DURBAN UNIVERSITY OF TECHNOLOGY

REQUEST FOR QUOTATION / TERMS OF REFERENCE

APPOINTMENT OF A SANAS-ACCREDITED B-BBEE VERIFICATION AGENCY TO PLAN, COORDINATE AND CONDUCT THE DURBAN UNIVERSITY OF TECHNOLOGY B-BBEE VERIFICATION FOR THE FINANCIAL PERIOD 1 JANUARY 2025 TO 31 DECEMBER 2025

RFQ Number:	RFQ-DUT-53/26
Closing Date:	10 September 2026 by 11am
Measurement Period:	1 January 2025 – 31 December 2025
Anticipated Appointment:	September 2026
Verification Fieldwork:	October - November 2026
Target Final Certification:	December 2026 / January 2027
Client:	Durban University of Technology
Queries	procurement@dut.ac.za
Submissions must be emailed to	procurement@dut.ac.za

1. BACKGROUND AND INSTITUTIONAL CONTEXT

DUT requires an independent B-BBEE verification of its institutional performance for the financial measurement period 1 January 2025 to 31 December 2025.

The University's most recent verification resulted in **70.04 points and Level 6 Contributor Status**. Before application of the YES enhancement, the University was discounted by one level for not meeting the applicable Enterprise and Supplier Development priority-element sub-minimum. The YES initiative subsequently enhanced the final status by one level.

The latest verification also identified specific scorecard characteristics requiring disciplined audit preparation. Supplier Development recorded no recognised contribution, while Enterprise Development achieved its available five points. Preferential Procurement was comparatively strong across several ownership categories.

The 2025 verification must consequently be undertaken through an earlier, more structured audit process incorporating formal planning, evidence coordination, technical clarification, fieldwork, quality assurance and certification.

2. PURPOSE OF THE ASSIGNMENT

The purpose is to appoint a suitably experienced, independent and SANAS-accredited B-BBEE Verification Agency to:

1. plan the FY2025 verification;
2. coordinate the verification process with DUT;
3. issue comprehensive evidence/data requirements;
4. develop an audit programme;
5. conduct independent verification;
6. undertake required sampling, interviews and site verification;
7. communicate preliminary findings and factual exceptions;
8. complete internal quality assurance;
9. issue the final verification report and certificate; and
10. formally close out the engagement.

The Verification Agency shall **not** be appointed to implement DUT's transformation programme or engineer a predetermined B-BBEE outcome.

3. PRINCIPLES GOVERNING THE ENGAGEMENT

The engagement shall be governed by independence, impartiality, evidence-based verification, transparency, auditability, confidentiality and appropriate separation between verification and consulting.

DUT may require the agency to explain the applicable measurement principles and its evidentiary requirements. Such explanation shall not constitute consulting where it relates directly to the conduct and administration of the independent verification.

4. APPLICABLE MEASUREMENT FRAMEWORK

4.1 Applicable Scorecard

DUT is a public higher education institution and has historically been measured as a **Specialised Broad-Based Entity**.

The previous RFQ expressly recognised that DUT uses a specialised scorecard and that, where the specialised scorecard does not prescribe a key measurement principle, applicable principles of the Codes are relevant.

Bidders shall therefore identify in their technical proposal:

- the exact Code/Statement proposed for the FY2025 measurement period;
- the applicable Specialised Entity measurement framework;
- applicable amendments;
- applicable priority elements;
- applicable sub-minimum requirements;
- discounting principles;
- treatment of bonus points;
- treatment of YES enhancement;
- and any material transitional provisions.

DUT will not prescribe an interpretation merely to achieve a preferred outcome.

4.2 Current Scorecard Structure

For planning purposes, the verification should address the scorecard applicable to DUT for the FY2025 period, including at least:

Element	Verification Focus
Management Control	Institutional management representation and applicable governance measures
Skills Development	Recognisable expenditure, bursaries, learnerships, internships, disability expenditure, absorption
Enterprise & Supplier Development	Preferential Procurement, Supplier Development, Enterprise Development and relevant bonus points
Socio-Economic Development	Qualifying contributions and beneficiary requirements
YES	Eligibility and applicable level enhancement

The latest verified result recorded Management Control, Skills Development, ESD and SED as the principal elements tested.

