REQUEST FOR QUOTATION

Reference No.	RFQ-DUT-55/26
Item Description	**Cash Flow Forecasting and Treasury Management Solution**
Closing Date & Time **No Late, Hand Delivered submissions will be accepted**	31 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	govendp@dut.ac.za
Compulsory site visit / briefing session (if applicable)	Add N/A if not required

1. INTRODUCTION

Durban University of Technology invites suitably qualified and compliant service providers to submit quotations for a practical, sustainable and fit-for-purpose solution that will improve the quality, accuracy and efficiency of cash flow forecasting and treasury management. This procurement is undertaken in accordance with the approved DUT Procurement Policy.

2. BACKGROUND

Durban University of Technology (DUT) is a public university established under the Higher Education Act and is one of South Africa's leading universities of technology.

The University derives its income primarily from government subsidies, tuition and residence fees, NSFAS funding, earmarked grants, research funding, third-stream income and investment income. Effective cash flow forecasting is therefore critical to ensuring financial sustainability, maintaining an appropriate level of liquidity and supporting informed decision-making.

DUT currently prepares detailed short-term and long-term cash flow forecasts through an internally developed spreadsheet model that incorporates information from SAP S/4HANA, bank statements, budgets and other financial reports. While the model serves the University's reporting requirements, its preparation is highly manual and requires significant effort to extract, consolidate, reconcile and analyse data from multiple sources.

The University recently implemented SAP S/4HANA and seeks to determine whether existing SAP functionality, including SAP Cash Management and related Fiori applications, can be optimised to meet its requirements or whether an alternative integrated solution would provide greater business value.

The University wishes to explore opportunities to improve and automate its cash flow forecasting and treasury management processes through either:

- Optimisation of existing SAP S/4HANA functionality;
- Configuration of SAP Cash Management and related Fiori applications; and/or
- The implementation of a suitable integrated forecasting solution.

3. SCOPE OF WORK

3.1 Purpose of the Scope

The University is seeking a practical, sustainable and fit-for-purpose solution that will improve the quality, accuracy and efficiency of cash flow forecasting and treasury management.

The successful service provider will be required to:

- Review DUT's current cash flow forecasting processes and methodologies.
- Assess existing SAP S/4HANA cash management capabilities.
- Identify opportunities to improve forecasting accuracy and efficiency.
- Reduce manual spreadsheet-based processes.
- Improve visibility of future cash inflows, outflows and liquidity requirements.
- Enhance treasury, liquidity and working capital management.
- Support budgeting, financial planning and decision-making.
- Provide meaningful reporting for management, executive structures and Council.
- Assist the University in determining appropriate cash reserve levels.
- Recommend and implement the most suitable solution approach.

3.2 Scope Description

The successful service provider will be required to undertake the following activities:

3.2.1 Review of Current Cash Flow Process

- Review DUT's current cash flow forecasting model, methodology and reporting processes.
- Assess current forecasting assumptions, data sources and reporting practices.
- Identify process inefficiencies, risks and opportunities for improvement of the cash flow forecast
- Provide recommendations to strengthen cash flow forecasting and treasury management practices.

3.2.2 SAP S/4HANA Assessment

- Assess the current SAP S/4HANA environment relevant to cash management and forecasting.
- Review the implementation and configuration of SAP Cash Management and relevant Fiori applications.
- Identify any configuration, integration or data issues affecting the operation of SAP cash management functionality.
- Determine whether business requirements can be met through existing SAP capabilities, system enhancements or additional solutions.

3.2.3 Solution Recommendation and Implementation

Based on the assessment, the successful bidder shall recommend and implement the most appropriate solution, which may include:

- Optimisation of existing SAP functionality.
- Configuration of SAP Cash Management and related applications.
- Implementation of an integrated third-party solution.
- A combination of SAP optimisation and additional technology.

The proposed solution should:

- Integrate with SAP S/4HANA.
- Incorporate banking information and electronic bank statements.
- Automate data collection, forecast preparation and reporting.
- Improve visibility of liquidity positions and future cash requirements.
- Support scenario planning and sensitivity analysis.
- Provide management dashboards and standard reporting capabilities

3.2.4 Training and Knowledge Transfer

- Provide training to Finance personnel.
- Transfer knowledge to key users and system administrators.
- Provide adequate user and technical documentation.
- Provide post-implementation support arrangements.

