



## REQUEST FOR QUOTATION (RFQ)

RFQ-DUT-25/26

### AUTUMN GRADUATION CEREMONIES 2026

- Midlands : 11 to 13 May 2026, Indumiso Hall, Imbali Campus  
9am, 2pm and
- Durban : 17 to 27 May 2026, (Venue to be Advised)

### PROVISION OF SOUTH AFRICAN SIGN LANGUAGE (SASL) INTERPRETATION SERVICES

#### 1. BACKGROUND AND PURPOSE

The Institution invites suitably qualified and experienced service providers to submit quotations for the provision of South African Sign Language (SASL) interpretation services to support accessibility and inclusivity for Deaf and hard-of-hearing participants during the Autumn Graduation ceremonies.

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#### 2. SCOPE OF SERVICES

The appointed service provider will be required to render professional SASL interpretation services for live, and hybrid autumn graduation ceremonies.

Interpretation services must be provided for the full duration of the graduation ceremonies including any preparatory briefings as required.

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#### 3. TYPE AND LEVEL OF INTERPRETATION

- Interpretation must be provided simultaneously.

- For events exceeding two (2) hours, team interpreting may be required to ensure quality and continuity.
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#### 4. DURATION AND FREQUENCY

- Services may be required on a once-off basis, depending on institutional needs.
  - Event durations range for a full day duration.
  - Interpreters must be available for pre-event setup and coordination.
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#### 5. QUALIFICATIONS AND EXPERIENCE

Service providers must demonstrate the following:

- Accreditation or registration with a recognised professional interpreting body
- A minimum of three (3) years' professional experience in SASL interpretation
- Proven experience in academic, government, or formal institutional environments

Supporting documentation must be submitted with the quotation.

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#### 6. COMPLIANCE AND STANDARDS

The service provider must:

- Comply with applicable accessibility legislation and best practices
  - Adhere to South African Sign Language (SASL) standards
  - Align with the Institution's policies on inclusivity and disability support
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#### 7. CONFIDENTIALITY AND PROFESSIONAL CONDUCT

Interpreters are required to maintain strict confidentiality, professionalism, impartiality, and ethical conduct. Information accessed during assignments may not be disclosed without prior written consent from the Institution.

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#### 8. TECHNICAL AND LOGISTICAL REQUIREMENTS

- The supplier will be responsible for their own transport and meals.

- The Institution will provide event details, access links, and briefing material in advance.
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## 9. DELIVERABLES

The service provider must ensure:

- Professional SASL interpretation for the full duration of the event
  - Punctual attendance and readiness prior to event commencement
  - Compliance with the approved programme and event requirements
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## 10. PRICING AND COST STRUCTURE

Quotations must include:

- Daily rates
  - Overtime rates (if applicable)
  - Any additional costs (e.g. travel, standby time)
  - VAT-inclusive pricing
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## 11. EVALUATION CRITERIA

Quotations will be evaluated based on:

- Relevant experience and qualifications
- Compliance with the specification
- Cost-effectiveness
- Availability and reliability

## 11.1 MANDATORY REQUIREMENTS – PHASE1

- The Tax compliance status PIN (TCS PIN) must be submitted. Should the Bidders tax clearance status not be in order at close of evaluation of the bid, this will lead to invalidation of the bid document. (compulsory)
- Valid Company Registration documents (CIPC)
- Completed form of offer

## 11.2 PRICE AND B-BBEE (80/20) – PHASE 2

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## 12. Submission Details

Service providers are requested to submit:

- A signed quotation
- Proof of accreditation/registration
- Company profile and relevant experience

All quotations must be submitted by Wednesday, 29 April 2026 at 11:00 a.m.

### RFQ Submission

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

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

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