

BID DOCUMENT

Reference No.	RFQ-DUT-56/26
Item Description	Appointment of a service provider: A) Provide the education tour for Tourism students for FY2026 as per pricing.
Closing Date & Time No Late, Hand Delivered submissions will be accepted	27 th August 2026 @ 11h00 NB: Bids should be emailed no later than 10 minutes prior to the closing date and time. Any bids received after 11h00 am will NOT be considered. The onus is on bidders to ensure they have the submission link.
Procurement & General Enquiries	colinp@dut.ac.za
Specification related Enquiries	Ms Raeesah Khan RaeesahKI@dut.ac.za
Compulsory site visit / briefing session (if applicable)	N/A
Bid Submission email	Quotes must be emailed to roq@dut.ac.za

1. INTRODUCTION

Durban University of Technology invites suitably qualified and experienced service providers to submit bids for the:

- A) For educational tour for second year tourism students in 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 submission is to request approval for the procurement of a service provider to facilitate an educational tour for second-year Diploma in Tourism students, scheduled for 07 September 2026, using a formal procurement process with application of a shortened tender period due to operational urgency. **Payments will only be done as and when the provider provides proof that bookings were made and submits a valid invoice.**

2.1 Scope Description

The Diploma in Tourism programme integrates **experiential learning** as a core component of its curriculum. The proposed educational tour is designed to complement theoretical instruction by providing practical exposure to tourism operations, destination management, and sustainability practices.

The tour will include approximately **163 students and 5 staff members**, travelling by bus covering key tourism destinations in Cape Town and **Oudtshoorn (Garden Route)**.

Required:

- a) 3 x 60-seater luxury buses with Tour guides as per itinerary below
- b) 3 x Tour guides
- c) Meals for drivers and tour guides must be included in the costs.
- d) Arrange 2 x 1lt water per day for **168** DUT staff and students
- e) The accommodation will be arranged separately by DUT

The structured activities directly support academic outcomes including:

- Application of tourism theory in real-world contexts
- Understanding socio-economic impact of tourism
- Evaluation of sustainable tourism practices

Detailed scope of work:**DAY 1: DURBAN TO PE 07 SEPTEMBER 2026**

Early Morning BY 4AM

- Departure from Durban at approximately 04:00 with Packed breakfast (English breakfast with juice must be prepared by appointed provider) for **168** DUT staff and students
- Academic briefing covering domestic tourism routes, inter-provincial tourism flows, and transport logistics in tourism operations

Midday:

- Lunch rest stop in the Eastern Cape **KFC / Steers** must be arranged by appointed provider for **168** DUT staff and students
- Observation exercise focusing on roadside tourism services and facilities

Afternoon:

- Continued travel to the PE for overnight day region
- Check in and dinner **Garden Court Kings beach or closest** (hotels will be booked by DUT separately)

DAY 2 EDUCATIONAL SITE VISIT – 08 SEPTEMBER 2026 FROM PE TO CAPE TOWN

Leave PE at 8am (after breakfast)

Travel to CT

Lunch stop with lunch at Steers, KFC, Fresh stop (Lunch must be arranged by provider for **168** DUT staff and students.

Evening:

- Arrival and check-in **Anew Hotel Green Point or any other hotel nearby (hotel to be advised by DUT)**

DAY 3: CAPE TOWN – HERITAGE, POLITICAL AND URBAN TOURISM - 09 SEPTEMBER 2026

Morning: Breakfast – hotel finish breakfast by 06h30am

- Robben Island Tour addressing political tourism, heritage site management, and human rights tourism (entry tickets to be arranged by Service provider for **I68** DUT staff and students)

Lunch:

- V&A Waterfront (Steers 1 meal with juice) must be arranged by appointed provider
- Observation task on tourism precinct management and visitor services integration

Afternoon:

- City Tour

Back to hotel

Evening:

- Dinner at hotel (Dinner, accommodation to be arranged by DUT directly)

DAY 4: CAPE TOWN – NATURE-BASED AND SCENIC TOURISM – 10 SEPTEMBER 2026

Morning: Breakfast completed by 06h30

- Table Mountain Cableway focusing on destination branding, environmental management, and visitor impact - (entry tickets to be arranged by Service provider for **I68** DUT staff and students)

Late Morning:

- Chapman's Peak Drive – Scenic route tourism and infrastructure planning

Afternoon:

Late Lunch – (**KFC**) must be arranged by appointed provider on the road to destinations below

- Cape Point and Cape of Good Hope – Conservation tourism in protected areas (entry tickets to be arranged by Service provider for **I68** DUT staff and students)
- Boulders Beach Penguin Colony – Wildlife tourism management and conservation funding
- Return to Hotel for Dinner

Day 5 CHECK OUT OF HOTEL – CT TO OUDSTHOORN FOR AFTERNOON TOUR

Leave by 04h30 with appointed provider arranging English breakfast on the bus for **168** DUT staff and students.

Lunch near Oudsthoorn KFC or steers or any fast food

Afternoon tour to Cango caves (entry tickets to be arranged by Service provider for **168** DUT staff and students)

Check into hotel dinner at hotel which will be at Plettenberg bay – Hotel

DAY 6 – LEAVE PLETTENBERG BAY TO DURBAN

- LEAVE HOTEL BY 6AM – packed English BREAKFAST on the bus for **168** DUT staff and students (to be arranged by appointed service provider
- Stop for lunch KFC / Steers -rest top (not more than 45 minutes.
- Continue to Durban
- Arriving at Durban Ritson road campus.

