



## REQUEST FOR QUOTATIONS

**RFQ 2025/88**

**DURBAN UNIVERSITY OF TECHNOLOGY (DUT) REQUIRES ACCOUNTING SERVICES TO ASSESS OUR CURRENT PROCESSES**

<b>Closing date and time for Submission</b>	18 July 2025 @ 11:00am
<b>Compulsory Information session:</b>	<p>11 July 2025 @ 11:00am Via MS Teams</p> <p><b>Meeting ID:</b> 338 307 642 554 3 <b>Passcode:</b> PB2Ca3Ar</p>
Suppliers who are interested in supplying the services specified herein are requested to prepare a quotation and send it via email for the attention of Director: Procurement.	
<b>NB: Only Bids e-mailed to <a href="mailto:roq@dut.ac.za">roq@dut.ac.za</a> will be accepted and considered</b>	
Enquiries relating to the bid may be addressed to the DUT contact person listed below:	
<b>Procurement Enquiries</b>	<b>Technical Enquiries</b>
<p><b>Name:</b> Shailan Patel</p> <p><b>E-mail:</b> <a href="mailto:ShailanP@dut.ac.za">ShailanP@dut.ac.za</a></p>	<p><b>Name:</b> Naeem Sacoor</p> <p><b>E-mail:</b> <a href="mailto:NaeemSI@dut.ac.za">NaeemSI@dut.ac.za</a></p>
<b>DUT reserves the right to award or not award this bid, to split the bid, accept any bid or any part of a bid and any decision by the University regarding the award of the bid shall be final.</b>	

## **I. BACKGROUND:**

The Durban University of Technology (DUT) seeks an experienced external service provider in Financial Accounting, Management Accounting, Business Process mapping, Advisory services and performing detailed reconciliations. The service provider will perform a comprehensive review and reengineering the accounting operation, process designs and workflows and design SOP'S/Templates for managing and streamlining month end and year end processes. The firm should have an in-depth understanding of the modules in ERP S4 Hana (SAP), Fiori or Equivalent and a working knowledge of Success Factors, or Equivalent and exposure to higher educational sector.

In respect of the Management Accounting space, the areas of focus include Fixed Assets, External Funds & Research, and Management Reporting. In the area of Financial Accounting the key focus will be on Financial Accounting, for the University and its Subsidiaries Student Finance & Other Receivables, Accounts Payable, Cash and Bank, Payroll reconciliations.

DUT has recently implemented a new ERP system, SAP S4Hana, and Success Factor. This has resulted in a change in some of our transactional and reporting processes. We require an experienced accounting/ consulting firm, with knowledge of higher education and International Financial Reporting Standards (IFRS), best practices to document key processes, identify process inefficiencies, control weaknesses, develop and document Standard Operating Procedures (SOPs), with detailed workflows and provide practical guidelines to enhance operational efficiency whilst maintaining the highest levels of governance, and compliance.

**Please note this is not an audit assignment, this is an operational hands-on accounting assignment that requires a mix of staff skills that have been in broad roles and gained practical industry experience in Financial Accounting role, Management Accounting, Project Accountant, Assets, Financial Analyst, Systems Analyst, Treasury etc.**

**It is anticipated that the bidder/bidders should assume the project asap after the award which is estimated no later than 1 Aug 2025, and the completion should be no more than 3 months.**

Due to the operational nature of the work, it is a requirement that bidders primarily work from DUT premises, and can be off site when consolidating and drafting reports etc. The days allocated to each area in the project are indicative based on Managements assessment of the state of the financial records and extent of work to be provided by experienced personnel.

## **2. SCOPE OF WORKS:**

2.1 Mapping of financial month end processes.

2.2 Mapping of year end end processes

2.3 Development of a detailed General Ledger Reconciliation Guideline for all accounts in the Chart of Account detailing nature of account, reconciliation procedure, checkpoints, review processes, audit compliance etc

2.4 Align processes to existing policies and identify misalignments and compliance risks.

2.5 Produce user friendly automated templates and or / dashboards for performing reconciliations

2.6 Identify manual processes that can be automated to improve operational efficiency

2.7 Include process flow diagrams, indicating roles & responsibilities, controls and KPI checkpoints.

2.8 Implementation Support & Knowledge Transfer by, facilitation of workshops /training sessions online /offline with process owners.

2.9 Support configuration changes in SAP S/4HANA where required (no custom coding expected).

2.10 Deliver on-site training and online training, reconciliation process, SOPs etc based on work done.

2.11 Provide change management support to ensure adoption smooth operational application.

### **3. Additional Section Specific requirements**

#### **3.1 Fixed Asset Requirements as follows:**

- Review the process of additions, disposals, depreciations and impairments, reassessment of useful lives.
- Define/ resign a process for Asset verification
- Asset Disposal Operational Management
- GL Asset Reconciliation monthly process
- Treatment of Grant Funded Assets and related processes. (IAS 20)
- Analysis, treatment and monitoring the assessment criteria for work in progress
- Recognition and treatment of donated assets
- Clean up of the existing fixed assets register

#### **3.2 External Funding and research requirements as follow:**

- Define/ design processes for the assessment of Contracts (Research and External funds related)
- IFRS15 assessment and requirements (various) contracts
- Deferred Revenue Calculations in terms of IAS20
- Review third-stream income reporting, refine currents reporting templates
- Drafting financial processes monthly reporting roadmap
- Grant and contracts monthly reconciliations process
- Reconciliation of research output accounts

#### **3.3 Debtors**

- Process design of pre/post registration activities, financial and other
- Clean up of the age analysis (all sundry Debtors)
- Process design for sundry monthly invoicing
- Process design documentation for fee document / adjustments / refunds / cashiering
- Process mapping allocation of funds/ debtor's receipts collections
- Detailed General ledger recons for AR

#### **3.4 Bank and Cash**

- Treasury and bank and cash workflows to identify inefficiencies, duplications, and manual interventions.
- Clear long outstanding reconciling items from bank general ledger accounts.
- Review petty cash process and enhancement
- Map out a process for clearing of all bank accounts and suspense accounts, with clearly assigned responsibilities.
- Map out a process for monthly cash flow reporting and standardised reporting templates.
- Develop an SOP for managing foreign currency payments, ensuring compliance with South African Reserve Bank regulations.

