



26 July 2023

Our ref:

**RFP UJ 57/2023: VMware License Renewal for a Period of Three (3) Years**

Dear Sirs / Madams

You are hereby invited by the University of Johannesburg, to participate in the tender process for the VMware License Renewal for a Period of Three (3) Years, as set out in the Specification document.

Your proposal must be in accordance with the Instructions for Tenderers and the Specification document.

Changes to the UJ standard terms and conditions should be indicated in the acceptance form provided. However, proposed changes, that in the view of UJ, changes the scope of work, shall not be allowed or accepted.

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 Oracle Applications Cloud portal, which can be accessed on the UJ website:

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

Tender Number and Description: **RFP UJ 57/2023: VMware License Renewal for a Period of Three (3) Years**

Virtual Tender Briefing: **8 August 2023 at 11:30am (MS Teams)**

**Interested parties must send an email request to [craffie@uj.ac.za](mailto:craffie@uj.ac.za) to be invited to the virtual tender briefing.**

Tender Closing Date: **22 August 2023 at 12:00pm (Oracle applications cloud portal)**

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.

**Note:** Bidders are requested to register on the Oracle iCloud Application portal before attending the briefing session to enable access to the tender documents. The registration link is on the UJ website at supplier management. The website has a User Training Manual - Oracle Cloud Supplier Response that will assist you during the registration process. Bidders who are already registered or who are on the UJ data base, must ensure that your company documents are updated and valid to avoid being blocked on the system and not being able to access the tender pack.

Any questions or comments must be forwarded to [craftie@uj.ac.za](mailto:craftie@uj.ac.za) using ref RFP UJ 57/2023 on the subject line.

Very Important:

- The **RFP, Annexure G and UJ Supply agreement documents** must be read, signed, completed, and returned with all requested documentation.
- The **pricing schedule** must be completed in its entirety.
- Please ensure that all **mandatory documentation** which are specified in the **tender document** as well as in the **specification** documents 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](mailto:craftie@uj.ac.za).

Documents provided:

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

1. Annexure A document
2. Mandatory RFP Document
3. Mandatory Annexure G – ST&Cs.
4. Mandatory UJ Supply Agreement.
5. Acceptance agreement

**Please ensure that you submit all the mandatory compliance documents below,**

1. Valid B-BBEE certificate / sworn affidavit

2. Valid Tax Clearance
3. CIPC or CSD report
4. All requirements stipulated in the Annexure A document.
5. Mandatory RFP Document – *initial and sign*
6. Mandatory Annexure G – ST&Cs. – *initial and sign*
7. Mandatory UJ Supply Agreement. – *initial and sign*
8. Acceptance agreement– *initial and sign*

The tender will be evaluated in 3 stages,

1. Stage 1 - Compliance
2. Stage 2 – Functional / Technical evaluation
3. Stage 3 - Financial and B-BBEE

Yours faithfully