



05 March 2023

Our ref:

Tender RFP UJ 01/2023: Appointment of a Panel of Chairpersons for Disciplinary Hearings, for a Period of Three Years

Dear Sirs / Madams

You are hereby invited by the University of Johannesburg, to participate in the tender process for the Appointment of a Panel of Chairpersons for Disciplinary Hearings, for a Period of Three Years, as set out in the Annexure A document.

Your proposal must be in accordance with the Instructions for Tenderers, the Specifications and the Evaluation Criteria, (annexure A and RFP) 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.

Tender Number and Description: RFP UJ 01/2023: Appointment of a Panel of Chairpersons for Disciplinary Hearings, for a Period of Three Years

Virtual Tender Briefing Date: 14 March 2023 at 10:00am – MS Teams

Please confirm your request to attend the tender briefing, by sending an email to craftie@uj.ac.za

Closing Date: 20 March 2023 at 12:00pm (noon)

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.

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

Very Important:

- The Mandatory **RFP document** must be read, signed, completed, and returned with all requested documentation.
- Please ensure that all **mandatory documentation** 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 craftie@uj.ac.za.

Documents provided:

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

1. Mandatory RFP Document
2. Mandatory Annexure A – Please read carefully
3. Mandatory Annexure G – ST&Cs
4. Mandatory UJ Supply Agreement

How to participate to the UJ Tenders as a new Bidder/Supplier:

If you are not registered on UJ Supplier Database and would like to respond to a Tender/RFP, you are required to register onto UJ Oracle Cloud Portal as a Prospective Supplier on the link below
<https://www.uj.ac.za/support-services/tenders/how-to-apply-to-be-a-uj-supplier/>

OR Go to the webpage www.uj.ac.za · Search for **Supply Chain Management tab**· Click on **Suppliers**· Select **How to apply** on the screen and click on “**Apply to be a supplier**”.

If you are a registered UJ supplier, please ensure that your contact details, B-BBEE and Tax information is updated to participate in UJ Tender processes. <https://www.uj.ac.za/advertised-tender/>

Yours faithfully

Mrs C Raffie

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