#### **3.5 Accounts Payable**

- Clear out outstanding migration balances within accounts payable.
- Mapping of the payment process in accounts payable payments
- Mapping out monthly accruals management process
- Detailed mapping of the Sundry Payments process and Students Stipends
- Define clear processes for monthly supplier payments reconciliation

- Accounts payable general ledger reconciliations
- Process mapping of the VIM (Vendor Invoice Management) analytical review process , and action steps

### 3.6 Payroll

- Clear migration-related balances affecting payroll accounts.
- Review payroll wage types within the payroll system, to the general ledger and employee groupings
- Identify inefficiencies and improvement opportunities in the salary payment process for full-time and part-time employees and third-party payments
- Mapping a detailed process for all payroll 3<sup>rd</sup> party payments
- Mapping a process for all payroll General Ledger accounts
- Mapping of End-to-End process of the payroll activities/ inputs up to payment stage.

### 3.7 Other deliverables:

- Weekly status update in all areas to track progress, action items, any challenges
- Weekly sign off time sheet by DUT for work done to date by the service provider
- Draft SOP/ updated SOPS where required
- Templates, Dash boards produced each section.
- Allow for discussions and deliberations with management at each stage of the process.
- Detailed month end processes and year end processes

## 3 Evaluation PROCESS:

### Submissions will be evaluated in three phases:

#### 3.6 Phase I: Submission of compulsory documents

Bidders need to submit all Five (5) documents listed above in order to be evaluated in Phase 2:

1	The <b>Tax compliance status PIN (TCS PIN)</b> 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. <b>(Compulsory)</b> .
2	Completed Form of Offer
3	Forms 5 to 8 completed and signed.
4	Initialed General and special conditions of contract.
5	Company registration documents (CIPC).

**NB: Please attach necessary annexures in order and do not split the RFQ document for ease of evaluation**

### 3.7 Phase 2: Technical / Functional Criteria

With regards to technicality / functionality, the following criteria are applicable. The maximum points of each criteria are indicated in the table below:

Key Aspect of Criterion	Basis for Points Allocation	Score	Max. Points	Verification Method
Locality	KwaZulu Natal	10	10	Valid Copy of Water, Electricity or Rates Letter and/ or Lease Agreement
	Non KZN	0		
Customer References	Customer reference letters to be submitted not older than 7 years for work completed similar to the scope of work Provided.	10 Per reference letter	40	Reference letters to be submitted with contactable customer details  NB: References to be on a customer letterhead and signed by the customer  <b>Note: 5 Points Per Reference</b>
Company Profile	A detailed company profile to be submitted including but not limited to the following items: - Company experience - Key personnel - Experience in conducting similar work	30	30	Detailed Company profile to be submitted as well as CV's and qualifications of key resources to be deployed on this project  <b>NB: No part points will be allocated</b>
Methodology and Approach	A Detailed Methodology an approach to be provided to address the scope of work on each of the areas provided. Methodology should include the following sub- headings: - Approach / Methodology - Scope Execution - Resource Management - Quality Management  <b>NB: Each Sub-heading will be scored out of 5 Points. No Part points will be allocated for each sub-heading.</b>	5 Points per Sub-Heading	20	Detailed Method Statement to be submitted addressing the full scope of works.  <b>NB: Methodology should not exceed 7 pages</b>
<b>Maximum Points</b>			<b>100 Points</b>	

The Bidders that score less than 75% (75 Points) of the mark for Quality and Functionality will be eliminated from further consideration.

### 3.8 Price and BBBEE

Bidders to submit valid BBBEE certificate, non-submission will be awarded zero points.

Evaluation criteria		Points
1.	Price	80
2.	BBBEE – as per table below	20
Total		100

Bidders must complete the table below.

Specific Goal		80/20		Bidders must complete this section
		Sub-points	Total Points	
	Exempted Micro Enterprise (EME) or Qualifying Small Enterprise (QSE)	3	3	
Black-owned Enterprises	100% Black owned enterprise	3	3	
	Minimum 51% black-owned enterprise	2		
	Minimum 25% black-owned enterprise	1		
Black Women owned Enterprise	100% Black Women owned enterprise	5	5	
	Minimum 51% black women-owned enterprise	4		
	Minimum 25% black women-owned enterprise	3		
	Less than 25% of black women-owned enterprises but not less than 10%	2		
	100% Black Youth owned enterprise	5		
	Minimum 51% black Youth owned enterprise	4		

Enterprise owned by Youth	Minimum 25% black Youth owned enterprise	3	5	
	Below 25% black youth owned enterprises but not less than 10%	2		
Enterprises owned by people with disabilities	Minimum of 51% owned by people with disabilities	2	2	
	Minimum of 10% owned by people with disabilities	1		
Additional Specific goals	An entity which is at least 51% owned by black people living in rural or underdeveloped areas or townships	1	2	
	A cooperative which is at least 51% owned by black people	1		
<b>TOTAL:</b>			<b>20</b>	

**4 FORM OF OFFER:**

- Pricing should be based on the breakdown below:

<b>Proposal Price (Excl. VAT)</b>	<b>R</b>
<b>VAT</b>	<b>R</b>
<b>Proposal Price (Incl. VAT)</b>	<b>R</b>

Signed ..... Date.....

Name..... Position.....

Tenderer.....



## Detailed Pricing Breakdown:

Please Complete Price Schedule below. All pricing to be submitted in Rand value and must include VAT.

Final Figures to be carried over to the form of offer page on the RFQ Document

#	Scope of Works	Gaining Deeper understanding of the Client Financials/Issues			
	Item	Qty	Days	Average rate daily	Cost
1	Accounting Manager	1	1		
2	Accounting Supervisor	1	1		
3	Accountants	16	1		
		<b>18</b>	<b>3</b>		

#	Scope of Works	Fixed Assets			
	Item	Qty	Days	Average rate	Cost
1	Accounting Manager	1	2		
2	Accounting Supervisor	1	2		
3	Accountants	2	15		
		<b>4</b>	<b>19</b>		

#	Scope of Works	External Funding Research and Grants			
	Item	Qty	Days	Average rate	Cost
1	Accounting Manager	1	2		
2	Accounting Supervisor	1	2		
3	Accountants	2	45		
		<b>4</b>	<b>49</b>		

#	Scope of Works	Debtors			
	Item	Qty	Days	Average rate	Cost
1	Accounting Manager	1	2		
2	Accounting Supervisor	1	2		
3	Accountants	2	30		
		<b>4</b>	<b>34</b>		

#	Scope of Works	Cash and Bank			
	Item	Qty	Days	Average rate	Cost
1	Accounting Manager	1	1		
2	Accounting Supervisor	1	1		
3	Accountants	2	20		
		<b>4</b>	<b>22</b>		