3. EVALUATION CRITERIA

3.1 COMPULSORY DOCUMENTS (Phase 1)

Failure to submit compulsory documentation will result in disqualification and will not be evaluated in Phase 2.

Suppliers **must** submit the following documentation:

I/We have attached to this document:
• Form of Tender Duly Completed • The valid Tax compliance status PIN (TCS PIN) must be submitted. • Should the preferred bidder's Tax Compliance Status be found non-compliant at the time of final verification for award, the bidder will be afforded a maximum of seven (7) calendar days from the date of written notification to remedy their non-compliant status with SARS. Failure to remedy the non-compliant tax status within the stipulated seven (7) calendar days will result in the immediate and automatic disqualification of the bid, which will be deemed non-responsive • Valid Company registration documents (CIPC) - Issued by CIPC on the prescribed form

Service providers must have the Financial capability to undertake the bookings without requesting DUT to pay a deposit. DUT will only pay upon confirmation of bookings and applicable entrance fees.

A complete set of the latest compiled, audited or reviewed annual financial statements (with comparative figures), which should comprise the signed Directors' Report, the signed Auditor's/Independent Reviewer's Report, and with accompanying notes, as per the requirements of the companies act 71 of 2008. (Not more than 2 years old)

In terms of the requirements of the Companies Act 71 of 2008:

1. A private or non-profit company must be **audited if**:
 - **PIS is 350 or more** (regardless of who prepares the financial statements).
 - **PIS is 100 or more but less than 350**, and the financial statements were **internally compiled** (prepared without an independent professional accountant).
2. **Independent Review Based on Public Interest Score (PIS)**
 - A company must undergo an **independent review** if:
 - Its **PIS is 100 or more but less than 350** and its financial statements are **independently compiled** and the company is non-owner managed.
 - Its **PIS is below 100**, unless it qualifies for an **exemption**.

A company is **exempt** from an independent review if:

- It is an **owner-managed company**, meaning **all shareholders are also directors**.
- It **voluntarily opted for an audit**, making a review unnecessary.
- The company **falls under a category requiring statutory audits** (e.g., public companies and SOCs).

Valid proof of IATA certification

Proof of valid Public liability insurance

A valid Bus operating License issued by the Department of Transport (certificate) for the hire of buses

3.2 Phase 2: Quality and Functionality

I. Relevant Experience (30 Points)

Requirement	Points
5 educational tourism projects completed (5 points each)	25
Each reference must be from a different organisation.	

Required Evidence:

- Appointment letters Or Purchase orders with
- Signed reference letters or Completion certificates (signed by the customer)

DUT reserves the right to verify the above references.

2. Capacity and Resources (20 Points)

Requirement	Points
Dedicated tour manager, 3 x tour guides, logistics team, emergency support team	20
Adequate resources with minor gaps (Only 4 of the above resources available)	15
Limited resources (only 3 resources of the above are available)	8
No evidence submitted	0

Required Evidence:

- Organogram
- CVs of key personnel
- Fleet arrangements or partnerships
- Emergency contact procedures

3. Educational Tour Methodology (25 Points)

Requirement	Points
Comprehensive methodology covering all aspects of logistical arrangements as per scope of work with specific details on how necessary meals, refreshments, entrance fees, etc. (excluding those that will be handled by the hotels. Include payment milestones.	30
Good methodology with minor omissions	18
Basic methodology provided	10
Inadequate or no methodology	0

Required Evidence:

- Proposed itinerary
- Project implementation plan
- Risk management plan
- Student supervision plan

4. Tourism Industry Knowledge (15 Points)

Requirement	Points
Excellent demonstration of tourism sector knowledge and educational outcomes	15
Good understanding demonstrated	10
Limited understanding demonstrated	5
No evidence provided	0

Required Evidence:

- Company profile
- Previous tourism-related projects
- Proposed educational content

5. Financial ratio calculations

ii. Liquidity “Current ratio” (Current Assets to Current Liabilities :	5
If ratio > than 2:1	5
If ratio = 2:1	4
If ratio < 2:1 but not < 1	2
If ratio < 1	0
iii. Operating Cash Flow Ratio (Operating Cash Flow to Current Liabilities)	5
If the ratio is > 1.00	5
If the ratio is > 0.75 and ≤ 1.00	4
If the ratio is > 0.50 ≤ and ≤ 0.74	3
If the ratio is > 0.25 and ≤ 0.49	2
If the ratio is < 0.25	0

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.

Total points for Functionality – 100 points

Bidders must obtain a minimum of 75 points in order to qualify to be evaluated in Phase 3.

3.3 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

The highest scoring bidder will be appointed to:

- A) Provide the education tour for Tourism students for FY2026 as per pricing.

Bidders who have obtained the minimum points in phase 2 will be:

- B) Appointed as a tourism agent for a period of three (3) years (2027 to 2029) to assist with tourism trips for Department of Hospitality and Tourism management.

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 within the agreed timeframes **(not more than 1 month after acceptance of bid)**:

BID No: _____

Description: _____

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

- The Bid document;
- The Scope of Work;
-

5.2. OFFERED CONTRACT PRICE

PRICE SCHEDULE (to be completed in by the bidder)

No.	Item Description	Qty	Unit Price	Amount
I	All inclusive costs Detailed breakdown of costs must be provided.	168		
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.
- 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 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: _____

BID 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

Bid 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: _____