4.3 Legislative and Regulatory Framework

The verification shall be conducted with reference to legislation and regulatory instruments applicable to the measurement period, including:

- Broad-Based Black Economic Empowerment Act, 53 of 2003, as amended;
- applicable Codes of Good Practice and amendments;
- applicable Specialised Entity provisions;
- Higher Education Act, 101 of 1997;
- Skills Development Act;
- Employment Equity Act;
- applicable YES Practice Notes/requirements;
- SANAS accreditation requirements applicable to B-BBEE verification agencies; and
- other binding instruments relevant to the measurement of DUT.

Where new or draft instruments are not legally operative for the FY2025 measurement period, the bidder must distinguish these from instruments legally applicable to the audit.

5. DETAILED SCOPE OF WORK

5.1 Phase 1 – Inception and Verification Planning

Within **five working days** of commencement, the successful bidder shall conduct a formal inception meeting with DUT.

The inception process shall establish:

- verification governance arrangements;
- key contacts;
- evidence owners;
- audit communication protocols;
- escalation procedures;
- institutional systems from which evidence will originate;
- proposed verification timetable;
- audit stages;
- sampling methodology;
- expected interviews;
- campus/site requirements;
- quality assurance process; and
- certificate target date.

Mandatory Deliverable 1:

Verification Inception Report and Approved Verification Project Plan.

The Project Plan must clearly identify responsibilities of the Verification Agency and DUT.

6. COMPREHENSIVE DATA REQUEST AND EVIDENCE PLAN

The successful bidder shall issue a comprehensive **Data Request List/Verification Evidence Matrix** early enough to allow DUT to prepare complete evidence before substantive fieldwork.

The matrix must identify:

Requirement	Required Detail
Scorecard element	Relevant element/sub-element
Data required	Specific information required

Requirement	Required Detail
Supporting evidence	Documentary/source-system evidence
Period	Relevant measurement period
Evidence owner	DUT responsible function
Submission date	Required date
Verification treatment	Desktop/sample/interview/site
Status	Submitted/outstanding/query/accepted

The Verification Agency must avoid unnecessary serial evidence requests where the required information could reasonably have been identified during initial planning.

7. PHASE 2 – PRELIMINARY EVIDENCE COMPLETENESS REVIEW

Before substantive scoring commences, the Verification Agency shall conduct an evidence completeness review.

This stage is intended to identify:

- missing source documentation;
- incomplete datasets;
- inconsistencies between datasets;
- missing declarations;
- expired or invalid supplier credentials;
- incomplete learner information;
- unsupported expenditure;
- missing contracts/agreements;
- incomplete beneficiary information; and
- material reconciliation requirements.

The completeness review shall **not constitute preliminary certification or advisory optimisation**.

Mandatory Deliverable 2: Evidence Completeness and Outstanding Information Register.

8. MANAGEMENT CONTROL VERIFICATION

The agency shall verify applicable Management Control indicators and underlying institutional information.

Testing shall include, where applicable:

- governing body/Council information;
- executive management;
- senior management;
- demographic classifications;
- appointment periods;
- vacancies and acting arrangements;
- disability representation;
- employee information;
- consistency with source HR records; and
- measurement-date treatment.

The bidder must demonstrate familiarity with Management Control verification in the public higher education environment.

9. SKILLS DEVELOPMENT VERIFICATION

Skills Development requires particular technical attention.

The previous verified result recorded **14.46 points**, including 1.89 points for qualifying learning-programme expenditure, 1.45 points for disability-related expenditure, 5.59 and 5.53 points respectively for employee and unemployed-person learnership/internship participation, but zero absorption bonus points.

The Verification Agency shall therefore test, as applicable:

- Skills Development expenditure;
- bursaries and scholarships;
- stipends;
- learnerships;
- apprenticeships;
- internships;
- work-integrated learning;

- unemployed learners;
- learners with disabilities;
- SETA-funded programmes;
- institutional contributions;
- absorption;
- completion evidence;
- programme categorisation;
- Learning Programme Matrix treatment;
- employee versus unemployed learner classification; and
- avoidance of duplicate claims.