#	Scope of Works	Accounts Payable			
	Item	Qty	Days	Average rate	Cost
1	Accounting Manager	1	2		
2	Accounting Supervisor	1	2		
3	Accountants	2	30		
		<b>4</b>	<b>34</b>		

#	Scope of Works	Payroll			
	Item	Qty	Days	Average rate	Cost
1	Accounting Manager	1	2		
2	Accounting Supervisor	1	2		
3	Accountants	2	30		
		<b>4</b>	<b>34</b>		

#	Scope of Works	Pre close out review of all reports with Client			
	Item	Qty	Days	Average rate	Cost
1	Accounting Manager	1	1		
2	Accounting Supervisor	1	1		
3	Accountants	2	1		
		4	3		

#	Scope of Works	Final close out post review			
	Item	Qty	Days	Average rate	Cost
1	Accounting Manager	1	1		
2	Accounting Supervisor	1	1		
3	Accountants	2	1		
		4	3		

#	Scope of Works	Combined Total			
	Item	Qty	Days	Average rate	Cost
1	Accounting Manager	9	14		
2	Accounting Supervisor	9	14		
3	Accountants	32	173		
		50	201		

**NB:**The days and quantities listed above are indicative. Suppliers will only be remunerated based on actual hours and number of resources allocated to this project. DUT reserves the right to award or not award this bid, to split the tender, accept any tender or any part of a tender and any decision by the University regarding the award of the tender shall be final.

**Name of Bidder:**.....

**Date:**.....

**Signature:**.....

## **FORM 5: CERTIFICATE OF INDEPENDENT BID DETERMINATION**

I, the undersigned, in submitting the accompanying proposal: in  
response to the invitation for proposals made by:

### **DURBAN UNIVERSITY OF TECHNOLOGY**

do hereby make the following statements that I certify to be true and complete in every respect: I certify,

on behalf of: \_\_\_\_\_ that:

#### **(Name of Bidder)**

1. I have read and I understand the contents of this Certificate.

I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect.

I am authorised by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder.

Each person whose signature appears in the accompanying bid has been authorised by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder.

2. For the purposes of this Certificate and the accompanying bid, I understand that the word “competitor” shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - a) has been requested to submit a bid in response to this bid invitation;
  - b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience; and
  - c) Provides the same goods and services as the bidder and/or is in the same line of business as the bidder.
3. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>1</sup> will not be construed as collusive bidding.

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<sup>1</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding

- a) prices;
- b) geographical area where product or service will be rendered (market allocation)
- c) methods, factors or formulas used to calculate prices;
- d) the intention or decision to submit or not to submit, a bid;
- e) the submission of a bid which does not meet the specifications and conditions of the bid; or
- f) bidding with the intention not to win the bid.

4. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.

5. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

6. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

11. I note that the following terms of this Expression of Interest have the following meaning:

- a. Bid means Submission
- b. Bidder means Respondent
- c. Bidding means Submission
- d. Directors means directors/shareholders/partners/sole proprietors

Name of Bidder/Respondent

Signature

Date

Position

**1. FORM 6: DECLARATION OF BIDDER'S PAST SUPPLY CHAIN MANAGEMENT PRACTICES**

**[THIS IS A NATIONAL TREASURY SCM REQUIREMENT WHICH DUT ADOPTS AS IT IS PARTLY FUNDED FROM PUBLIC FUNDS]**

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being produced, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
- a. abused the DUT supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
- 4 **To give effect to the above, the following questionnaire must be completed and submitted with the bid.**

Item	Question	Yes	No
4.1	Is the Bidder or any of its directors listed on the National Treasury's database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?  <b>(Companies or persons who are listed on this database were informed in writing of this restriction by the National Treasury after the <i>audi alteram partem</i> rule was applied).</b>  The database of Restricted Suppliers now resides on the National Treasury's website ( <a href="http://www.treasury.gov.za">www.treasury.gov.za</a> ) and can be accessed by clicking on its link at the bottom of the home page.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.1.1	If so, furnish particulars:		
4.2	Is the Bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?  <b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>

4.2.1	If so, furnish particulars:		
4.3	Was the Bidder (Respondent) or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the Bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars.		
5.	I note that the following terms of this Expression of Interest have the following meaning: <ul style="list-style-type: none"> <li>a. Bid means Submission</li> <li>b. Bidder means Respondent</li> <li>c. Bidding means Submission</li> <li>d. Directors means directors/shareholders/partners/sole proprietors</li> </ul>		

## CERTIFICATION

I, THE UNDERSIGNED (FULL NAME)

.....  
 CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.

