

## REQUEST FOR QUOTATION OF TANGIBLE GOODS

|                                                                                                   |                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Reference No.</b>                                                                              | RFQ No: DUT -41/26                                                                                                                                                          |
| <b>Item Description</b>                                                                           | Supply and delivery of prescribed textbooks for the Department of Civil Engineering and Geomatics at the Durban University of Technology.                                   |
| <b>Closing Date &amp; Time</b><br><br><b>No Late, Hand Delivered submissions will be accepted</b> | 03 June 2026 @ 11h00 am<br><br>NB: Bids should be emailed no later than 10 minutes prior to the closing date and time. Any bids received after 11am will NOT be considered. |
| <b>Bid submission email</b>                                                                       | Roqpc1@dut.ac.za                                                                                                                                                            |
| <b>Procurement &amp; General Enquiries</b>                                                        | Bonga Khuzwayo or Goolam Hoosen<br>bongak@dut.ac.za or hoosen@dut.ac.za                                                                                                     |
| <b>Technical Enquiries (to be completed by end user)</b>                                          | Bonga Khuzwayo or Goolam Hoosen<br>bongak@dut.ac.za or hoosen@dut.ac.za                                                                                                     |
| <b>Compulsory site visit / briefing session (if applicable)</b>                                   | N/A                                                                                                                                                                         |

## 1. INTRODUCTION

The Durban University of Technology invites suitably qualified and compliant service providers to submit quotations for the supply and delivery of prescribed textbooks for the Department of Civil Engineering and Geomatics.

This procurement is undertaken in accordance with the approved DUT Procurement Policy.

## 2 SCOPE OF WORK

### 2.1 Purpose of the Scope

The purpose of this Scope of Work is to clearly define the prescribed textbooks required by the Durban University of Technology, including the expected quantities, editions, delivery requirements, and compliance standards.

The successful service provider shall be required to supply and deliver the specified textbooks to the relevant DUT campus or site in accordance with the requirements outlined in this RFQ.

### 2.3 Scope Description

The appointed service provider or supplier shall be responsible for the full provision of the prescribed textbooks listed in Section 3.

The supplier shall ensure that all books supplied are original, latest edition, authentic, legally sourced, and compliant with applicable copyright and intellectual property requirements.

The supplier shall supply the exact title, author, edition, and quantity specified unless a substitution is approved in writing by DUT before delivery.

### 2.4 Timeframes

The service provider shall:

- Deliver said goods within the stipulated timeframes as indicated in their documentation.
- Notify DUT immediately of any delays.

Time shall be considered of the essence unless otherwise agreed in writing.

### 2.5 Location (For completion by end user)

Delivery / installation of goods shall take place at:

|                    |                   |
|--------------------|-------------------|
| <b>Region</b>      | Durban            |
| <b>Campus name</b> | Steve Biko Campus |

|                                                                                       |                                                                                                                                                                                      |
|---------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Building/Department/floor/room number</b>                                          | S Block                                                                                                                                                                              |
| <b>Physical address</b>                                                               | Department of Civil Engineering and Geomatics<br>Durban University of Technology<br>Steve Biko Campus, Block S6, Level 3, Berea<br>Coordinates: 29°51'09"S 31°0'13"E<br>South Africa |
| <b>Access arrangements must be coordinated with the designated DUT representative</b> | Ms Nokuzola Shinga<br><br>Contact No:<br>031 373 2224<br><br>E-mail Address: shinganh@dut.ac.za                                                                                      |

## 2.6 Variations

No variation to this Scope of Work shall be permitted without:

- Written approval by the relevant delegated authority;

## 2.7 Non-Splitting Clause

The requirement described herein constitutes a single consolidated procurement requirement. Any attempt to split the scope to avoid procurement thresholds is prohibited and constitutes non-compliance.

