



# ***Request for Information:***

***STUDENT ACCOMMODATION IN 2024-2026***

***FOR***

***DURBAN UNIVERSITY OF TECHNOLOGY***

***Midlands Campuses***

**DUT499-I-PMB**

## **INTRODUCTION**

The University calls upon all qualifying Service Providers to submit proposals for accommodating DUT students with effect from the second week of January 2024. The University intends to contract accommodation that will be readily available as from January 2024 for occupation, and the onus remains with Service Providers to convince the University that this will be the case. The readiness of the accommodation will be evaluated in accordance with DHET's Norms and Standards on student's accommodation, and the University will use various assessments tools (which will continue to be annually applied) on those residences that will be contracting with the University, to ensure compliance for the entire duration of the contracts.

The annual assessment of outsourced residences will be aimed at ensuring that service providers are maintaining their residences to the acceptable minimum standards, failure which the University shall reserve the right to terminate the contract in order to find alternate habitable accommodation. These are some of many other interventions that the University is putting in place in order to stabilize the provisioning of quality student's accommodation. The reason for stipulating some of the expectations of the University in this expression of interest is to prepare those Service Providers that intend making proposals to have sight of some of the University's expectations in as far as outsourced student's accommodation is concerned.

## **THE TOTAL NUMBER OF BEDS REQUIRED IS AS FOLLOWS:**

Midlands: 3000 beds for year 2024

## **CONTRACT DURATION:**

**Midlands:** A minimum of 3 years

## **SPECIAL CONDITIONS**

1. PMB Campuses: only suppliers with a minimum of 20 beds per building will be considered and must be within the radius of not more than 20 KM from campuses.
2. PMB Prospective Landlords are to fill in the "Midlands Expression of Interest and Compliance Form (MEICF)" which must also be filled by the Msunduzi Municipality
3. The proposed accommodation must be compliant with DHET norms and standards on student accommodation (refer to Table A for Norms and Standards on page 7)
4. The accommodation shall be readily available to accommodate students as from second week of January 2024 onwards.

5. The university reserves a right to contract with limited suppliers on the basis of student enrolment and funded students.
6. A clearly and professionally recorded 360-degree 10-minute video of the building (360 exterior of the building, interior of the building, which must show reception area, common areas and student's rooms).

## STAGE ONE:

### Compliance with Minimum requirements

**All submissions will be examined to determine compliance with compulsory requirements and conditions. Submissions that do not meet requirements will not be engaged further.**

Required Documentation: <i>(Please tick one)</i>	TRS reference no.
signed site briefing certificate.	TRS1
Proper completion of Midlands Expression of Interest and Compliance Form (Applicable to midlands properties only) to be completed by the Municipality.	TRS2
Proper completion of Supplier information	TRS3
The Tax compliance status PIN (TCS PIN) must be submitted. Should the Bidders tax clearance status not be in order at close of the evaluation of the bid, this will lead to the invalidation of the bid document.	TRS4
Valid entity registration documents, Trust documents, (for sole identity documents for sole owners)	TRS5
Proof of ownership of the property: <ul style="list-style-type: none"> <li>• Tittle deed in the name of the owner, or</li> <li>• Lease agreement together with the tittle deed in the name of the owner as per the lease agreement submitted. In case of leasing: a bidder must submit a valid Title deed, a valid lease agreement between the owner of the building and the bidder. The leasing agreement must have a clause which permits the bidder to sub-lease the building for the duration of the contract.</li> </ul> <b>NB: If there is a lease agreement, bidders are required to submit a Tittle Deed that corresponds with the lease agreement.</b>	TRS6
A clearly and professionally recorded 360-degree 10-minute video of the building (360 exterior of the building, interior of the building, which must show reception area, common areas and student's rooms)	TRS7

## STAGE TWO:

Information supplied below will be verified during the site visit.

