

REQUEST FOR QUOTATION FOR THE SUPPLY OF SOFTWARE LICENCES AND SUPPORT SERVICES

Reference No.	RFQ No: DUT 51/26
Item Description	Supply, activation and support of educational surveying and geospatial data processing software licences for the Department of Civil Engineering and Geomatics at the Durban University of Technology for a period of three years.
Closing Date & Time No Late, Hand Delivered submissions will be accepted	25 August 2026 @ 11h00 am 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	FisaniF@dut.ac.za
Procurement & General Enquiries	Bonga Khuzwayo or Goolam Hoosen bongak@dut.ac.za or hoosen@dut.ac.za
Technical Enquiries	Suvir Rampursad suvirr@dut.ac.za
Compulsory site visit / briefing session (if applicable)	N/A

1. INTRODUCTION

The Durban University of Technology invites suitably qualified and compliant service providers to submit quotations for the supply, activation and support of educational surveying and geospatial data processing software licences for the Department of Civil Engineering and Geomatics for a period of three years.

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 define the minimum functional, licensing, support and compliance requirements for educational surveying and geospatial data processing software required by the Durban University of Technology.

The successful service provider shall supply the required software licences, complete all necessary activation and provide technical assistance and support in accordance with the requirements of this RFQ.

2.2 Scope Description

The appointed service provider shall supply educational surveying and geospatial data processing software licences that comply with the minimum requirements in Section 3.

The licensing arrangement must provide uninterrupted authorised use for a total period of three years. Where annual subscriptions are proposed, the bidder must include all subscription costs required to maintain continuous access for the full three year period.

The software must be lawfully licensed for teaching, learning and academic research. The supplier must provide all licence activation information and reasonable technical assistance required to make and keep the software operational during the licence period.

Alternative or equivalent software solutions will be accepted, provided that the bidder demonstrates compliance with all minimum requirements. Additional functionality may be offered and must be identified separately as value-added functionality.

2.3 Timeframes

The service provider shall:

- Activate and make the required software licences available within the implementation period stated in the bidder's quotation and accepted by DUT.
- Notify DUT immediately of any delays.

- Ensure that the three-year licence period commences only once the licences have been successfully activated and made available to DUT, unless otherwise agreed in writing.

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

2.4 Location

Software activation, implementation and any required support shall be coordinated through:

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

2.5 Variations

No variation to this Scope of Work shall be permitted without the written approval of the relevant delegated authority.

2.6 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

No.	ITEM DESCRIPTION	QUANTITY
I	THREE-YEAR EDUCATIONAL SURVEYING AND GEOSPATIAL DATA PROCESSING SOFTWARE LICENCE PACKAGE FOR A MINIMUM OF 70 STUDENT USERS, INCLUDING LICENCE ACTIVATION, SOFTWARE MAINTENANCE, SOFTWARE UPDATES, TECHNICAL SUPPORT AND USER ASSISTANCE FOR THE FULL LICENCE PERIOD.	70

The bidder must quote a single, complete price for the provision of the software licence package for a minimum of 70 student users over the full three year period. The bidder must clearly state the licensing model, the total number of users provided, and any additional functionality or user capacity included in the offer.

The offered price must include all licence, subscription, activation, maintenance, software update, technical support, user assistance and incidental costs required to provide continuous access for a minimum of 70 student users over the full three year licence period. The offered price must remain valid for 60 days from the RFQ closing date.

The software shall provide educational surveying and geospatial data processing functionality for a minimum of 70 student users for a continuous period of three years. It shall support the processing and management of conventional survey and geospatial data, including data obtained from total stations, GNSS equipment and digital levels, together with the exchange or export of geospatial data for use with commonly used GIS applications. The supplier shall provide licence activation, software maintenance, software updates and technical support throughout the licence period. Additional functionality and user capacity may be offered and shall be clearly identified in the quotation.

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
			20

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
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.

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..... 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:

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 applicable (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: _____