Particular attention must be given to the treatment of programmes characteristic of a university environment.

10. ENTERPRISE AND SUPPLIER DEVELOPMENT

This shall constitute a major audit workstream because the latest verification found that DUT failed the relevant ESD priority-element sub-minimum and was consequently discounted before YES enhancement.

10.1 Preferential Procurement

The agency shall verify:

- Total Measured Procurement Spend;
- exclusions;
- supplier populations;
- supplier B-BBEE status;
- procurement recognition;
- EME expenditure;
- QSE expenditure;
- 51% Black-owned suppliers;
- Black women-owned suppliers;
- designated-group suppliers;
- validity of certificates/affidavits;

- supplier classification;
- expenditure reconciliation;
- SAP/financial-system source data; and
- duplicate/incorrect supplier treatment.

The preceding verification demonstrated comparatively strong procurement performance in several ownership categories, including full points for QSE, EME, 51% Black-owned and 30% Black-women-owned procurement measures.

The Verification Agency must therefore ensure that legitimate institutional procurement performance is accurately captured and supported by auditable supplier evidence.

10.2 Supplier Development

The agency shall test all claimed Supplier Development contributions against applicable requirements.

The previous verification recognised **zero Supplier Development points**, which materially contributed to DUT's discounting exposure.

Testing shall include:

- beneficiary eligibility;
- contribution type;
- proof of payment;
- agreements;
- beneficiary ownership;
- development purpose;
- measurement-period recognition;
- quantification;
- qualifying contribution factors; and
- linkage between intervention and qualifying beneficiary.

10.3 Enterprise Development

The agency shall similarly test Enterprise Development contributions and applicable sector-specific programmes.

10.4 Bonus Points

Where claimed, the agency shall verify:

- graduation from Enterprise Development to Supplier Development; and

- job creation arising directly from qualifying ESD interventions.

11. SOCIO-ECONOMIC DEVELOPMENT

The Verification Agency shall test:

- nature of contribution;
- beneficiary profile;
- qualifying status;
- supporting payment records;
- agreements;
- beneficiary confirmations;
- calculation of recognised contribution;
- institutional programme eligibility; and
- treatment of programmes undertaken through DUT structures.

The latest verification recognised the full five available SED points.

12. YES VERIFICATION

Where DUT elects to claim YES recognition, the agency shall independently verify:

- registered target;
- participant eligibility;
- employment/placement evidence;
- completion;
- absorption;
- payroll or other relevant records;
- duration requirements;
- YES confirmation evidence;
- applicable enhancement rules; and
- relationship between the underlying score, discounting and YES enhancement.

The previous verification recorded a one-level YES promotion.

13. INTERPRETATION OF CRITICAL HIGHER EDUCATION QUESTIONS

As part of the bid submission, bidders must provide a concise technical interpretation of the following issues, without undertaking DUT-specific score optimisation:

1. ESD measurement applicable to a Specialised Entity;
2. treatment of bursary stipends;
3. learnership indicator consolidation;
4. treatment of SETA-funded learnership programmes;
5. SED treatment of qualifying health/community facilities;
6. Management Control treatment of Council/governance structures;
7. scholarship and bursary recognition;
8. absorption;
9. supplier-development beneficiary qualification;
10. appropriate treatment of institutional programmes delivered through entities or structures forming part of the DUT environment.

These issues build upon questions included in DUT's previous verification procurement.

The bidder's response shall be assessed for technical understanding and shall not bind DUT or predetermine the ultimate verification conclusion.

14. AUDIT FIELDWORK

The successful bidder shall undertake appropriate:

- desktop verification;
- source-document inspection;
- interviews;
- system interrogation;
- transaction sampling;
- personnel sampling;
- learner sampling;
- beneficiary sampling;
- supplier sampling;

- physical/site verification where necessary; and
- corroboration with independent source information where permissible.

The agency shall maintain a formal sample register.

15. VERIFICATION QUERY MANAGEMENT

The agency shall establish a formal **Verification Query Register** recording:

- query number;
- date raised;
- scorecard element;
- evidence sampled;
- issue identified;
- additional information required;
- DUT responsible person;
- response deadline;
- response received;
- verifier conclusion; and
- status.