**Table A: Completion of DHET Norms and standard form.**

ITEM	STANDARD REQUIREMENT	PROVIDE ANSWERS BELOW
SITES OF RESIDENCES	Not more than 20 kilometres from the campus	
	Residence name to be prominently located at front entrance	
<p>I. Design of residences</p> <p>(Suppliers must indicate the total number of rooms being offered to DUT, specify whether they are single or double rooms and indicate room sizes/provide quantitative information on each item) such as:</p> <p>How many wash basins are there?</p> <p>How many shower cubicles are there?</p> <p>Rooms should have proper and adequate ventilation, where no possible and alternative like aircons/fans should be provided.</p> <p>All partition cast-off should be fire proof.</p> <p>Walls to be plastered, painted, floors with durable tiles and ceiling with plastered concrete or ceiling boards throughout the building.</p> <p>Front entrance and facilities to be wheelchair friendly.</p>	<p><b>Single rooms:</b> not smaller than 8m<sup>2</sup> <b>Double rooms:</b> must be no smaller than 14m<sup>2</sup>.</p>	
	<ul style="list-style-type: none"> <li>Shower rail, wash basin, shower cubicle (1 shower for 7 students), robe hook per cubicle, mirror, soap dish, shower curtains or shower doors, mechanical extractor, or windows to allow airflow and sufficient lighting.</li> <li>Wash basins – 1 basin per 4 student residents</li> </ul>	
	<ul style="list-style-type: none"> <li>Shower and lavatory cubicles must be designed in such a way that individual privacy is provided (i.e. All communal showers or toilets should be partitioned for individual privacy)</li> <li>Lavatories – 1 lavatory per 5 student residents</li> </ul>	
	<ul style="list-style-type: none"> <li>Panic buttons/Telephones and/intercoms be placed</li> </ul>	

	in accessible and strategic locations, so that students with disabilities are not disadvantaged.	
	<ul style="list-style-type: none"> <li>Large common/meeting rooms – a minimum of 1,5m<sup>2</sup> of communal space per student resident for the first 100 students and 1m<sup>2</sup> per student resident for numbers in excess of 100. Such communal space shall comprise a combination of some or all of the following: communal lounges, games rooms, gymnasias, television rooms, meeting/seminar rooms, dedicated group study spaces, computer centres, or other appropriate spaces</li> </ul>	
	<ul style="list-style-type: none"> <li>Smaller TV/meeting rooms – at least 9m<sup>2</sup></li> </ul>	
	<ul style="list-style-type: none"> <li>Suitable food storage, preparation and kitchen space shall be provided</li> </ul>	
	<ul style="list-style-type: none"> <li>Stove – 1 four plate stove (with oven) per 8 students</li> </ul>	
	<ul style="list-style-type: none"> <li>1 sink per 15 students</li> </ul>	
	<ul style="list-style-type: none"> <li>32l Microwave oven – 1 per 15 students</li> </ul>	
	<ul style="list-style-type: none"> <li>Lockable food storage allocated to each student as per floor or residence capacity</li> </ul>	

	<ul style="list-style-type: none"> <li>Countertop space – sufficient for 25% of the capacity of the student residents for simultaneous usage.</li> </ul>	
<b>2. INTERNET/ WIFI</b>	<ul style="list-style-type: none"> <li>It is compulsory that all student rooms have access to the internet for study purposes. All communal spaces designed for study purposes in residences must have internet access.</li> <li>Unlimited Wi-Fi/Internet with proper connection at any given point or place in the building. (Indicate the type of Wi-Fi/Internet including the speed)</li> </ul>	
<b>3. HEALTH, SAFETY AND SERVICES</b>	<ul style="list-style-type: none"> <li>Fire safety, prevention and detection mechanisms and procedures-to be visible. (fire extinguishers, fire hose, signage, fire drill)</li> </ul>	
	<ul style="list-style-type: none"> <li>Electricity and gas installations, with proof of compliance certificate.</li> </ul>	
	<ul style="list-style-type: none"> <li>Security staff, mechanisms and procedures (number of security personnel with certificate of compliance (proof of PSIRA is required for security personnel), sufficient security personnel i.e, ensure that security clearance/criminal record has been conducted on</li> </ul>	

	<p>staff members assigned to the residence)</p> <ul style="list-style-type: none"> <li>• Category A: residence capacity of 0 -50 x 2 security personnel per shift</li> <li>• Category B: residence capacity 50-199 x 3 security personnel per shift</li> <li>• Category C: residence capacity of 200 – 500 x 4 security personnel per shift</li> </ul>	
	<ul style="list-style-type: none"> <li>• Emergency lights throughout the building in-case of power failure</li> </ul>	
	<ul style="list-style-type: none"> <li>• Distribution of 8 toilet rolls per student (virgin paper)</li> </ul>	
	<ul style="list-style-type: none"> <li>• Hygiene inspections, all common areas, bathrooms should be cleaned on daily basis. Suppliers must indicate the total number of cleaning staff assigned in the residence which should be sufficient for residence capacity)</li> </ul>	
	<ul style="list-style-type: none"> <li>• Certificate of compliance with occupational health and safety regulations, and evacuation diagram must be displayed on notice boards and /or each room</li> </ul>	
	<ul style="list-style-type: none"> <li>• Dedicated personnel to monitor CCTVs, Biometrics system,</li> </ul>	