I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
 Signature

.....  
 Date

.....  
 Position

.....  
 Name of Bidder

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## **2. FORM 7: CONFIDENTIALITY AND INDEMNITY UNDERTAKING**

- 1) The Bidder hereby undertakes to abide by and adhere to the undertaking set out in this agreement.
  - 2) Reference to the Bidder shall include its directors, officers, employees, agents, sub-contractors, advisors or any other person appointed by it in connection with the submission of its bid).
  - 3) The Bidder undertakes to ensure that each party, to whom confidential information is disclosed, is made aware of and is bound by the terms of this confidentiality undertaking.
  - 4) This undertaking must be read together with the disclaimers contained in the Bid Document.
  - 5) In order to regulate the disclosure to the Bidder of confidential information, the Bidder: -
    - a) acknowledges and undertakes that all information of whatsoever nature (whether oral, written or in any other form), including information to the generality of the a foregoing data, know how, trade secrets, software techniques, procedures, unpublished financial statements and information, licenses, price lists, policies, marketing techniques, suppliers and customers, planning, business and financial documents, as well as intellectual property at any kind (which information is referred to collectively and individually as “confidential information”) which is disclosed by the DUT or any other Bidder participating in this process, shall be held in complete confidence by the Bidder and shall not, without the DUT prior written consent, be disclosed to any other person, nor used for any other purposes, other than in connection with the submission of its bid;
    - b) acknowledges that the confidential information is being made available to it solely for the authorised bid process purpose and for no other purpose whatsoever, and that such information would not have been made available to it but for this confidentiality undertaking;
    - c) acknowledges that all such confidential information is valuable proprietary information to which the DUT retains exclusive rights of dissemination and reproduction, and that all copyrights and such confidential information vests in DUT;
    - d) agrees that any documentation or records relating to the confidential information which comes into the possession of the Bidder shall:
      - i) be deemed to form part of the confidential information of DUT;
      - ii) be deemed to be the property of DUT;
      - iii) not be copied, produced, published or circulated by the Bidder unless otherwise agreed to in writing by DUT;
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- iv) be surrendered to the DUT and/or destroyed on demand in the event that the Bidder no longer participates in the proposed transaction;
  - e) undertakes that, save as required by law, it will not disclose, or permit to be disclosed, confidential information to any persons other than those persons authorised in terms of this undertaking and then only to the extent necessary for the authorised purpose;
    - i) warrants that it has adequate procedures in place for the protection of all confidential information; and,
  - f) warrants that it shall keep accurate and up to date records of the confidential information furnished to it, and of the location of such confidential information, as well as the list of names of all persons receiving or entitled to access of confidential information.
  - 6. This undertaking shall not apply to any confidential information which was lawfully in the Bidder's possession prior to the disclosure by DUT, or which lawfully becomes available to the Bidder from the source other than DUT.
  - 7. If proceedings are commenced or action taken which could result in the Bidder becoming compelled to disclose confidential information, it undertakes to immediately advise the DUT of such proceedings, and to take all reasonable steps to resist or avoid such proceedings or actions, including such steps that the DUT may reasonably request the Bidder to take.
  - 8. The Bidder undertakes not to request the confidential information submitted as part of any other bid submission by any other Bidder whether such information has been designated as confidential or not, and for the purposes of this clause, the entire contents of any competing Bidder's bid submission will be regarded as confidential.
  - 9. This undertaking shall also apply, with the necessary changes, to the confidential information of any other Bidder and its Bid Submissions
  - 10. This undertaking shall survive the termination of any negotiations or contractual relationship between the DUT and the Bidder
  - 11. I note that the following terms of this declaration have the following meaning:
    - a. Bid means Submission
    - b. Bidder means Respondent
    - c. Bidding means Submission
    - d. Directors means directors/shareholders/partners/sole proprietors
-



## INDEMNITY UNDERTAKING

I/We \_\_\_\_\_

(insert Bidder's name) (herein known as the Bidder) hereby indemnify and hold DUT harmless in respect of all costs that may be incurred by my/us for the submission or performance of this bid.

I/We further indemnify DUT in respect of all legal and other expenses as they are incurred by DUT in examining, resisting or settling any damages, injuries or loss that may be occasioned by work necessary in terms of this bid.

Signed at \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

**Name of Bidder** : \_\_\_\_\_

**Name of Bidder's representative:** \_\_\_\_\_

**Title of Bidder's representative** : \_\_\_\_\_

**Signature** : \_\_\_\_\_

**Signature of Witness** : \_\_\_\_\_

**Name of Witness** : \_\_\_\_\_

### **3. FORM 8: DECLARATION OF INTEREST**

1. Any legal person, including persons employed<sup>2</sup> by DUT, or persons having a kinship with persons employed by DUT, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes an, advertised competitive bid, a limited bid, a proposal or written price quotation). In view of possible allegations of favoritism, should the resulting bid, or part thereof, be awarded to persons employed by DUT, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/ adjudicating authority where –

1.1. The bidder or any of its members or employees are employed by DUT; and/or

1.2. The legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

2.1. Full Name of bidder or his or her  
representative:

.....

2.2. Identity Number:

.....

2.3. Position occupied in the Company (director,  
trustee, shareholder<sup>3</sup>):

.....

2.4. Company Registration Number:

.....

2.5. Tax Reference Number:

.....

2.6. VAT Registration Number:

.....

2.6.1. The names of all directors/ trustees/ shareholders/ members, their individual identity numbers, tax  
reference numbers and, if applicable, employee/ PERSAL numbers must be indicated in  
paragraph 3 below

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<sup>1</sup> "Employed" in this context is a broad terms and it includes members of DUT council, the auditors from time to time or any other advisors or tribunal associated with DUT.

<sup>2</sup> "Shareholder" means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise

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2.7. Are you or any person connected with the bidder presently employed by DUT?

YES	NO
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2.7.1. If so, furnish the following particulars

☐ Name of person/ director/  
trustee/ shareholder/ member:

☐ Name of DUT institution or  
department at which you or the  
person connected to the bidder  
is employed:

☐ Position occupied in the  
institution or department:

Any other particulars:

2.7.2. If you are presently employed by DUT, did you obtain the appropriate authority to undertake remunerative work outside employment?

YES	NO
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2.7.2.1. If yes, did you attach proof of such authority to the bid document?

YES	NO
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(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.)

2.7.3. If no, furnish reasons for non-submission of such proof:

2.8. Did you or your spouse, or any of the company's directors/ trustees/ shareholders/ members or their spouses conduct business with DUT in the previous twelve (12) months?

YES	NO
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2.8.1. If so, furnish the particulars.

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.....

.....

2.9. Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person employed by DUT and who may be involved with the evaluation and or adjudication of this bid?

YES	NO
-----	----

2.9.1. If so, furnish particulars.

.....

.....

.....

2.10. Are you, or any person connected with the bidder, aware of any relationship (family, friend, other) between any other bidder and any person employed by DUT who may be involved with the evaluation and or adjudication of this bid?

YES	NO
-----	----

2.10.1. If so, furnish particulars.

.....

.....

.....

2.11. Do you or any of the directors/ trustees/ shareholders/ members of the company have any interest in any other related companies whether or not they are bidding for this contract?

YES	NO
-----	----

2.11.1. If so, furnish particulars.

.....

.....

.....

