



REQUEST FOR QUOTATION FOR HIRE OF GRADUATION VENUE

Reference No.	RFQ-DUT-48/26
Item Description	Hire of Venue for Spring graduation
Closing Date & Time No Late, Hand Delivered submissions will be accepted	03 July 2026 by 11am NB: Bids should be emailed no later than 10 minutes prior to the closing date and time. Any bids received after 11 h 00 am will NOT be considered.
Bid submission email	roq@dut.ac.za
Procurement & General Enquiries	govendp@dut.ac.za
Compulsory site visit / briefing session (if applicable)	Add N/A if not required

1. INTRODUCTION

Durban University of Technology invites suitably qualified and compliant service providers to submit quotations for the hire of graduation venue for the Spring Graduation to be held on 16 and 17 September 2026. 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 requirements required by the Durban University of Technology (DUT), the expected outputs, performance standards, and delivery requirements. The University hosts graduation ceremonies annually to confer qualifications upon graduating students. These ceremonies attract large audiences, including graduates, academic staff, executive leadership, and invited guests.

The selected venue must therefore be of an appropriate standard, accessible, and capable of supporting multiple sessions over consecutive days.

2.1 Scope Description

The appointed service provider will be required to provide a venue that can accommodate graduation ceremonies, including all necessary facilities, infrastructure, and support services for the duration of the event.

3. VENUE REQUIREMENTS

3.1 Capacity

- Seating capacity for a minimum of:
 - 350 graduates per session x 3 sessions per day
 - 3 guests (family and friends) per graduate
 - Academic procession and stage party (60 persons per session)
- Provision for overflow seating and screening (100 persons)

3.2 Layout and Setup

- Auditorium or hall-style seating with clear sightlines
- Stage suitable for formal ceremonies, including:
 - Podium/lectern
 - Seating for academic procession
 - Space for certificate/diploma/degree handover
 - Tables x square for registration x 10 tables

- Round tables for catering x 25 tables
- Tablecloths (to be changed daily) for the round tables in the catering areas
- 400 plastic chairs for graduate seating
- 1500 padded chairs for graduate guest seating
- Chairs for the various dining areas

3.3 STAGE

- 24m (w) x 9m (d) x 1m (h) skirted in black with steps and ramp on either side
- Stage certification
- Rigging Certificate
- Black Gabardine curtaining as backdrop inclusive of trussing and chainblocks
- 70 chairs on stage (padded chairs)
- Podium (DUT to provide)

- Designated areas for:
 - Registration/graduate seating issue
 - Graduates' assembly
 - Media and photography
 - VIP holding area
 - Academic procession lining
 - Graduate gown hire issue
 - Catering (Processional catering x 80 persons)
 - Support staff catering (ushers inclusive) x 80 persons
 - Media and Joc room catering (20 persons)
 - Meeting rooms x 5 (maximum holding room x 2 persons)
 - Kitchen for serving of meals (all meals will be prepared by the DUT's Hotel School/Rendezvous Food and Nutrition programme/students)

TECHNICAL REQUIREMENTS

3.4 Audio-Visual

- High quality Wifi/network
- Projection screens and projectors
- Live-streaming capability (advantageous)
- Lighting suitable for stage and photography
- Screening facilities in overflow room

3.5 Power Supply

- Reliable electrical supply with backup generator

- Sufficient power points for event production equipment

3.6. ACCESSIBILITY AND COMPLIANCE

- Fully accessible venue for persons with disabilities
- Provision for:
 - Wheelchair access and seating
 - Accessible restrooms
 - Sign language interpreter positioning (if required)
- Compliance with health and safety regulations
- Valid occupancy certificates and insurance

3.7. LOCATION AND PARKING

- Venue must be located within the city for ease of access
- Adequate parking for:
 - Graduates
 - Guests
 - Staff and service providers
- Dedicated VIP parking area
- Safe and secure parking facilities

3.8. SECURITY REQUIREMENTS

- On-site security personnel
- Access control at entrances
- Crowd management capability
- Emergency evacuation procedures

3.9. SUPPORT FACILITIES

- Adequate restroom facilities
- Changing/dressing rooms for graduates
- Catering space or designated catering areas
- Storage space for regalia and equipment

3.10. EVENT DURATION AND AVAILABILITY

- The venue must be available for:
 - Setup: 14 September 2026 to 15 September 2026

- Event days: 16 September 2026 and 17 September 2026, 3 sessions per day
- Breakdown: 9am, 2pm and 6pm
- Flexibility for rehearsals prior to the event

3.11. CLEANING AND MAINTENANCE

- Pre-event and post-event cleaning services
- Waste management facilities
- Maintenance staff on standby during events

2.12. BRANDING AND SIGNAGE

- Permission to install institutional branding
- Space for banners, directional signage, and backdrops
- No conflicting branding within the venue (unless approved)

3.13. COSTING REQUIREMENTS

Service providers must provide a detailed cost breakdown including:

- Venue hire (per day/session)
- Technical equipment -
- Staffing and support services
- Security and cleaning
- Any additional costs

3.14. EVALUATION CRITERIA

Submissions will be evaluated based on:

- Compliance with specifications
- Capacity and suitability of venue
- Cost-effectiveness
- Accessibility and location
- Previous experience hosting large-scale events

3.15 SUBMISSION REQUIREMENTS

Interested service providers must submit:

- Company profile
- Proof of experience (similar events)
- Venue layout and images
- Compliance certificates

- Pricing proposal

3.16. TERMS AND CONDITIONS

- The University reserves the right to accept or reject any submission.
- All services must comply with institutional policies and procurement procedures.
- The service provider must enter into a formal agreement prior to the event.

3.17. HEALTH AND SAFETY SUPPORT

- Health and Safety plans
- Public Liability insurance
- Emergency medical care support inclusive of ambulance on site
- Backup indoor/outdoor contingency plans

3.18 Timeframes

16 and 17 September 2026 – the venue shall be required 2 days prior in order to set up and 1 day after for break down.

3.19 Variations

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

- Written approval by the relevant delegated authority;

4. EVALUATION CRITERIA

4.1 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 5 page 8 to 10)
3. Signed Declaration of Interest (see Annexures A to D – page 12 to 17)
4. Proof of experience for similar events - Minimum two customer references / Tax invoices and corresponding Purchase Orders were delivery and/or installation of similar goods have been concluded or portfolio of evidence
5. Detailed Venue layout and images – the DUT graduation committee will visit the shortlisted venues

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

4.2 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
			20

5. FORM OF OFFER AND ACCEPTANCE

PART A – OFFER

5.1. 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;

5.2. OFFERED CONTRACT PRICE

PRICE SCHEDULE (to be completed in by the bidder)

No.	Item Description	Qty	Unit Price	Amount
Total Excl. VAT				
VAT (15%)				
Total Incl. VAT				

Total amount in words (Incl. VAT):

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.

5.3.1 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.

5.3.2 SIGNATURE OF BIDDER FOR COMPLIANCE TO SCOPE OF WORK AND 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..... CSD UNIQUE NUMBER (36 digits)
Authorised signatory	
Date	

5.4 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:

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:

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:

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: _____