Critical queries shall not be allowed to remain unresolved until the final certification stage without escalation.

16. PRELIMINARY FINDINGS

At completion of substantive fieldwork, the agency shall conduct a preliminary findings meeting.

The meeting shall distinguish between:

Category A	**Factual discrepancy**	Examples include incorrect headcount, duplicate supplier, incorrect transaction amount or omitted legitimately existing source document.
Category B	**Evidence insufficiency**	The claim is not adequately substantiated.
Category C	**Interpretation issue**	The parties differ on the applicable treatment of evidence under the relevant measurement principles.

Category D	**Calculation issue**	The underlying evidence is accepted but calculation/application requires reconciliation.
Category E	**Confirmed finding**	Verification is complete and the conclusion is supported.

DUT shall be afforded a controlled factual clarification period consistent with the Verification Agency's accredited methodology.

17. INDEPENDENCE AND PROHIBITION AGAINST CONSULTING

The appointed Verification Agency shall not:

- design scorecard interventions;
- recommend transactions solely to increase points;
- implement Supplier Development programmes;
- implement Skills Development programmes;
- create retrospective evidence;
- amend source documentation;
- act as DUT's B-BBEE advisor;
- guarantee a rating;
- condition fees upon achievement of a specific rating; or
- otherwise compromise verification independence.

The agency may:

- explain evidence requirements;
- explain its verification methodology;
- identify missing evidence;
- explain an adverse finding;
- communicate applicable measurement requirements;
- coordinate the audit;
- manage audit queries;
- conduct factual clarification;
- issue verification observations after the audit.

18. QUALITY ASSURANCE

The bidder shall describe its internal quality-control process, including:

- lead verifier review;
- technical review;
- independent quality review;
- conflict-of-interest controls;
- certificate approval;
- complaints/appeals processes; and
- SANAS compliance.

No final certificate shall be issued before completion of the Verification Agency's required quality-review process.

19. FINAL VERIFICATION DELIVERABLES

The successful bidder shall provide at minimum:

1. approved Verification Project Plan;
2. comprehensive Data Request List;
3. Verification Evidence Matrix;
4. sampling methodology;
5. audit programme;
6. Evidence Completeness Register;
7. Verification Query Register;
8. preliminary scorecard/findings presentation;
9. factual clarification register;
10. final verified scorecard;
11. detailed final verification report;
12. valid B-BBEE certificate;
13. confirmation of applicable procurement-recognition percentage;
14. close-out presentation to designated DUT management;
15. non-consulting audit observations report identifying recurring evidence/control weaknesses.

All reports shall be supplied electronically and, where requested, in editable format.

20. INDICATIVE PROJECT PROGRAMME

Phase	Indicative Period	Principal Output
Appointment & Contracting	Oct/Nov 2026	Contract/SLA
Inception	Within 5 working days	Inception Report
Data Request	Week 1	Evidence Matrix
DUT Evidence Submission	Weeks 2–4	Initial PoE
Completeness Review	Week 4	Outstanding Evidence Register
Desktop Verification	Weeks 4–6	Working papers
Sampling & Fieldwork	Weeks 6–8	Verified samples
Preliminary Findings	Week 8/9	Preliminary Scorecard
Factual Clarification	Week 9	Closed Query Register
QA Review	Weeks 9–10	QA-approved result
Final Report & Certificate	No later than Jan 2027	Final certification
Close-Out	Within 5 working days thereafter	Close-Out Report

Bidders may propose an improved timetable but must substantiate its practicality.

21. DUT RESPONSIBILITIES

DUT shall:

- nominate a Verification Project Lead;
- establish an internal verification coordination structure;
- identify evidence owners;
- provide information reasonably required;
- provide access to authorised systems/personnel;
- facilitate interviews;

- facilitate campus access;
- respond to verification queries;
- maintain integrity of source information;
- ensure management availability;
- review factual findings within agreed periods.

The Verification Agency remains responsible for managing its verification process.

22. SERVICE PROVIDER RESPONSIBILITIES

The successful bidder shall:

- appoint a dedicated Engagement Director;
- appoint a Lead Technical Signatory/Verifier;
- provide sufficient verification resources;
- maintain agreed timelines;
- communicate risks immediately;
- attend progress meetings;
- preserve confidentiality;
- maintain independence;
- comply with applicable accreditation requirements;
- retain working papers as legally/accreditationally required;
- manage internal QA; and
- deliver certification within the contractual timetable.

