

**REQUEST FOR QUOTATION**

**JOB TITLE: Service maintenance contract for the library electronic doors**

**SUPPLIER NAME : ...................................................................................... DUT DATABASE NUMBER: ..................................**

**CO. REG. NO. : ...................................................................... VAT NUMBER : .. .............................................................**

**ADDRESS : ..............................................................................................................................................................................**

**DATE: …………….........................................................**

**The job title must be written on the envelope.**

Suppliers who are interested in supplying the goods as specified(and discussed at the site meeting) hereinafter, and subject to the General and Special conditions of the Durban University of Technology, are requested to prepare a quotation and place in a sealed envelope marked for **Attention : Procurement and Materials Manager. Envelopes are to be placed in the Quotation Box situated in the PROCUREMENT DEPARTMENT, located on the Ground Floor, Block A, M.L. Sultan Campus, 41 / 43 M.L. Sultan Road, Durban,** on the specified Closing time and date. **Please note that no faxed/emailed quotations will be accepted.**

**Compulsory Site meeting**

**Date: \_18/02/2019\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_10:00am\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Venue: Steve Biko Campus, Alan Pittendrigh Library Boardroom**.

**Contact person: \_\_Siza Radebe\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact number: 031 373 5200**

I/We hereby quote for the supply of the hereinafter item/s in terms of the SAID description, Specification or sample.

**RUBBER STAMP**

**........................................... ................................................... ......................................**

**SIGNATURE CAPACITY DATE**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**OFFICIAL USE**

**DEPARTMENT : PROCUREMENT CLOSED QUOTE NO.**

**CONTACT PERSON : Sharon Mbalo Tel: +27 31 3736859**

**Email: Gelim@dut.ac.za**

**CLOSING DATE : 28/02/2019 CLOSING TIME : 11:00am.**

**Maximum CIDB grading of 4GB will be accepted for building works .**

**Specification is on page 3**

**All *NEW* service providers are requested to submit the following compulsory documents:**

|  |
| --- |
| The Tax clearance certificate **together with** unique pin must be submitted. Upon evaluation should the service providers tax clearance status printed from the online portal not be in order at close of the RFQ this will lead to the invalidation of the RFQ |
| Certified valid BBBEE certificate (Sanas or IRBA or sworn affidavit) |
| Certified and Valid Entity Registration Documents |
| VAT registration:   * Your company must be registered for vat in order to tender * Vat number must be stipulated on the Original Tax clearance certificate |
| Company Profile |
| Three x letters of references from customers rating your service |

**OR**

**If you are a current service provider to DUT kindly, provide.**

|  |
| --- |
| **DUT database number** |
|  |
|  |

**SPECIFICATIONS:**

**One-year Service maintenance contract for the library electronic doors that are based in the following libraries:**

|  |  |
| --- | --- |
| **LIBRARY SITE** | **NUMBER OF DOORS** |
| Alan Pittendrigh Library | 2 |
| BM Patel Library | 2 |
| Brickfield Library | 1 |
| Indumiso Library | 1 |
| Riverside Library | 2 |
| **TOTAL** | **8** |