

**EXTRACTS FROM THE VAAL UNIVERSITY OF TECHNOLOGY PROCUREMENT POLICY Approved: VUT Council 9 June 2009 24**

**INSTRUCTIONS TO PROSPECTIVE TENDERERS**

1 Tenderers must submit tenders in sealed envelopes, clearly marked on the outside as follows:

**TENDER SUBMISSION**

**Vaal University of Technology**

**Andries Potgieter Boulevard**

**Vanderbijlpark**

**TENDER NUMBER:** \_\_\_\_\_ **20** \_\_\_\_\_

**CLOSING DATE:** \_\_\_\_\_ / \_\_\_\_\_ **20** \_\_\_\_\_

**CLOSING TIME:** \_\_\_\_\_

**SHORT DESCRIPTION OF TENDER:**

**FULL NAME AND ADDRESS OF TENDERER:**

**TELEPHONE NUMBER** \_\_\_\_\_ **EMAIL ADDRESS:** \_\_\_\_\_

2 Only tenders placed in the tender box situated at the Finance department Room E001 will be considered. VUT will not accept postal submissions. Tenderers may utilize services of courier companies who can be directed to the tender box. VUT accepts no responsibility for delays in the service of courier companies.

3 VUT does not bind itself to accept the lowest or any tender, nor to assign any reason for the rejection of a tender. VUT also reserves its right to accept the whole tender or part of a tender in its decision to award a tender.

4 Payments for goods and services shall be made in terms of the agreed terms and conditions, noting that VUT currently operates on a 30 day payment cycle and that payments are only made at the end of each month.

**5** QSE's and EME's may motivate to VUT for settlement of invoices within a period of 10 to 15 days to assist in the development of this group of suppliers. This will be subject to payments being within the month end payment cycle and the less than 30 day discount requirements of VUT

**6** The signed terms and conditions as set out in the tender document must be clearly set out in the call for tenders, together with the general terms and conditions of purchase.

**7** VUT deems that a tender is valid for a period of 90 calendar days from the closing date of a tender, unless specified otherwise.

**8** Should a supplier provide goods that are not in accordance with the original specifications, VUT reserves its right to request remedy in terms of same or reject such goods without any liability to VUT. In addition all costs to determine compliance through any quality or testing agency will be for the account of the defaulting supplier. Tenderers may not under any circumstances and for any reason whatsoever, change specifications or substitute products without consulting VUT.

**9** All drawings supplied to the tenderer remain the intellectual property of VUT and may not be used by suppliers for similar engagement elsewhere without the written approval of VUT.

**10** Successful contractors, who will undertake on-site contracting, must complete an indemnity/payment agreement before commencing any contract at VUT.

**11** Tenderers not received any notification within 30 days after the tender meeting, should assume they have not been successful. Successful tenderers will be informed / notified by the Secretary of the Tender Committee within 21 days.