23. PROJECT GOVERNANCE

The following governance model is proposed:

Executive Sponsor – CFO

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DUT Verification Project Lead

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Internal B-BBEE Verification Coordination Team

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Verification Agency Engagement Director

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Lead Verifier / Technical Signatory

↓

Verification Team

The governance structure facilitates administration and escalation but shall not interfere with the Verification Agency's independent technical conclusions.

24. MEETING AND REPORTING REQUIREMENTS

At minimum:

Meeting/Report	Frequency
Inception Meeting	Once
Planning Sessions	As required during mobilisation
Progress Meeting	Weekly during active verification
Query Review	Weekly or more frequently where necessary
Preliminary Findings Meeting	Once
Executive Close-Out	Once
Written Progress Status	Weekly during active audit

A short dashboard shall show:

- percentage evidence received;
- outstanding evidence;
- samples completed;
- unresolved queries;
- critical risks;
- timetable status;
- forecast completion date.

25. MINIMUM/MANDATORY BID REQUIREMENTS

Failure to satisfy a mandatory requirement may render the bid non-responsive, subject to DUT's Procurement Policy and bid conditions.

Bidders shall submit:

1. proof of current SANAS accreditation authorising the bidder to perform the required B-BBEE verification;
2. accreditation schedule/scope;
3. valid company registration information;
4. valid tax-compliance status;
5. CSD registration;
6. current B-BBEE status documentation where applicable;
7. declaration of interest;
8. conflict-of-interest declaration;
9. proof of professional indemnity insurance;
10. proposed project team;
11. CVs and qualifications;
12. evidence of relevant verification assignments;
13. at least three contactable references;
14. technical methodology;
15. project programme;
16. fixed pricing proposal;
17. confirmation of independence from DUT's B-BBEE advisory/implementation activities;
18. confirmation of capacity to meet the required certification deadline.

26. DESIRABLE EXPERIENCE

DUT requires a verification agency with demonstrable experience in:

- public universities;
- universities of technology;
- public entities;
- Specialised Entities;

- large multi-site organisations;
- complex procurement environments;
- Skills Development verification;
- ESD verification;
- YES verification;
- large institutional datasets.

Higher education verification experience shall carry material functionality weighting.

27. FUNCTIONALITY EVALUATION

Bids shall first be evaluated for administrative and mandatory compliance.

Responsive bids shall thereafter be evaluated for functionality.

Minimum functionality threshold: 70 points out of 100

Bidders failing to achieve the threshold shall not proceed to the price/preference stage.

Functionality Criterion	**Weight**
A. Verification Agency Experience	20
B. Higher Education/Specialised Entity Experience	15
C. Experience and Competence of Proposed Team	20
D. Verification Methodology and Audit Plan	25
E. Understanding of Critical Technical Questions	10
F. Project Management, Capacity and Turnaround	10
TOTAL	**100**

28. DETAILED FUNCTIONALITY SCORING

28.1 A – Verification Agency Experience: 20 Points

Evidence must comprise completed B-BBEE verification assignments.

Relevant Completed Assignments	Points
10 or more	20
7–9	16
4–6	12
2–3	7
1	3
None	0

28.2 B – Higher Education/Specialised Entity Experience: 15 Points

Experience	Points
5+ comparable institutions	15
3–4	12
2	8
1	4
None	0

References must identify the institution, assignment, measurement period and contactable referee.

28.3 C – Proposed Team: 20 Points

Assessment shall include:

- Engagement Director;
- Lead Verifier;
- Technical Signatory;
- senior verification personnel;
- Skills/ESD technical competence;
- relevant years of experience;

- qualifications;
- availability.

Preference shall be given to teams demonstrating both technical depth and direct higher education verification experience.

28.4 D – Methodology and Audit Plan: 25 Points

The methodology must cover:

- mobilisation;
- data request;
- stakeholder mapping;
- evidence management;
- sampling;
- fieldwork;
- multi-campus coordination;
- query management;
- technical interpretation;
- preliminary findings;
- factual clarification;
- QA;
- certification;
- contingency planning.

