

Request for Information (RFI)

Subject: Academic Gown Hire Services for Durban University of Technology's (DUT) 2026 Autumn and Spring Graduation Ceremonies

1. Introduction

Durban University of Technology (DUT) invites interested and suitably qualified service providers to submit information regarding the provision of academic gowns for graduation ceremonies held at both the Durban and Midlands campuses (autumn ceremonies only) and Durban Campus (Spring graduation ceremonies), across the Faculties of Accounting and Informatics, Applied Sciences, Arts and Design, Engineering and the Built Environment, Health Sciences, and Management Sciences. This RFI is issued solely for information-gathering and market-research purposes and does not constitute a formal tender, Request for Proposal (RFP), or Request for Quotation (RFQ).

2. Purpose

The purpose of this RFI is to:

- Identify and evaluate potential suppliers capable of providing gown hire services.
- Gather information on available products, service models, and indicative pricing structures.
- Assess supplier capacity to meet DUT's requirements for quality, reliability, scalability, and timely delivery.

3. Scope of Services

Service providers are requested to provide information on:

- Availability of academic gowns for graduates, academic staff, and dignitaries.
- Range of sizes, styles and academic regalia options offered.
- Cleaning, maintenance, quality control and storage processes.
- Delivery, collection, set-up, fitting assistance and on-site support during graduation ceremonies.
- Pricing models (e.g., per-gown hire, bundled packages, multi-year arrangements).
- Lead times, minimum order quantities (if any) and logistical requirements.

4. Supplier Information Requested

Please include the following information in your response:

- Company profile (including legal name, years in operation, ownership structure, and relevant experience).
- At least two (2) reference letters on client's letter head and must be signed.
- Capacity confirmation to handle large-scale events (including the maximum number of gowns available per ceremony).

5. Submission Guidelines

- Responses should be submitted electronically in PDF format only.
- Deadline for submission: **07 April 2026**
- Submissions must be sent to: roq@dut.ac.za
- Late submissions will not be considered.

6. Disclaimer

This RFI is issued solely for information purposes. DUT reserves the right to issue a formal Request for Proposal (RFP) or Request for Quotation (RFQ) based on the information received. Submission of information does not guarantee inclusion in future procurement processes.

The Durban University of Technology reserves the right, at its sole discretion, to issue a formal Request for Proposal (RFP) or Request for Quotation (RFQ) based on the information received. **Submission of a response to this RFI does not guarantee inclusion, shortlisting, or participation in any future procurement process, nor does it create any obligation on the part of DUT.**

7. Confidentiality

All information submitted by respondents in response to this RFI will be treated as confidential and used solely for the purpose of information gathering and market assessment by the Durban University of Technology.

Respondents are advised to clearly identify any information that is considered confidential or proprietary. DUT will take reasonable steps to protect such information; however, DUT does not guarantee that the information will not be disclosed where disclosure is required by law, regulation, or institutional policy.

By submitting a response, respondents acknowledge and accept these conditions.

8. Contact Details

All enquiries relating to this RFI must be directed to the following contact person:

Submission Method Email: Only Bids e-mailed to roq@dut.ac.za will be accepted and considered.

No verbal or written communication with any other staff member of DUT regarding this RFI will be permitted. Failure to comply with this requirement may result in disqualification from any future procurement process.