3. Full details of directors/ trustees/ members/ shareholders.

Full Name	Identity Number	Personal Tax Reference No	State Employee Number/ PERSAL Number


3.1. Note that the following terms have the following meaning:

- a. Bid means Submission
- b. Bidder means Respondent
- c. Bidding means Submission
- d. Directors means directors/shareholders/partners/sole proprietors

## DECLARATION

I, THE UNDERSIGNED (NAME) \_\_\_\_\_

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 AND 3 ABOVE IS CORRECT FOR EACH OF THE JOINT VENTURE/CONSORTIUM PARTNERS OF THIS SUBMISSION. I ACCEPT THAT DUT MAY REJECT THE BID OR ACT AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Position

\_\_\_\_\_  
Name of Bidder

## **10. GENERAL CONDITIONS OF CONTRACT FOR GOODS AND SERVICES**

### **1. DEFINITIONS**

1.1 In the GENERAL CONDITIONS the words defined shall have the meanings assigned to them hereunder, except where the context indicates to the contrary:

-

1.1.1 the "SUPPLIER" the person, firm, partnership, association, company, close corporation, trust or other trading entity supplying the goods and/or providing the services to the UNIVERSITY;

1.1.2 the "UNIVERSITY" Durban University of Technology;

1.1.3 the "SUPPLIES" the goods and/or services to which this document relates;

1.1.4 the "TENDER" the SUPPLIER'S written tender, which shall be on the form supplied by the UNIVERSITY for the SUPPLIES;

1.1.5 the "ORDER" the UNIVERSITY'S written order on its official order form placed by the PROCUREMENT DEPARTMENT with the SUPPLIER for the DELIVERY of the SUPPLIES;

1.1.6 the "PROCUREMENT DEPARTMENT" the division of the UNIVERSITY responsible for accepting the Tender and/or issuing the ORDER to which this document relates;

1.1.7 "DELIVERY" the delivery of goods and/or the rendering of services;

1.1.8 "DULY AUTHORISED RECEIVING CLERKS" those persons, designated by the UNIVERSITY from time to time, who are the only persons authorised by the University to accept DELIVERY of SUPPLIES to the UNIVERSITY and such persons shall include, in the case of a DELIVERY made to a student's residence at the UNIVERSITY, the residence manager at that residence;

1.1.9 "SPECIAL CONDITIONS" where applicable, those conditions stipulated by the UNIVERSITY which pertain to and form a part of the TENDER and/ or the ORDER;

1.1.10 "STIPULATED DELIVERY

PERIOD "the period stipulated by the UNIVERSITY within which the SUPPLIES shall be DELIVERED by the SUPPLIER and, if no period is stipulated, then it shall mean a reasonable period of time;

1.1.11 "VAT" means Value-Added Tax payable in terms of the Value-Added Tax Act, no 89 of 1991, as amended or substituted from time to time;

1.1.12 "EXTRAORDINARY INCREASE" an increase in the cost to the SUPPLIER of providing the SUPPLIES arising out of State or Government imposition of charges which are of an extraordinary nature in that they arose due to circumstances beyond the control of the SUPPLIER which could not reasonably have been contemplated by it at the time the TENDER was submitted or the ORDER was accepted and which have not been taken into account in the determination of the price.

1.2 The headings in this agreement are for convenience only and are not to be considered when interpreting the agreement.

1.3 Unless the context indicates to the contrary, words importing one gender shall include the other gender and words importing the singular shall include the plural and vice versa.

### **2. CONSTITUTION OF CONTRACT**

2.1 The contract between the UNIVERSITY and the SUPPLIER is constituted by the acceptance by the UNIVERSITY of the TENDER submitted by the SUPPLIER and/or the acceptance by the SUPPLIER of the ORDER and is upon the terms and conditions which are set out in the TENDER and/or the ORDER and in these GENERAL CONDITIONS,

2.2 The SPECIAL CONDITIONS, if any, will also form part of the contract between the UNIVERSITY and the SUPPLIER.

2.3 No person other than the duly authorised person of the PROCUREMENT DIVISION has authority to place an order and/or to accept a tender.

### **3. PRICE**

3.1 The price shall be as stated in the TENDER and/or ORDER, as the case may be, and is an all-inclusive price in that it includes VAT, delivery costs, custom charges (duty and surcharge), royalties and any other costs incurred in connection with the SUPPLIES.

### **4. EXTRAORDINARY INCREASE**

4.1 If, after of one (1) year service, there has been an EXTRAORDINARY INCREASE, the SUPPLIER may apply to the UNIVERSITY in writing to increase its price so as to be able to cover such EXTRAORDINARY INCREASE. In doing so it shall provide proof that such increase is an EXTRAORDINARY INCREASE.

4.2 The UNIVERSITY shall not be obliged to consider any application for an increase which is not an EXTRAORDINARY INCREASE.

4.3 After considering the application relating to an EXTRAORDINARY INCREASE, the UNIVERSITY shall be entitled to: -

4.3.1 accept the increase in the price in whole or, if agreed with the SUPPLIER, in part; or

4.3.2 to refuse to accept the price increase in whole or in part and, should the SUPPLIER refuse to DELIVER the SUPPLIES at the price originally accepted by the UNIVERSITY, then the UNIVERSITY shall have the right to immediately cancel the contract in whole or in part.

4.3.3 The extraordinary increase will be decided on the CPI at the time of the request.

4.4 In the event of the UNIVERSITY cancelling this contract in accordance with the provisions of this paragraph 4: -

4.4.1 then the SUPPLIER shall have no claim whatsoever against the UNIVERSITY; and

4.4.2 the UNIVERSITY may obtain the SUPPLIES elsewhere and any additional expenditure so incurred will be claimed from the SUPPLIER.

## **5. IMPORTED SUPPLIES**

5.1 Where the SUPPLIES are imported then, subject to the provisions of the SPECIAL CONDITIONS, the SUPPLIER shall: -

5.1.1 when submitting the TENDER or offer or quotation, specify the price in the foreign currency and the rate of exchange which shall have been fixed immediately before the aforesaid submission;

5.1.2 not later than 7 (SEVEN) days after the SUPPLIER receives notification of acceptance of his TENDER and/or receives the ORDER, as the case may be, the SUPPLIER shall arrange through its bankers for the foreign commitment to be covered forward down to the rand, in order to fix the rate of exchange, exercising due care in consultation with the said bankers to ensure that the forward exchange is taken out on such terms as will provide the best possible exchange rate;

5.1.3 the UNIVERSITY shall then be notified in writing of the rate of exchange which has been fixed on such forward exchange.

5.2 Should the SUPPLIER fail to arrange the aforesaid cover within a period of 7 (SEVEN) days after receiving notification of acceptance of his TENDER or accepting the ORDER, as the case may be, then the UNIVERSITY shall be entitled to elect the rate of exchange, most favourable to it, from the following rates of exchange, namely: -

5.2.1 the rate of exchange specified in the SUPPLIER'S TENDER or offer or quotation; or

5.2.2 the rate of exchange specified in the notice referred to in sub-paragraph 5.1.3, if any; or

5.2.3 the rate of exchange which the UNIVERSITY'S bankers may fix as being the rate existing at any time within a period of 7 (SEVEN) days after notification of acceptance of the TENDER and/or after receipt of the ORDER.

The UNIVERSITY shall not be obliged to make its election of the rate of exchange until the date of DELIVERY.