## 3. TECHNICAL SPECIFICATIONS ( For completion by end-user to complete)

| No. | TITLE                                  | AUTHOR                 | EDITION       | QUANTITY |
|-----|----------------------------------------|------------------------|---------------|----------|
| 1   | DRAWING FOR CIVIL ENGINEERING          | JAN VAN DER WESTHUISEN | 3             | 100      |
| 2   | CONSTRUCTION METHODS                   | ERROL VAN AMSTERDAM    | 2             | 130      |
| 3   | STRUCTURAL MECHANICS                   | RAY HULSE              | Latest        | 150      |
| 4   | ENGINEERING MECHANICS: STATICS         | R.C HIBBELER           | 15 SI Edition | 150      |
| 5   | GENERAL CONDITIONS                     | SAICE                  | 3             | 140      |
| 6   | PRINCIPLES OF GEOTECHNICAL ENGINEERING | BRAJA M DAS            | 10            | 150      |

| No. | TITLE                                                            | AUTHOR                   | EDITION | QUANTITY |
|-----|------------------------------------------------------------------|--------------------------|---------|----------|
| 7   | CONSTRUCTION MATERIALS CIVIL ENGINEERING                         | ERROL VAN DER WESTHUISEN | 2       | 150      |
| 8   | REINFORCED CONCRETE DESIGN SANSSI992-I-I:2025                    | GREG PARROT              | Latest  | 50       |
| 9   | STRUCTURAL STEEL DESIGN                                          | GREG PARROT              | Latest  | 150      |
| 10  | SOUTHERN AFRICAN STEEL CONSTRUCTION HANDBOOK (2016 THE RED BOOK) | SAISC                    | Latest  | 50       |

- The books supplied must match the title, author, edition, and quantity specified in Section 3.
- Where the latest edition is requested, the supplier must clearly state the edition and year being quoted.
- All books must be new, unused, original, and legally sourced.
- Counterfeit, unauthorised, photocopied, pirated, damaged, or materially defective books will not be accepted.
- The quoted price must include all delivery, packaging, handling, insurance, duties, and incidental costs.

## 5. EVALUATION CRITERIA

### 5.1 COMPULSORY DOCUMENTS (Phase I)

Failure to submit compulsory documentation and compliance with specification will result in disqualification.

Suppliers **must** submit:

1. Valid Tax Compliance Status PIN (TCS PIN)
2. Signed Form of Offer (Section 6)
3. Signed Declaration of Interest (see Annexure A to D)
4. Proof of Authorised Reseller Agreement / Partnership Certificate
5. Minimum two customer references / Tax invoices and corresponding Purchase Orders were delivery and/or installation of similar goods have been concluded
6. Company Registration documents
7. The service provider must provide supporting documentation (e.g. datasheets or OEM certificates) confirming compliance with the specifications in Section 3, above.

**NB: The University will only consider service providers with proven relevant experience, capacity, and technical expertise in the required goods/services; general dealers or intermediaries without demonstrable capability and direct knowledge of the transaction will not be considered.**

## 5.2 PRICE / PREFERENCE - 80/20 System:

Bidders must submit a valid B-BBEE Certificate or Sworn Affidavit non-submission will result in 0 points being awarded for B-BBEE

| Criteria                    | Points |
|-----------------------------|--------|
| Price                       | 80     |
| DUT Specific Goals / B-BBEE | 20     |

### DUT specific goals for B-BBEE points

| Specific Goal                                 |                                                                                                            | 80/20      |              |
|-----------------------------------------------|------------------------------------------------------------------------------------------------------------|------------|--------------|
|                                               |                                                                                                            | 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          |              |
| Enterprise owned by Youth                     | 100% Black Youth owned enterprise                                                                          | 5          | 5            |
|                                               | Minimum 51% black Youth owned enterprise                                                                   | 4          |              |
|                                               | Minimum 25% black Youth owned enterprise                                                                   | 3          |              |
|                                               | 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          | 1            |
|                                               | A cooperative which is at least 51% owned by black people                                                  | 1          | 1            |
|                                               |                                                                                                            |            | <b>20</b>    |

## 6. FORM OF OFFER AND ACCEPTANCE

### PART A – OFFER

#### 6.1. OFFER

The Bidder, identified in the signature block below, hereby offers to supply and deliver the goods and/or render the services described in section 2 and 3 above:

