



REQUEST FOR QUOTATION FOR SUPPLY OF TANGIBLE GOODS

Reference No.	RFQ-DUT-53/26
Item Description	Appointment of a B-BBEE advisory and compliance support service provider for a period commencing as soon as onboarding is complete.
Closing Date & Time No Late, Hand Delivered submissions will be accepted	03 August 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	Phindilek1@dut.ac.za
Compulsory site visit / briefing session (if applicable)	N/A

1. Introduction

DUT hereby invites suitably qualified and experienced service providers to submit quotations for the provision of B-BBEE Advisory and Compliance Support Services. The successful bidder will assist the organisation in developing, implementing, monitoring, and sustaining its Broad-Based Black Economic Empowerment (B-BBEE) strategy and compliance programme.

2. Objectives

The appointed service provider will be required to:

- Assess the current B-BBEE status of the organisation.
- Develop strategies to improve and sustain the targeted B-BBEE level.
- Provide ongoing advisory and technical support.
- Assist with B-BBEE verification readiness and audit support.
- Build internal capacity through training and stakeholder engagement.

3. Scope of Work

The successful service provider shall, at a minimum, provide the following services:

3.1 Current State Assessment

- Conduct a comprehensive assessment of the organisation's current B-BBEE status.
- Identify compliance gaps and opportunities for improvement.
- Submit a Current State Report with recommendations.

3.2 B-BBEE Strategy Development

- Develop a B-BBEE Strategy and Implementation Plan.
- Produce scenario reports outlining various compliance options.
- Develop measurable milestones and performance indicators.

3.3 Verification and Audit Support

- Prepare the organisation for annual B-BBEE verification.
- Liaise with the verification agency.
- Respond to verification queries.
- Review supporting documentation.
- Identify and mitigate compliance risks.

3.4 Committee Establishment and Governance

- Establish and facilitate a B-BBEE Committee.
- Develop committee terms of reference.
- Prepare meeting agendas and reports.
- Monitor implementation of committee resolutions.

3.5 Training and Capacity Building

- Conduct B-BBEE awareness and technical training.
- Develop user-friendly guidance documents.
- Train key stakeholders on legislative and compliance requirements.

3.6 Policy Development

Review, develop and/or update organisational policies relating to:

- Procurement
- Supplier Development
- Skills Development
- Enterprise and Supplier Development
- Socio-Economic Development
- Employment Equity and Management Control

3.7 Procurement and Supplier Development

- Analyse procurement expenditure.
- Identify opportunities to improve procurement recognition.
- Assist with supplier engagement and compliance improvement.
- Support implementation of preferential procurement initiatives.

3.8 Skills Development

- Develop Skills Development strategies.
- Support Workplace Skills Plan (WSP) and Annual Training Report (ATR) submissions.
- Identify learnership, bursary and SETA opportunities.

3.9 Enterprise & Supplier Development (ESD)

- Identify qualifying ESD initiatives.
- Monitor implementation.
- Assist with beneficiary reporting and impact measurement.

3.10 Socio-Economic Development (SED)

- Identify qualifying SED initiatives.
- Measure impact.
- Recommend cost-effective interventions aligned with organisational objectives.

3.11 Reporting

Provide:

- Monthly progress reports.
- Quarterly Executive Reports.
- Annual B-BBEE compliance report.
- Risk reports.

- Annual submission support where applicable.

3.12 Ongoing Advisory Support

- Telephonic support.
- Email support.
- On-site support visits (minimum twice per month or as agreed).

4. Deliverables

The successful bidder shall provide:

- Current State Assessment Report
- Strategy Report
- Scenario Report
- Monthly Progress Reports
- Quarterly Executive Reports
- Risk Register
- Committee Reports
- Training Material
- Updated Policies
- Verification Readiness File
- Final Annual Report

5. Minimum Requirements

Interested service providers should demonstrate:

- Proven experience in B-BBEE advisory services.
- Relevant professional qualifications.
- Experience with public sector and/or higher education institutions (preferred).
- Track record of successful B-BBEE verification support.
- Availability of qualified consultants.

Payment will only be made upon submission of monthly progress reports with details on work that was successfully completed during the month.

6. EVALUATION CRITERIA

6.1 COMPULSORY DOCUMENTS (PHASE 1)

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

Suppliers **must** submit:

- Valid Tax Compliance Status PIN (TCS PIN)
- Signed Form of Offer (Section 5)
- Signed Declaration of Interest (see Annexures A to D)
- Company Registration documents

6.2 PHASE 2 - FUNCTIONALITY (100 POINTS)

- Company profile with Track record of successful B-BBEE verification support –
 - a) comprehensive with details on previous and current experience (full points of 25),
 - b) if the company profile is not detailed and lacks the above (12 points)
- Detailed methodology and approach aligned to above requirements
 - a) Detailed and includes information on how the bidder will handle the methodology of obtaining information from the various stakeholders and is aligned to the scope of work – 20 points
 - b) Methodology is not detailed and is not aligned to the scope of work – 10 points
- Project implementation plan – 10 points
- CVs of Project Manager with relevant professional qualifications –detailed CV, with relevant qualification and minimum 5 years experience in B-BBEE advisory services - 15 points (no part points will be awarded)
- At least three (3) (contactable) letters of references / contract agreements / letter of appointments / completion certificates where the provider has had experience with public sector and/or higher education institutions (preferred) (must be for different customers) – 30 points (10 points each).

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

6.3 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

7. FORM OF OFFER AND ACCEPTANCE

PART A – OFFER

7.1. 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.

7.3.1 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.

7.3.2 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	

7.4 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: _____