Methodology Assessment	Points
Exceptional, DUT-specific, complete and executable	25
Very good with minor gaps	20
Adequate and workable	15
Generic/material gaps	8
Poor/non-responsive	0–5

28.5 E – Critical Technical Interpretation: 10 Points

The bidder's response to Section 13 shall be evaluated for:

- legislative accuracy;
- specialised-entity understanding;
- higher education relevance;
- technical coherence;
- recognition of uncertainty where interpretation legitimately requires formal determination.

The previous DUT procurement similarly required bidders to explain their treatment of ESD, bursary stipends, learnerships, SETA funding, SED health facilities and Council measurement.

28.6 F – Project Management, Capacity and Turnaround: 10 Points

The bidder shall demonstrate:

- immediate resource availability;
- realistic project plan;
- escalation arrangements;
- backup personnel;
- ability to meet January 2027 certification;
- reporting discipline.

29. PRICE AND PREFERENCE EVALUATION

Bidders achieving the prescribed functionality threshold shall proceed to price and preference evaluation in accordance with the **DUT Procurement Policy and the applicable preferential procurement framework in force on the RFQ closing date**.

The final RFQ issued by DUT Procurement shall specify the applicable points system and specific goals.

No wording in this TOR shall override the University's approved procurement policy or applicable law.

30. PRICING MODEL

DUT requires an **all-inclusive fixed professional fee**, subject to clearly identified assumptions.

The price shall separately disclose:

Description	Amount Incl. VAT
Verification planning and inception	R
Evidence/data completeness review	R
Desktop verification	R
On-site verification and interviews	R
Sampling and technical verification	R
Preliminary findings	R
Quality assurance	R
Final verification report	R
Certificate	R
Close-Out	R
Travel and accommodation	R
Other approved costs	R
TOTAL TENDERED PRICE	**R**

Signed: ____

Name: ____

Capacity: ____

Date: ____

Bidders must identify:

- number of on-site days included;
- number of verification personnel;
- travel assumptions;
- additional-day rates;
- whether certificate issuance is included;
- whether SANAS-related charges are included.

No contingent/success fee based upon the B-BBEE level achieved shall be permitted.

31. PAYMENT MILESTONES

A recommended payment arrangement is:

Milestone	Payment
Approved Inception Report, Project Plan and Data Request	15%
Completion of Evidence Completeness Review	15%
Completion of substantive fieldwork	25%
Preliminary Findings & closed material query process	15%
Final QA-approved Verification Report and Certificate	25%
Approved Close-Out Report	5%

Payments shall be subject to DUT acceptance of the relevant contractual deliverable.

32. CONTRACT MANAGEMENT AND SERVICE LEVELS

The successful bidder shall enter into an SLA with DUT.

The SLA shall include:

- scope;
- deliverables;
- project programme;

- service levels;
- reporting;
- escalation;
- change control;
- confidentiality;
- POPIA;
- audit rights;
- performance management;
- breach;
- termination;
- dispute resolution;
- intellectual property;
- records retention;
- conflict of interest;
- independence;
- payment milestones.

33. KEY PERFORMANCE INDICATORS

KPI	Target
Inception completed	≤5 working days
Data request issued	≤5 working days
Evidence completeness review	Within agreed programme
Audit queries formally recorded	100%
Critical risks escalated	≤1 working day
Progress reporting	Weekly

KPI	Target
Preliminary findings issued	In accordance with approved programme
QA completed	Before certificate
Certificate	Target January 2027
Close-Out Report	≤5 working days after certification

34. CONFIDENTIALITY, POPIA AND INFORMATION SECURITY

The successful bidder will obtain access to potentially sensitive:

- employee data;
- remuneration information;
- demographic information;
- supplier data;
- student/learner information;
- financial information;
- contracts;
- institutional records.

The bidder shall demonstrate adequate information-security controls and comply with POPIA and applicable DUT policies.

Information may not be used for any purpose other than the verification engagement.

35. CONFLICT OF INTEREST AND IMPARTIALITY

Bidders must disclose:

- existing relationships with DUT;
- prior consulting/advisory work for DUT;
- relationships with material suppliers/beneficiaries;
- relationships with persons involved in the procurement;
- any circumstances capable of impairing independence.