**RFQ No:** \_\_\_\_\_

**Description:** \_\_\_\_\_

to the **Durban University of Technology (DUT)** in accordance with:

- The RFQ document;
- The Scope of Work and Technical Specifications;
- The General Conditions of Contract (Annexures E)

#### 6.2. OFFERED CONTRACT PRICE

**PRICE SCHEDULE (to be completed in by the bidder)**

| No.                    | Item Description | Qty | Unit Price | Amount |
|------------------------|------------------|-----|------------|--------|
|                        |                  |     |            |        |
|                        |                  |     |            |        |
|                        |                  |     |            |        |
|                        |                  |     |            |        |
|                        |                  |     |            |        |
| <b>Total Excl. VAT</b> |                  |     |            |        |
| <b>VAT (15%)</b>       |                  |     |            |        |
| <b>Total Incl. VAT</b> |                  |     |            |        |

Total amount in words (Incl. VAT):

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The offered price includes all supply and delivery, packaging, insurance, duties, installation, incidental costs and is fixed for the duration of the validity period. Remains valid for **60 days** from RFQ closing date.

### 6.3.1 COMPLIANCE DECLARATION

The Bidder certifies that:

- The information provided is true and correct.
- The Bidder is not listed on the National Treasury Restricted Supplier Database or has not previously been blacklisted or failed to supply DUT on a previous contract.
- The Bidder has not engaged in collusive practices.
- The Bidder accepts the General Conditions of Contract.
- No contract exists until an official DUT Purchase Order is issued.

The Bidder acknowledges that:

- This RFQ constitutes a single consolidated procurement requirement.
- Splitting of procurement to avoid threshold controls is prohibited.
- DUT reserves the right to cancel the RFQ if threshold irregularities are detected.

The Bidder confirms that DUT is authorised to verify:

- I. Supplier registration status prior to award and prior to payment.
  - II. Banking details
  - III. Tax compliance status
  - IV. Restriction status
- The Bidder acknowledges that an inactive or non-compliant status may result in disqualification.

In accordance with the Protection of Personal Information Act (POPIA) the Bidder confirms that:

- All personal information submitted is lawfully obtained.
- Appropriate consent has been secured.
- The Bidder shall:
  - I. Safeguard personal data received from DUT;
  - II. Implement reasonable technical and organisational measures;
  - III. Notify DUT of any data breach.

The Bidder indemnifies DUT against loss arising from unlawful data processing attributable to the Bidder.

### 6.3.2 SIGNATURE OF BIDDER FOR COMPLIANCE TO SPECIFICATION, DECLARATIONS AND OFFER

|                                                  |                                                |
|--------------------------------------------------|------------------------------------------------|
| Name of Bidder                                   |                                                |
| Email address                                    |                                                |
| Contact numbers:                                 |                                                |
| Company Registration Number                      |                                                |
| VAT Number (If applicable)                       |                                                |
| Authorised Representative Name                   |                                                |
| Capacity                                         |                                                |
| Central Supplier Database Reg No (If Applicable) | MAAA.....<br><br>CSD UNIQUE NUMBER (36 digits) |
| Authorised signatory                             |                                                |
| Date                                             |                                                |

**6.4 PART B – ACCEPTANCE (To be completed by DUT only if form of offer and bid is accepted)**

By signing this Form of Acceptance, DUT accepts the Bidder's Offer subject to:

- Budget confirmation;
- Verification of compliance documents;
- Issuance of an official Purchase Order.

Acceptance is conditional upon:

- No material deviation;
- Confirmation of tax compliance;
- Compliance with DUT governance frameworks.

Accepted on behalf of:

**Durban University of Technology**

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

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

Date: \_\_\_\_\_

RFQ No: \_\_\_\_\_

Purchase Order No (to be issued): \_\_\_\_\_

## **ANNEXURES- DURBAN UNIVERSITY OF TECHNOLOGY**

### **PURPOSE OF THIS ANNEXURE PACK**

This Governance Annexure forms an integral part of all DUT RFQs issued.

