



BID DOCUMENT FOR SUPPLY OF NEW VW VEHICLES (applicable only to authorised VW Dealerships)

Reference No.	RFB-DUT-25-26
Item Description	Purchase of VW vehicles as per list below.
Closing Date & Time No Late, Hand Delivered submissions will be accepted	28 August 2026 by 11am.
Bid submission details	Bidders must email their bid submissions to tenders@dut.ac.za
Procurement & General Enquiries	govendp@dut.ac.za
Compulsory site visit / briefing session (if applicable)	N/A

1. INTRODUCTION

Durban University of Technology invites VW dealerships to submit bids for the supply, delivery with on the road costs of various VW models, as per specification below. 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 vehicles required by the Durban University of Technology (DUT) and delivery requirements. The successful service provider shall be required to deliver the specified vehicles to the relevant DUT campus/site (in consultation with central stores unit) in accordance with the requirements outlined herein.

2.2 Scope Description

- Provide standard vehicle manufacturer warranties and service plan.
- Goods delivered in full and in working condition and must be brand new (**2nd hand or demo vehicles will not be accepted**)
- Vehicles manuals
- Signed delivery note and handover documentation.

NB: Failure to meet deliverables may result in non-payment or remedial action.

- All vehicles to be delivered standard with specification as per **section 3**
 - a) Air-conditioning
 - b) Radio
 - c) Standard White in color

2.3 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.

2.4 Location

Delivery / installation of goods shall take place at:

Region	Durban
Campus name	Steve Biko Campus

Building/Department/floor/room number	Aaron Court
Physical address	Steve Biko Road .
Access arrangements must be coordinated with the designated DUT representative	Ms.: Bonisiwe Mbatha Contact No: E-mail Address:

2.5 Variations

No variation to this Scope of Work shall be permitted.

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	Specification Requirement	Qty	Bidder to provide a detailed specification for each vehicle Bidder to confirm compliance to specification (Yes / No).
I.	VW Caddy Maxi Kombi 2.0 TDI Manual 5-seater Diesel Side Doors to slide	including on the road costs, pre-delivery license and Registration, Smash and Grab (Luma 100 Micron) Aircon, reverse camera Alarm central locking and Tow bar (fully fitted)	1	

No.	Item Description	Specification Requirement	Qty	Bidder to provide a detailed specification for each vehicle Bidder to confirm compliance to specification (Yes / No).
2	VW Polo Sedan 1.6 Auto	Including on the road costs, Pre-delivery license and Registration Smash and Grab (100 Micon Luma) Air-conditioning Radio Alarm Central locking Reverse view camera	3	
3	VW crafter 50 Auto 22 Seater XLWB	Including on the road costs, Pre-delivery license and Registration Smash and Grab(Luma 100 Micon) Air-conditioning Radio Alarm Central locking Towbar Reverse view camera Seat Conversion 3 Point Safety belts Anti-slip floors USB type C charging ports 10 units	5	

DUT reserves the right to reduce the quantity requested depending on the available budget

4. EVALUATION

All bids will be evaluated according to the following:

4.1 COMPULSORY DOCUMENTS (PHASE 1)

Failure to submit compulsory documentation will result in disqualification and bidders **will not proceed** to Phase 2.

Suppliers **must** submit:

1. Valid Tax Compliance Status PIN (TCS PIN)
2. Signed Form of Offer (#5)
3. Signed Standard bidding documents (Refer Annexure A to D – page 9 to 13)
4. Proof of a VW **Dealer Agreement or Franchise Agreement**
5. Company registration documents

4.2 QUALITY AND FUNCTIONALITY – PHASE 2

- 4.2.1 Compliance to technical specification, after sales support, details of warranty information, service and maintenance, contact details - 80 points (Dealerships who do not comply with specifications will be awarded 0 points)
- 4.2.2 List of current customers (not more than two years old) – 20 points

NB: The University will only consider VW dealerships; general dealers or intermediaries without demonstrable capability and direct knowledge of the transaction will not be considered.

Bidders must comply with full specification and obtain a minimum of 80 points to be evaluated in Phase 3.

4.3 PRICE / PREFERENCE - 80/20 System:

Bidders must submit a valid B-BBEE Certificate or 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 vehicles and/or render the services described in section 2 and 3 above:

Bid No: RFB-DUT-25-26

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
	All inclusive pricing for the vehicles			

Total Excl. VAT				
VAT (15%)				
Total Incl. VAT				

The dealership must provide a separate detailed quotation. Remains valid for 120 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 bid constitutes a single consolidated procurement requirement.
- Splitting of procurement to avoid threshold controls is prohibited.
- DUT reserves the right to cancel the bid 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 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: _____

Bid No: RFB-DUT-25-26

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:

- Unauthorized 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 authorization 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

BID No: RFB-DUT-25-26

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 (SOUTH AFRICAN GOVERNMENT)

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)

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(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: _____