



To: DUT student accommodation service providers

From: Mr S. Mthembu  
Interim Director: Procurement & Materials

Date: 22 December 2025

### Request to documentation – Student accommodation providers

DUT is requesting the following documents from service providers in order to provide student accommodation for a one (1) year period for both DBN and Midlands i.e. 2026. Please email all bids to **tenders@dut.ac.za**

The following documentation is required:

#	Documentation required
1	The Tax compliance status PIN (TCS PIN) must be submitted in the name of the company with whom DUT currently has a contract (a screen shot must be submitted as well showing tax compliance status via e-filing, the screen shot must include the desktop date and time in the image)
2	Valid entity registration documents, Trust documents, for sole proprietors or individual's identity documents must be submitted) – Documents must be in the name of the bidding entity
3	<p>Proof of ownership of the property:</p> <ul style="list-style-type: none"> <li>Title deed in the name of the owner, or</li> <li>Signed and valid Lease agreement between the bidder and owner of the building, in case of leasing with the owner</li> </ul> <p>The title deed showing proof of ownership. The leasing agreement must have a clause which permits the bidder to sub-lease the building for the duration of the contract</p> <p><b>If there are more than two bidders submitting for the same property both bids will be disqualified as DUT will not know who to contract with.</b></p>
4	<p>Occupancy Certificate of the building(s) / Letter from the municipality confirming that the building is habitable.</p> <p>NB: DUT reserves the right to perform certain additional procedures to ensure that the building is safe and habitable.</p>
5	<p>Bank letter in the name of the company with whom DUT currently has a contract</p> <p>NB: Banking details will be verified via the DUT verification system.</p>
6	<p>Submit GPS coordinates or proof of distance from relevant campuses to Accommodation addresses (this will be verified by the evaluation committee.</p> <ul style="list-style-type: none"> <li>Must be within a radius of not more than 10 KM from Durban Ritson campus.</li> <li>Must be within a radius of not more than 15 KM from Midlands campuses.</li> </ul>
7	Service providers must have a minimum of 100 beds per building for Durban and 50 beds per building for Midlands.

The closing date for submission of the above documents is **05 January 2025 at 11:00 am.**

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:	

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:

Name of residence	Full address of the Residence	Number of beds	Cost per bed per month	Distance from relevant campuses

Total (add the cost per month residence to obtain the Grand total					
Grand total per annum (x 10 months)					
Grand total for three (1) year excluding annual CPI increases					