## **6. PAYMENT**

6.1 Payment by the UNIVERSITY to the SUPPLIER shall be made in accordance with the conditions of payment prescribed in the TENDER or ORDER. Where no conditions of payment are prescribed therein, payment for SUPPLIES DELIVERED to and accepted by the UNIVERSITY shall be made within THIRTY (30) days from the date upon which a statement and, where applicable, a tax invoice is received by the UNIVERSITY, provided that all the terms of the contract shall have been duly observed by the SUPPLIER and that the relevant invoices are addressed to and received by the UNIVERSITY's Finance Department, P O Box 1334, Durban, 4000, Republic of South Africa.

6.2 It is also a condition of payment by the UNIVERSITY to registered VAT vendors that no payment for SUPPLIES DELIVERED shall be processed unless a tax invoice (complying with Section 20 of the Value Added Tax Act, No.89 of 1991, as amended), is received from the SUPPLIER.

6.3 For the purposes of this paragraph and the provisions of Section 20 of the Value Added Tax Act, No. 89 of 1991, as amended, the SUPPLIER shall be deemed to have received a request for tax invoices upon the date that the SUPPLIES have been DELIVERED.

## **7. DELIVERY**

7.1 Each DELIVERY shall be deemed to be a separate contract in respect of the SUPPLIES forming the subject matter of such DELIVERY.

7.2 All SUPPLIES shall be DELIVERED in terms of the contract.

7.3 Time is of the essence of this contract and SUPPLIES must accordingly be DELIVERED within the STIPULATED DELIVERY PERIOD. Should the SUPPLIES not be DELIVERED within that period, then the UNIVERSITY shall be entitled to cancel the contract in whole or in part.

7.4 If any DELIVERY by the SUPPLIER to the UNIVERSITY has not been made within the STIPULATED DELIVERY PERIOD, then the UNIVERSITY shall also have the right, until such DELIVERY has been made, to suspend payment of any amount due and payable under this and/or any other contract then in force between the UNIVERSITY and the SUPPLIER.

7.5 Where the contract relates to the purchasing of goods by the UNIVERSITY, the risk in the goods shall only pass to the UNIVERSITY upon: -

7.5.1 the goods being DELIVERED to a DULY AUTHORISED RECEIVING CLERK at the place of delivery as stipulated in the TENDER or ORDER and, if not stipulated therein, to the UNIVERSITY at 41/43 Centenary Road, Durban; and

7.5.2 the delivery note being signed by a DULY AUTHORISED RECEIVING CLERK on behalf of the UNIVERSITY.

The person making delivery of the GOODS shall be responsible for ensuring that only a DULY AUTHORISED RECEIVING CLERK accepts delivery of the GOODS and signs the Delivery Note. The person making delivery shall be entitled to request identification or make any other enquiries at the UNIVERSITY in order to establish that such person is a DULY AUTHORISED RECEIVING CLERK. The UNIVERSITY shall not be liable for any loss or damage arising from a failure to deliver the GOODS to a DULY AUTHORISED RECEIVING CLERK.

## **8. CLAIMS FOR LOSS OR DAMAGE**

8.1 It shall be the obligation of the SUPPLIER, and not the UNIVERSITY, to make any claims against any carrier for loss of the whole or part of any consignment of SUPPLIES or for damage to goods accepted by the carrier for DELIVERY or for a delay by the carrier in effecting DELIVERY. The SUPPLIER shall ensure that any claims are made within the period prescribed by law and in accordance with the appropriate regulations and the SUPPLIER shall notify the UNIVERSITY of the claim which is being made by delivering to the UNIVERSITY a copy of the claims sent to the carrier.

8.2 The SUPPLIER shall pay all royalties and expenses and be liable for all claims in respect of the use of patent rights, trademarks or other protected rights, and the SUPPLIER indemnifies the UNIVERSITY against all claims (including legal costs) arising therefrom.

8.3 The SUPPLIER shall be liable to the UNIVERSITY or to any third party for death of, or injury to, or illness sustained by any person (hereinafter referred to as "INJURY") or loss of, or damage to property (hereinafter referred to as "DAMAGE") caused by or arising from the SUPPLIES, any defect in the SUPPLIES or the DELIVERY of the SUPPLIES. The SUPPLIER indemnifies the UNIVERSITY against any claims for INJURY or DAMAGE (including legal costs) of whatsoever nature arising from or caused by the SUPPLIES, any defect in the SUPPLIES or the DELIVERY of the SUPPLIES.

#### **9. DIFFERENCE OR DISCREPANCIES**

9.1 Where the UNIVERSITY has provided specifications, which will describe the principal feature of the goods and/or services, the SUPPLIES must be delivered exactly in accordance with those specifications. It is recorded that the specifications do not purport to indicate every detail of construction or arrangements of goods and services necessary to meet the UNIVERSITY's requirements and any such omissions shall not relieve the SUPPLIER of his responsibility for carrying out the work as required under the contract.

9.2 Where samples or patterns have been provided, then the SUPPLIES which are DELIVERED shall be equal in all respects to those samples or patterns.

9.3 The PROCUREMENT DIVISION shall determine, in its sole discretion, whether the SUPPLIES have been DELIVERED either exactly in accordance with the specifications or exactly equal in all respects to samples or patterns which were provided, and the decision of the PROCUREMENT DIVISION shall be *prima facie* binding on the parties and the onus shall be on the SUPPLIER to prove otherwise.

9.4 Tests and analysis of the SUPPLIES may be made as deemed necessary by the UNIVERSITY, and the cost thereof shall be borne by the SUPPLIER if the SUPPLIES which have been DELIVERED are not of the specified quality.

9.5 The SUPPLIER shall not be relieved of his obligations with respect to the sufficiency of the materials and workmanship and the specified quality of the SUPPLIES which have been DELIVERED by reason of no objection having been taken thereto by the UNIVERSITY's representative at the time the SUPPLIES were DELIVERED, or by reason of the acceptance of samples in sound condition.

9.6 If, at any time after DELIVERY of the SUPPLIES, the UNIVERSITY shall be dissatisfied with the SUPPLIES whether in whole or in part on account of a decision of the PROCUREMENT DIVISION referred to in sub-paragraph 9.3 above or on account of materials being faulty or of inferior quality or inferior workmanship or of bad design, then, where the defect is capable of being remedied, the UNIVERSITY shall notify the SUPPLIER immediately and require that the defect be remedied free of charge within a reasonable time. Should the SUPPLIER be unable or unwilling or fail to remedy the defect within the reasonable time stipulated by the UNIVERSITY, then the UNIVERSITY may have the necessary remedial work carried out by any third party. The costs of the remedial work shall be borne by the SUPPLIER and such costs may be deducted from any amounts which may be due and payable to the SUPPLIER.

