFP UJ 02/2023: Procurement of Catering Services for the Vice Chancellor Inauguration

Tender Briefing: 10 February 2023 @ 11:00, UJ Auckland Park Campus, Auditorium Foyer. Use Gate 6 entrance.

Closing Date: 15 February 2023 at 12:00pm (UJ Web Link)

Please acknowledge receipt of this Invitation to tender and confirming your intention to submit a proposal as requested quoting the tender ref to the email address below.

- ✚ Site visits will be conducted to the premises of shortlisted service providers on 17 February 2023.
- ✚ The exact times will be confirmed with the shortlisted service providers by 15 February close of business.
- ✚ Sample menu items must be provided at site visits for evaluation purposes.

Enquiries regarding this Invitation to tender should be addressed to craffie@uj.ac.za.

Very Important:

- The **RFP document** must be read, signed, completed, and returned with all requested documentation.
- The **bill of materials** must be completed in its entirety – no item omissions are allowed.
- Please ensure that all **mandatory documentation** which are specified in the **RFP document** as well as in the **Annexure A** document are submitted with your proposals.
- All documents MUST be submitted electronically, using the link provided.
- No email submissions and no late submissions will be accepted.
- All communication REGARDING THIS TENDER, must be sent to the Tender Office craffie@uj.ac.za.

Documents provided:

Invitation letter to External Stakeholders interested in participating in the tender process with all relevant dates.

1. RFP Document
2. Annexure A
3. Annexure G – ST&Cs
4. Mandatory UJ Supply Agreement
5. Instruction on how to upload your tender

Yours faithfully

Mrs C Raffie

CRaffie