	functional cameras to all passages, common areas and vulnerable areas	
	<ul style="list-style-type: none"> <li>24 hour monitored security system and personnel as part of security management</li> </ul>	
<b>4. FURNISHINGS, FITTINGS AND STUDENTS' ROOMS</b>	<b>Single bed-</b> 1 per student as per below spec: <ul style="list-style-type: none"> <li>Maximum Weight rating: 115 – 135 kg per person.</li> <li>The inner core on the foam bed must be designed to withstand high weights and must be Polyurethane based.</li> <li>Dimensions: 188cm (Length) x 91cm (width) x 24cm – 27cm (height)</li> <li>DUT's preference for the beds to be dark colours (brown, black, navy blue or Burgundy)</li> <li>High density <b>HARDENED VIRGIN</b> foam. This will be a minimum of <b>30 Density</b> as a core.</li> <li>Minimum of 40ml of 30 density above the central core foam to ensure layers of comfort and quality.</li> <li>Beds should have 6 removable plastic legs</li> </ul>	
	<ul style="list-style-type: none"> <li>900mmx 60mm Study desk for each student</li> </ul>	
	<ul style="list-style-type: none"> <li>Study lamp for each student with sufficient lighting</li> </ul>	
	<ul style="list-style-type: none"> <li>Lockable wardrobe allocated to each student, with sufficient hanging space and shelf space.</li> </ul>	
	<ul style="list-style-type: none"> <li>Bookshelf (for each student)</li> </ul>	
	<ul style="list-style-type: none"> <li>Curtain rail with curtains</li> </ul>	
	<ul style="list-style-type: none"> <li>Towel rail</li> </ul>	



	<ul style="list-style-type: none"> <li>• Mirror (1 for single room and 2 for double rooms)</li> </ul>	
	<ul style="list-style-type: none"> <li>• Rickstacker office chair allocated to each student</li> </ul>	
	<ul style="list-style-type: none"> <li>• Pin board (mounted) for each student</li> </ul>	
	<ul style="list-style-type: none"> <li>• Wastepaper bin (for each student)</li> </ul>	
	<ul style="list-style-type: none"> <li>• Bedside table (for each student)</li> </ul>	
	<ul style="list-style-type: none"> <li>• 157L (minimum capacity) fridge for single room</li> </ul>	
	<ul style="list-style-type: none"> <li>• 303L (minimum capacity) fridge for double rooms</li> </ul>	
	<ul style="list-style-type: none"> <li>• Mop, broom and dustpan allocated to each room</li> </ul>	
	<ul style="list-style-type: none"> <li>• Windows: each room must have a window (with sufficient air-flow) provision of aircon/fans where there is no sufficient airflow and vulnerable windows must be fitted with burglar bars. Common rooms must be fitted with Extractor fans</li> </ul>	
<b>5. LAUNDRY AREA</b>	<ul style="list-style-type: none"> <li>• Walls tiles or painted with waterproof, non-slip tiles, ceiling plastered concrete or ceiling board</li> </ul>	
	<ul style="list-style-type: none"> <li>• Industrial washing machines and dryers (1 per 25 students) at no costs to students</li> </ul>	
	<ul style="list-style-type: none"> <li>• Clothes horse and line must be provided.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Double washing sinks (1 per 25 students)</li> </ul>	

<b>6. STUDY AREA</b>	<ul style="list-style-type: none"> <li>Walls to be plastered, painted, floors with durable tiles and ceiling with plastered concrete or ceiling boards</li> </ul>	
	<ul style="list-style-type: none"> <li>Sufficient windows with airflow or installation of air-conditioners</li> </ul>	
	<ul style="list-style-type: none"> <li>Study table with chairs to accommodate the capacity of student as per building</li> </ul>	
	<ul style="list-style-type: none"> <li>Network: unlimited Wi-Fi internet with proper connection</li> </ul>	
<b>7. COMMON ROOMS AND TV ROOMS</b>	<ul style="list-style-type: none"> <li>Walls to be plastered, painted, floors with durable tiles and ceiling with plastered concrete or ceiling boards</li> </ul>	
	<ul style="list-style-type: none"> <li>Comfortable chairs or couches to accommodate all students as per the residence capacity or as per floor allocation</li> </ul>	
	<ul style="list-style-type: none"> <li>Sizable TV with DSTV to compliment the size of the common room, should be 65 inches or above in common areas.</li> </ul>	
	<ul style="list-style-type: none"> <li>Sufficient windows with airflow or installation of air-conditioners</li> </ul>	
<b>8. PASSAGES</b>	<ul style="list-style-type: none"> <li>Walls to be plastered, painted, floors with durable tiles and ceiling with plastered concrete or ceiling boards</li> </ul>	