9.7 Where the defect referred to in sub-paragraph 9.6 above is not capable of being remedied, the UNIVERSITY shall notify the SUPPLIER that the SUPPLIES have been rejected and the contract cancelled. The SUPPLIER shall, immediately upon receipt of such notification, arrange for the SUPPLIES to be removed and until the time of their removal, the SUPPLIES shall be held at the risk and expense of the SUPPLIER. The SUPPLIER shall, immediately upon receipt of such notification, also refund all payments made by the UNIVERSITY for those SUPPLIES together with interest thereon at the prime overdraft rate, charged by the UNIVERSITY'S bankers from time to time, from the date of receipt of such notification to the date of payment.

9.8 Where goods are being sold by mass or measure, same shall be supplied by nett mass and/or metric measure.

9.9 Any quantities which are stated in the order form are based upon estimated probable requirements of the UNIVERSITY during the period of the contract and the UNIVERSITY accordingly reserves the right, at any time prior to DELIVERY of the full quantity stated, to reduce the quantities it requires to be DELIVERED in which case only the reduced quantities shall be DELIVERED and charged for by the SUPPLIER. The SUPPLIER shall have no claim whatsoever against the UNIVERSITY after it has reduced the quantities to be DELIVERED.

#### **10. DEFAULT**

10.1 The UNIVERSITY shall have the right forthwith to cancel this contract, in whole or in part, under any of the following circumstances: - 10.1.1 if the SUPPLIER fails to DELIVER any SUPPLIES to the UNIVERSITY within the STIPULATED DELIVERY PERIOD;

10.1.2 if the SUPPLIER fails to fulfil any of its obligations in terms of this contract;

10.1.3 if the SUPPLIER is sequestered, liquidated or placed under judicial management, provisionally or finally, voluntarily or compulsorily;

10.1.4 if the SUPPLIER commits any act of insolvency or enters into any compromise or arrangement with or assignment for the benefit of its creditors or fails to satisfy any final judgment granted against it within TEN (10) days after the date of the judgment;

10.1.5 if the SUPPLIER changes the identity of its owner;

10.1.6 if the SUPPLIER disposes of any of its assets other than in the ordinary course of its business.

10.2 If it appears to the PROCUREMENT DIVISION that the SUPPLIER is not executing the contract in accordance with the true intent and meaning thereof or that it is refusing or delaying to execute the contract or that it is not carrying on the contract at such rate of progress as to ensure DELIVERY within the STIPULATED DELIVERY PERIOD, then in any of such events the PROCUREMENT DIVISION may give written notice to the SUPPLIER of the cause of complaint. Should the SUPPLIER fail, within a reasonable time stipulated in the notice, to satisfy the PROCUREMENT DIVISION, in its reasonable discretion, that the contract is being and will be properly executed as agreed and/or that DELIVERY will be made within the STIPULATED DELIVERY PERIOD, then the UNIVERSITY shall have the right forthwith to cancel this contract.

10.3 Any cancellation by the UNIVERSITY, whether in whole or in part, shall be without prejudice to any accrued claims against the SUPPLIER and claims which the UNIVERSITY may have for damages arising out of such cancellation. The SUPPLIER shall have no claim whatsoever against the UNIVERSITY after the contract has been cancelled.

#### **11. LIQUIDATED DAMAGES**



11.1 It is recorded that time is of the essence of this contract and the SUPPLIES must be DELIVERED and all work completed by the SUPPLIER within the STIPULATED DELIVERY PERIOD.

11.2 If the SUPPLIER fails to DELIVER the SUPPLIES or any part thereof within the STIPULATED DELIVERY PERIOD, the SUPPLIER shall pay such sum as is stated in the SPECIAL CONDITIONS as liquidated damages to the UNIVERSITY. The UNIVERSITY shall be entitled to deduct such liquidated damages from any monies which may be due and payable to the SUPPLIER. The provisions of this paragraph shall be without prejudice to any other remedies or claims which the UNIVERSITY may have against the SUPPLIER arising out of this contract or at law and the UNIVERSITY may have recourse to such claims or remedies in addition to or in lieu of its rights to liquidated damages.

## **12. VAT**

Where the SUPPLIER is a registered VAT vendor, the SUPPLIER shall: -

12.1 state the amount of VAT separately on the invoice; and

12.2 state its VAT registration number.

## **13. APPLICABLE LAW**

The law of the Republic of South Africa shall be applicable to and govern in every respect this contract and the relations between the parties and, without in any way limiting the generality of the foregoing, the law of the Republic of South Africa shall be applied when this contract is construed, interpreted or implemented in any way and for the purpose of resolving any dispute which may arise between the parties.

## **13. ATTORNEYS CHARGES**

In the event of the UNIVERSITY instructing its attorneys to institute legal proceedings against the SUPPLIER for any claim arising out of these GENERAL CONDITIONS or upon their cancellation, the SUPPLIER shall pay the costs of the UNIVERSITY'S attorneys on the attorney and own client scale, including collection commission.

## **14. CONFLICTING CONDITIONS**

14.1 In the event of there being any conflict between the terms and conditions of the SPECIAL CONDITIONS and these GENERAL CONDITIONS, then the terms and conditions of the SPECIAL CONDITIONS shall prevail.

14.2 In the event of there being any discrepancy or conflict between any of these GENERAL CONDITIONS and any conditions contained in or printed or written upon any contract, stationery or document used by the SUPPLIER for the purpose of or in connection with the conclusion of this contract or the DELIVERY of SUPPLIES, then these GENERAL CONDITIONS shall prevail. The SUPPLIER acknowledges that the UNIVERSITY would not have entered into this contract with it unless these GENERAL CONDITIONS were to prevail and the SUPPLIER accordingly waives, renounces and abandons any conflicting conditions printed or written upon any contract, stationery or documents used by it, regardless of whether such contracts, stationery or documents contain a similar condition to this paragraph 15 in favour of the SUPPLIER. For the purposes of this sub-paragraph 15.2, reference to "these GENERAL CONDITIONS" shall be deemed to include the SPECIAL CONDITIONS.