3.2.5 Functional Requirements

The proposed solution should be capable of:

- Integrating or interfacing with SAP S/4HANA financial data.
- Incorporating bank balances and electronic bank statements.
- Forecasting short-term, medium-term and long-term cash flows.
- Producing forecast versus actual analyses.
- Performing liquidity and working capital analysis.

- Supporting scenario planning and forecasting assumptions.
- Tracking designated, restricted and committed funds where applicable.
- Providing management dashboards and executive reporting.
- Exporting information to Excel and other reporting platforms where required.

Bidders must clearly indicate:
- Which requirements are available through standard SAP functionality.
- Which requirements require SAP configuration or enhancement.
- Requirements require third-party software or additional licensing.

3.2.6 Deliverables

The successful bidder will be expected to provide the following deliverables:
- Current State Assessment Report.
- SAP Capability Assessment Report.
- Findings and Recommendations Report.
- Solution Design and Implementation Plan.
- Configured and Implemented Solution.
- Reporting Dashboards and Standard Reports.
- Training and Knowledge Transfer Completion Report.
- User and Technical Documentation.
- Post-Implementation Support Plan.

3.3 Experience and Qualifications
The bidder should demonstrate experience in:
- Cash flow forecasting and treasury management.
- SAP S/4HANA Finance.
- SAP Cash Management and Fiori applications.
- Financial reporting, analytics and business intelligence solutions.
- Implementing similar solutions within higher education, public sector or large, complex organisations.

Bidders should provide details of relevant projects completed within the last five years, together with client references where available.

3.4 Proposal Submission Requirements
Interested service providers must submit:
- Company profile.
- Relevant experience and client references.
- Proposed methodology and implementation approach.
- Details of project team members and qualifications.
- Project timelines and implementation plan.
- Pricing proposal detailing all costs.
- Any recurring license, support and maintenance costs.
- Details of SAP functionality, enhancements and third-party components proposed.

3.5 Evaluation Criteria

Proposals will be evaluated based on:

- Understanding of DUT's requirements.
- Relevant experience and expertise.
- SAP S/4HANA and treasury management capability.
- Practicality and sustainability of the proposed solution.
- Knowledge transfer and support approach.
- Cost and overall value for money.

3.6 Desired Outcome

DUT seeks a solution that will enable the University to move from a largely spreadsheet-driven forecasting environment to a more integrated, automated and reliable cash flow forecasting and treasury management capability. The solution should improve efficiency, enhance decision-making, strengthen liquidity management and provide greater confidence in the University's financial sustainability and long-term planning processes.

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 10 to 15)
4. Company registration documents
5. SAP authorised partner

4.2 QUALITY AND FUNCTIONALITY – PHASE 2

Bidders must achieve a minimum of 70 out of 100 functionality points to proceed to Price and Preference Evaluation.

Functionality Criteria	Description	Points
Understanding of Requirements and Methodology	Demonstrated understanding of DUT's current environment, cash flow forecasting requirements, treasury management requirements, methodology and implementation approach If methodology is not detailed and does not demonstrate understand only 50% of points will be awarded	20
SAP S/4HANA and Treasury Expertise	Proven capability in SAP S/4HANA Finance, SAP Cash Management, Treasury, Fiori applications and related integration Proven capability in at most 3 of the above – 50% will be awarded	20
Relevant Experience and References	Four letters of references where similar implementations completed within the last five years, particularly within Higher Education, Public Sector or large organisations. Minimum three references required 5 points per reference a) each reference is accompanied by a Contract / agreement / PO that is relevant to this scope 3 points per reference b) work completed to the satisfaction of the customer 2 points per reference	20
Proposed Solution Functionality	Extent to which the proposed solution addresses forecasting, liquidity management, scenario planning, dashboards, reporting, bank integration and automation requirements If proposed solution wont address DUTs requirements – 40% of points will be awarded	25
Training, Knowledge Transfer and Support	Training methodology, post implementation support, documentation and knowledge transfer approach Insufficient details on training, implementation – 50% of points will be awarded	10
Project Team Qualifications	Project Manager with minimum 5 years' experience in similar projects, Qualifications, certifications. No part points will be awarded	5
Total		**100**

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% bl ack 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:

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
1	Pricing proposal including all costs.			
2	Annual license.			
3	3-month support and maintenance			
Total Excl. VAT				
VAT (15%)				
Total Incl. VAT				

NB: Separate detailed costs must be provided.

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 authorized 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: ____

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

BID No: RFB-DUT-26-26

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)**

(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: ______________________________