DUT reserves the right to reject a bidder where an actual or unmanageable conflict exists.

36. SUBCONTRACTING

No material portion of the verification may be subcontracted without prior written DUT approval and compliance with accreditation and procurement requirements.

The appointed Verification Agency shall remain fully accountable for subcontracted activities.

37. CHANGE CONTROL

No change to:

- scope;
- price;
- personnel;
- methodology;
- programme;
- deliverables

shall be valid unless approved in writing through DUT's contract-management process.

38. REPLACEMENT OF KEY PERSONNEL

Personnel proposed during tender evaluation shall be contractually committed to the engagement.

Replacement shall require DUT approval and the replacement must possess qualifications and experience equal to or better than the person evaluated.

39. PERFORMANCE FAILURE

Performance failures may include:

- repeated missed deadlines;
- failure to provide planned resources;
- material quality defects;
- inadequate communication;
- unjustified delays;
- failure to maintain accreditation;
- compromised independence;

- unauthorised replacement of key staff;
- material confidentiality breach.

DUT may require a corrective action plan and may invoke contractual remedies for persistent or material non-performance.

40. RECORDS AND AUDIT TRAIL

The Verification Agency shall maintain a complete verification audit trail in accordance with its accreditation requirements.

DUT shall receive copies of final institutional deliverables but shall not be entitled to interfere with confidential verifier working papers where accreditation rules prohibit disclosure.

41. CLARIFICATIONS

All procurement clarifications shall be submitted only through the official DUT Procurement contact stipulated in the RFQ.

No bidder shall contact DUT employees to canvass support for its bid.

42. VALIDITY PERIOD

Bids shall remain valid for the period stipulated in the formal RFQ conditions, recommended at **90 days from closing date**, unless DUT prescribes otherwise.

43. DUT'S RIGHTS

Subject to applicable law and DUT Procurement Policy, DUT reserves the right to:

- accept or reject any quotation;
- cancel the RFQ;
- request clarification;
- verify bidder information;
- contact references;
- negotiate matters permitted under the applicable procurement framework;
- correct obvious administrative errors where permissible;
- not appoint the lowest-priced bidder solely on price;
- terminate an appointment for material contractual breach.

44. BID SUBMISSION CHECKLIST

The bidder shall submit:

☐ Completed RFQ response

☐ Pricing schedule

☐ SANAS accreditation certificate

☐ Accreditation scope

☐ CSD report/registration

☐ Tax compliance information

☐ Company registration documents

☐ B-BBEE documentation

☐ Conflict-of-interest declaration

☐ Independence declaration

☐ Professional indemnity evidence

☐ Company profile

☐ References

☐ Team structure

☐ CVs

☐ Qualifications

☐ Methodology

☐ Verification Project Plan

☐ Response to Critical Technical Questions

☐ Signed declarations

☐ Acceptance of DUT contractual requirements or disclosed exceptions

45. REQUIRED BIDDER RESPONSE FORMAT

To facilitate comparable evaluation, bidders shall structure submissions as follows:

Section 1: Executive Summary

Section 2: Company Profile and Accreditation

Section 3: Relevant Experience

Section 4: Higher Education Experience

Section 5: Proposed Team

Section 6: Technical Methodology

Section 7: Project Plan

Section 8: Technical Interpretation Questions

Section 9: Quality Assurance and Independence

Section 10: References

Section 11: Pricing

Section 12: Mandatory Documents and Declarations

46. PROPOSED CONTRACTUAL SUCCESS CRITERIA

Success shall not be defined by attainment of a predetermined B-BBEE level.

The contract shall instead be regarded as successfully delivered where:

1. verification has been appropriately planned;
2. DUT has received comprehensive evidence requirements sufficiently early;
3. verification has been independently completed;
4. all scorecard elements have been properly tested;
5. material queries have been transparently administered;
6. all technical interpretations are supported by applicable measurement principles;
7. fieldwork and quality assurance have been completed;
8. the final scorecard is supported by an auditable verification process;
9. the final certificate is issued within the contractual timeframe; and
10. the verification withstands applicable quality and accreditation requirements.