	<ul style="list-style-type: none"> <li>Fittings of notice boards where applicable</li> </ul>	
	<ul style="list-style-type: none"> <li>Statutory fire equipment and signage, smoke detectors (exit and fire)</li> </ul>	
	<ul style="list-style-type: none"> <li>Sufficient lighting throughout the passages and with emergency lighting as a back-up system.</li> </ul>	
<b>9. FOYER</b>	<ul style="list-style-type: none"> <li>Walls to be plastered, painted, floors with durable tiles and ceiling with plastered concrete or ceiling boards</li> </ul>	
	<ul style="list-style-type: none"> <li>Statutory fire equipment and signage, smoke detectors, fire alarm, Biometric access control, door alarm and monitored CCTVs</li> </ul>	
	<ul style="list-style-type: none"> <li>Notice boards</li> </ul>	
<b>10. RESIDENCE ADVISOR/ASSISTANCE RESIDENCE ADVISOR FLAT</b>	<ul style="list-style-type: none"> <li>Walls to be plastered, painted, floors with durable tiles and ceiling with plastered concrete or ceiling boards</li> </ul>	
	<ul style="list-style-type: none"> <li>2 Bedroomed flat which includes lounge/dining room, kitchen, bathroom and ablution</li> </ul>	
	Double bed, TV with DSTV, stove, 330L (minimum) fridge, grocery cabinet, couch and chairs	
	Unlimited Internet/Wi-Fi with proper connection	
	Consultation office/space must be provided, preferable, a separate space from the RA flat	

	Sufficient hot water supplier	
	Doorbell or inter com	

RFI submissions must include a **HARD COPY AND MEMORY STICK**, to be submitted in sealed envelopes with the name of the tender and dropped into the Black tender Box located at the ML Sultan Foyer. 41 Sultan road, M.L. Sultan campus, Ground Floor.

**SITE BRIEFING DATE: 12 July 2023 @10am. Venue: Indumiso Campus Large Lecture.**

**CLOSING DATE: 21 July 2023 @11:00AM, ML Sultan Foyer. 41 Sultan road, M.L. Sultan campus, Ground Floor**

**NB: Bidders who have qualified in the RFI stage will be required to pay a non-refundable fee of R500 in order to receive the RFP document for the next stage.**

**TRS3: The following supplier information must be completed in full:**

4. SUPPLIER INFORMATION	
Name of Bidder:	
Company registration no.: <i>If applicable or ID</i>	
Income tax number:	
Stipulate both Central supplier database (CSD) numbers here: 1.           MAAA..... .....  2.       CSD unique reference registration number (36 characters with “-“, numbers and alphabets	

Full Name of Owner /shareholders	Identity Number	Citizenship:

**Physical Address of tenderer:**

**Contact Number/s:**

**Fax Number:**

**Email address:**

**Web Address:**


**Business type:**

**Close corporation**

**Trust**

**Other: Specify**

**Sole owner**


**Partnership  
Company  
(Private/Public)  
Joint Venture**


**Pricing table to be completed:**

<b>Name of residence and full address must be indicated</b>	<b>Number of beds</b>	<b>Cost per bed per month (Including VAT)</b>	<b>Total cost per residence per month (Including VAT)</b>

Grand Total- add the cost per month residence to obtain the Grand total <b>(VAT Inclusive)</b>			

*Kindly note the properties will be inspected to determine compliance with DHET minimum norms and standards.*

*Please note upon signing this document the bidder commits that the number of beds stipulated above represents a true reflection on what is physically available on the property.*

**Name of Authorised signatory**

.....  
**Signature**

**TRSI - SIGNED SITE BRIEFING CERTIFICATE.**



**TRS2- PROPER COMPLETION OF MIDLANDS EXPRESSION OF INTEREST AND COMPLIANCE FORM (APPLICABLE TO MIDLANDS PROPERTIES ONLY) TO BE COMPLETED BY THE MUNICIPALITY.**



MIDLANDS  
COMPLIANCE EXPRE:

**TRS4- THE TAX COMPLIANCE STATUS PIN (TCS PIN) MUST BE SUBMITTED**

**TRS5- VALID ENTITY REGISTRATION DOCUMENTS, TRUST DOCUMENTS, (FOR  
SOLE IDENTITY DOCUMENTS FOR SOLE OWNERS)**

**TRS6- PROOF OF OWNERSHIP OF THE PROPERTY**

**TRS7- A CLEARLY AND PROFESSIONALLY RECORDED 360-DEGREE 10-MINUTE VIDEO OF THE BUILDING (360 EXTERIOR OF THE BUILDING, INTERIOR OF THE BUILDING, WHICH MUST SHOW RECEPTION AREA, COMMON AREAS AND STUDENT'S ROOMS)**