The purpose is to:

- Strengthen procurement integrity
- Ensure compliance with DUT policy and DHET governance framework
- Protect the institution from unauthorised commitments
- Support UIFW prevention
- Enhance transparency and ethical procurement conduct

These Annexures is mandatory and non-negotiable.

### **ANNEXURE A - CERTIFICATE OF INDEPENDENT BID DETERMINATION**

*The Bidder certifies that:*

1. The quotation has been independently determined.
2. No agreement exists with any competitor regarding:
  - Price
  - Market allocation
  - Submission or non-submission of quotation
3. The Bidder has not engaged in collusive or anti-competitive conduct.
4. The Bidder complies with the Competition Act 89 of 1998.

The Bidder acknowledges that false declaration may result in:

- Disqualification
- Contract termination
- Restriction from future procurement participation

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

**Date:** \_\_\_\_\_

## **ANNEXURE B - UIFW (UNAUTHORISED, IRREGULAR, FRUITLESS & WASTEFUL EXPENDITURE) ACKNOWLEDGEMENT**

The Bidder acknowledges DUT's internal financial governance framework aimed at preventing:

- Unauthorised expenditure
- Irregular expenditure
- Fruitless and wasteful expenditure

The Bidder confirms:

1. No work shall commence without a valid DUT Purchase Order.
2. No variation shall be implemented without written approval aligned to Delegation of Authority.
3. Services rendered without authorisation may not be paid.
4. The Bidder shall not rely on verbal instructions.

DUT shall not be liable for commitments made outside approved procurement processes.

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

**Date:** \_\_\_\_\_

## **ANNEXURE C \_ PROCUREMENT ETHICS AND CONDUCT DECLARATION**

The Bidder confirms that:

- Neither the entity nor its directors are listed on any restricted supplier database.
- No director has been convicted of fraud or corruption related to procurement.
- The entity complies with ethical procurement practices.
- No attempt has been made to improperly influence DUT officials.

The Bidder acknowledges that DUT reserves the right to conduct due diligence screening.

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

**Date:** \_\_\_\_\_

**ANNEXURE D \_ DUT CONFLICT OF INTEREST DECLARATION**

RFQ No: \_\_\_\_\_

**1. PURPOSE**

To ensure transparency and compliance with Section 217 of the Constitution and DUT's governance frameworks, all bidders must declare any relationship or conflict of interest.

**2. BIDDER DETAILS**

Full Name of Bidder / Company: \_\_\_\_\_

Company Registration Number: \_\_\_\_\_

VAT Registration Number: \_\_\_\_\_

CSD Number: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**3. EMPLOYMENT BY THE DUT OR THE STATE**

Are you or any person connected with the bidder:

3.1 Employed by the State?

☐ YES ☐ NO

3.2 Employed by DUT?

☐ YES ☐ NO

If YES, provide details:

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**4. RELATIONSHIP WITH DUT EMPLOYEES OR COUNCIL MEMBERS**

Do you or any director/shareholder/member have:

- Any family relationship with DUT employee?  
☐ YES ☐ NO
- Any relationship with a person involved in evaluation of this process?  
☐ YES ☐ NO

If YES, provide details:

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## 5. PRIOR BUSINESS WITH DUT

Have you or your directors conducted business with DUT in the past 12 months?

☐ YES ☐ NO

If YES, provide details:

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## 6. DIRECTORS / SHAREHOLDERS DETAILS

| Full Name | ID Number | Tax Number | Employee Number (if applicable) |
|-----------|-----------|------------|---------------------------------|
|           |           |            |                                 |
|           |           |            |                                 |
|           |           |            |                                 |
|           |           |            |                                 |

(Attach additional page if necessary)

## 7. DECLARATION

I, the undersigned, hereby declare that:

- The information furnished above is true and correct.

- I understand that failure to disclose conflicts may result in:
  - Disqualification;
  - Contract cancellation;
  - Recovery of damages;
  - Reporting to National Treasury.

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

Name: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_