## **15. ENTIRE CONTRACT AND NON-VARIATION**

This contract records the entire agreement entered into between the parties and no alteration, variation or cancellation of this contract or waiver of rights or obligations by either party shall be of any force and effect unless committed to writing and signed by both parties.

## **16. CESSION AND ASSIGNMENT**

Since this contract is personal to the SUPPLIER, the SUPPLIER shall not be entitled to cede or assign its rights or obligations under the contract or to transfer this contract to any third party without the prior consent of the UNIVERSITY and subject to such conditions as the UNIVERSITY may approve.

## **17. SEVERABILITY**

Should any portion or provision of this contract be held to be void, invalid or unenforceable, for any reason whatsoever, then such provision or portion shall be deemed to be severable and excluded from this contract, and all the remaining terms shall continue to remain in full force and effect.

## **19. BBBEE Policy**

A Comprehensive BBBEE policy and SANAS or IRBA approved BBBEE certificate of the tenderer must accompany the tender documents.

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## **II. SPECIAL CONDITIONS OF CONTRACT FOR GOODS AND/OR SERVICES**

(the "SPECIAL CONDITIONS")

### **1) TENDER FORM AND CLOSING DATE**

- a) Tenders must be made out on the enclosed Tender Form which shall be signed by or on behalf of the Tenderer, addressed to the Tender Committee and marked with the appropriate tender number. Tenders must be submitted in duplicate, be properly sealed and placed in the tender box at the Protection Department, 41/43 Centenary Road, Durban, 4001 not later the time and date stated in the public advertisement inviting tenders or closed tender documents.
- b) There will be a non-refundable fee charged for tender documents and to be paid in the form of cash, bank guaranteed cheques or money orders as stated in the advertisement.
- c) The Tender Committee shall not accept tenders for consideration if: -
  - i) the tenders have been submitted by telegram, telex or telefax; or
  - ii) the tenders have not been submitted in duplicate; or
  - iii) the tender is received after the closing date and time advertised for the receipt thereof (in which case same shall be returned to the Tenderer by the Procurement Division); or
  - iv) alterations have been made to the tender documents in pencil, erasable ink or if alterations have been overwritten on alteration fluid (that is, any alteration shall be neatly made in ink and signed by the Tenderer in order that the Tender Committee accept the tender for consideration).
- d) If any person who has been invited to submit a tender is unable to tender for any reason, then a nil return should be submitted.

### **2) ACCEPTANCE OF TENDER**

- a) The University reserves the right to split the tender, accept any tender or any part of a tender and any decision by the University on regarding the award of a tender shall be final. The University shall not be obliged to accept the lowest or any tender and the University shall also not be obliged to assign any reason for the acceptance or rejection of a tender.
- b) The tender shall be based upon drawings and/or specifications which shall be contained in a separate document, which document shall be deemed to be incorporated in and form part hereof.
- c) Where specifications, SABS/CKS standards, specifications, codes of practice or standard methods are referred to in the separate document referred to in sub-paragraph 2.2, these, together with any drawings, must be strictly adhered to:
  - i) Clause 14(1) states that if any requirements in respect of any or safety equipment or for the use or application thereof by employers or users of machinery have been prescribed, no person shall sell such machinery or safety equipment unless it complies with these requirements;
  - ii) for the purpose of this Section and Section 31(5) any part of machinery or safety equipment shall be deemed to be machinery or safety equipment.
- d) Tenders must be valid for a period of 120 days after the closing date.
- e) The tenderer will be notified of the University's acceptance of a tender, whether in whole or in part, either by notice in writing from the University or by the University placing a written order on its official order form.

### **3) DIFFERENCE OR DISCREPANCIES**

- a) Should there be any difference or discrepancy between the prices or price contained in the official Tender Form and those contained in any covering letter or other document from the Tenderer, the prices or price contained in the official Tender Form shall prevail.
- b) Any alteration effected upon any of the tender documents submitted to the Tender Committee must be clearly shown by means of a handwritten entry in ink and such alteration must be signed by the Tenderer.

### **4) PREFERENCES**

In order to assist the University in determining the degree of preference to be accorded to supplies produced, manufactured or assembled within the Republic of South Africa, Tenderers are required to state: -

- a) the country of origin of the goods.
- b) the country in which the goods are manufactured or assembled; and
- c) the industrial development points and the concentration points under the State Incentive Scheme or Industrial Development in which the goods are manufactured or assembled, where applicable.

5) **SPECIAL CONDITIONS OF TENDER**

If there are any further special conditions pertaining to this tender, then a document containing those special conditions will be attached to this document, marked Annexure "A", and will be deemed to form part hereof. In the event of there being any conflict between the terms and conditions of this document or the GENERAL CONDITIONS OF CONTRACT FOR GOODS AND/OR SERVICES and Annexure "A", then the terms and conditions of Annexure "A" shall prevail.

6) **OTHER INFORMATION**

The Tenderer shall also provide the following information, namely: -

- a) full details of all discounts and whether such discounts are trade or settlement;
- b) a comprehensive company profile must accompany the tender, including banking details; and
- c) a full-service backup must be provided as indicated on the original tender and should advise, *inter alia*, whether: -
  - i) the Tenderer is the accredited agent in the Republic of South Africa for the manufacturer of the equipment offered;
- d) the Tenderer has supplied the type of equipment offered to other institutions in the Republic of South Africa and, if so, a list of the names of those other institutions should be provided.
  - i) a full range of spares is carried for the equipment offered; and
  - ii) service facilities by factory trained staff are available and, if so, where such services are available and on what conditions.

7) **LEGAL STATUS OF TENDERER AND AUTHORITY OF SIGNATORY**

- a) All Tenderers shall state, on the Tender Form under "Name and Address of Tenderer": -
  - i) their full legal status, that is, whether they are a natural person, firm, partnership, association, company, close corporation, trust or other trading entity;
  - ii) in the case of a juristic person, its full registered name(s), its registration number and its trading name(s), if any, must be stated;
  - iii) in the case of a natural person, the full names must be stated together with that person's identity number, the trading name of the business, if any, and an indication as to whether that person is the owner, proprietor, partner etc; and
  - iv) the addresses of its registered office and principal place of business in the case of a juristic person or the residential address and business address in the case of a natural person.
- b) The signatory shall indicate in what capacity and under what authority the tender documents were signed by him or her. Documentary proof of the authority to sign the tender document shall also be submitted, for example, in the case of a company or close corporation, a certified copy of the resolution of that company or close corporation authorising the signatory to sign the tender documents on behalf of the company or close corporation, shall be submitted.