47. IMPORTANT DISTINCTION: VERIFICATION OUTCOME VS INSTITUTIONAL IMPROVEMENT

DUT's strategic objective is to progressively improve its B-BBEE status.

However, the Verification Agency's responsibility is to **accurately measure the outcome of interventions undertaken during the applicable measurement period**, not to create that outcome.

The FY2025 cycle carries particular importance because the institution entered it with a relatively narrow scoring buffer, continuing Supplier Development exposure and material dependence on accurate Skills Development, procurement, management and YES evidence. The forward analysis recorded the need for particularly rigorous supplier-certificate collection and accurate consolidation of Skills Development information.

Accordingly, the Verification Agency is expected to ensure that: **every legitimate point supported by compliant FY2025 evidence is accurately measured and recognised, while every unsupported claim is independently identified and excluded.**

This is the appropriate balance between institutional improvement and verification integrity.

48. FINAL DELIVERABLE ACCEPTANCE

The final deliverables shall be considered complete when DUT has received:

A. Final Verification Report	Containing the detailed scorecard and findings.
B. Final B-BBEE Certificate	Issued in accordance with the applicable accreditation and measurement requirements.
C. Final Query Register	Demonstrating closure/disposition of all material audit queries.
D. Close-Out Presentation	Explaining the final result to designated DUT management.
E. Verification Observations Report	Identifying, without providing prohibited consulting services: • recurring evidence deficiencies; • data-quality observations; • control weaknesses encountered; • verification-process bottlenecks; • evidence areas that should be maintained more consistently in future cycles.

50. BIDDER DECLARATION

We hereby confirm that:

1. the information contained in this bid is true and correct;

2. we possess the accreditation and capacity required to perform the assignment;
3. we understand that no particular B-BBEE outcome is guaranteed;
4. we shall preserve verification independence and impartiality;
5. we shall disclose all actual or potential conflicts;
6. we accept the scope and deliverables, except where deviations are expressly identified;
7. the proposed personnel are available for the engagement;
8. our price is valid for the required validity period;
9. we shall comply with DUT's contractual, confidentiality and information-security requirements.

Authorised Representative: _______________________________

Signature: ____

Date: ____

51. RECOMMENDED RFQ ANNEXURES

The procurement pack should contain the following annexures:

Annexure	Document
A	Bid Submission Form
B	Detailed Pricing Schedule
C	Functionality Evaluation Matrix
D	Bidder Experience Schedule
E	Reference Template
F	Proposed Project Team Schedule
G	Verification Project Plan Template
H	Technical Interpretation Response Schedule
I	Conflict of Interest & Independence Declaration
J	Confidentiality / POPIA Undertaking
K	DUT Supplier/CSD Requirements
L	Draft SLA
M	DUT Bid Conditions
N	Historical B-BBEE Certificate / Baseline Information, where Procurement approves disclosure

52. CONCLUSION

The FY2025 B-BBEE verification should be commissioned as a **managed independent assurance engagement**, rather than a narrow certificate-production exercise.

The enhanced scope deliberately places greater responsibility on the appointed Verification Agency to establish the audit architecture upfront — through the inception process, evidence matrix, sampling plan, technical interpretation framework, stakeholder timetable, formal query register and quality-assurance process — before executing the independent verification.

This addresses an important institutional requirement: **DUT should not need a second external consultant merely to tell the Verification Agency how to organise its own verification.**

At the same time, the TOR protects the integrity of the process by preventing the Verification Agency from becoming the institution's transformation advisor or being remunerated according to the B-BBEE level ultimately achieved.

The approach therefore creates a clear division:

DUT and its internal B-BBEE structures:	Own transformation, interventions, evidence and institutional performance
Verification Agency:	Plans and coordinates the verification, independently tests DUT's evidence, determines the verified result and issues the certificate.

PROCUREMENT APPROVAL

Prepared by:

Mhlangano Khumalo
Procurement Specialist
Date: ___________________________________

Reviewed / Recommended by:

Director: Procurement & Materials
Date: ___________________________________

Budget Confirmed by:

Chief Financial Officer / Delegated Official
Date: ___________________________________

Approved by:

Delegated Authority
Date: ___________________________________