REQUEST FOR QUOTATION FOR SUPPLY OF TANGIBLE GOODS

Reference No.	RFQ No: DUT-63/26
Item Description	**FOURIER TRANSFORM INFRARED (FTIR) SPECTROPHOTOMETER**
Closing Date & Time **No Late, Hand Delivered submissions will be accepted**	09 October 2026 @ 11:00am 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	ROQPG4@dut.ac.za
Procurement & General Enquiries	ernestd@dut.ac.za
Technical Enquiries (to be completed by end user)	nareshr@dut.ac.za and cleopatrag@dut.ac.za
Compulsory site visit / briefing session (if applicable)	N/A

1. INTRODUCTION

The Chemistry department requires to acquire 2 new Fourier Transform Infrared (FTIR) spectrophotometer that will serve our Teaching & Learning, Research and Third-Stream income generation sectors.

As part of the strategic focus areas, the Chemistry department has identified teaching, research, and community engagement as the three key drivers for a sustainable future, in keeping with the broader vision of the Faculty of Applied Sciences by "leading innovation through science and technology".

In addition to this, the research focus areas in Chemistry comprises of the following research groups: Computational Nano-Sensors; Biomass Processing, Green Organic Synthesis, Catalysis and Environmental Chemistry. These are active areas of research that are recognized regionally and nationally which aligns with the six sustainable developmental goals of the university. The applicability of this instrument to our teaching & learning and research areas is tremendous and include the identification of various complex organic components and contaminants. The identification and quantification of these compounds by FTIR will help in adding value to the current Teaching & Learning and Research activities in the department. Additionally, the acquisition of such high-end analytical instrumentation would contribute to the enhancement of Teaching and Learning in the Chemistry department from the diploma through to the Masters and Doctoral degrees.

This proposal is aligned with the Institutional Strategic Objective for the "acquisition of state-of-the-art infrastructure to provide contemporary work, learning and living spaces" and will also provide students with a "distinctive education", enabling them to be more employable, in line with DUT's **ENVISION2030**.

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 goods required by the Durban University of Technology (DUT), the expected outputs, performance standards, and delivery requirements. The successful service provider shall be required to deliver the specified goods to the relevant DUT campus/site (in consultation with central stores unit) in accordance with the requirements outlined herein.

2.3 Scope Description

The appointed service provider/supplier shall be responsible for the full provision of the following:
The service provider shall:

1. Supply brand-new, unused goods that comply fully with the technical specifications detailed in Section 3.
2. Ensure that all goods meet applicable safety, regulatory, and compliance standards (SANS/ISO/OEM/SABS where applicable) with proof of certification.
3. Include all necessary components, accessories, and fittings required for full functionality.
4. Provide manufacturer warranties and product documentation.

5. Ensure safe packaging and transportation to prevent damage.
6. The scope includes, but is not limited to:
    - Site inspection (if required);
    - Delivery and installation;
    - Testing and commissioning (where applicable);
    - Training of DUT personnel (if required);
    - Removal of waste materials;
7. Where installation is required, the service provider must ensure:
    - Compliance with all statutory and safety regulations including competent personnel.
    - No disruption to academic or operational activities;
    - Proper reinstatement of work areas after completion.
8. The successful bidder shall provide the following deliverables:
    - Goods delivered in full and in working condition.
    - Installation and commissioning certificate (if applicable).
    - Warranty documentation.
    - Compliance certificates (where required).
    - Training manuals or user guides (if applicable).
    - Signed delivery note and handover documentation.

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

2.4 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.

2.5 Location (For completion by end user)

Delivery / installation of goods shall take place at:

Region	Durban
Campus name	Steve Biko
Building/Department/floor/room number	S10 Level 4, Chemistry Department

Physical address	79 Steve Biko Road, Berea, Durban 4001
Access arrangements must be coordinated with the designated DUT representative	Mr. Naresh Ramnarayan/ Ms Cleopatra Sehlabelo Contact No: 0313732715/ 5317 E-mail Address: nareshr@dut.ac.za/ cleopatrag@dut.ac.za

2.6 Variations

No variation to this Scope of Work shall be permitted without:

- Written approval by the relevant delegated authority;

2.7 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 (For completion by end-user to complete)

#	Item Description	Specification Requirement
1	**General Requirements**	The FTIR spectrophotometer should be a state-of-the-art instrument capable of meeting the department's key strategic focus areas of teaching, research and community engagement.
2	**Optical Performance**	8,300 – 350 cm^{-1} optimized, proprietary KBr Beamsplitter 6500-550 cm^{-1} with ZnSe optics 0.5 cm^{-1} standard 0.007 cm^{-1} at ca 3000 cm^{-1} achievable 0.1 cm^{-1} at 3000 cm^{-1} 9,300:1 peak-peak, 5 seconds 14,500:1 peak-peak, 5 seconds 32,000:1 peak-peak, 1 minute 50,000:1 peak-peak, 1 minute
3	**Optical System**	**General**: Long-life sealed and desiccated optical unit. Vibration isolated baseplate. **Interferometer**: Rotary Michelson interferometer, high stability, self-compensating for dynamic alignment changes due to tilt and shear. **Optics**: Kinematically mounted, zero alignment optics, with high reflectivity and a low angle off axis design. System for extended desiccant life and

		additional optical component protection. **Detectors**: High linearity room temperature detector **Source**: Long-life source with proprietary hot-spot stabilization. User replaceable from outside instrument. **Beamsplitter**: Extended range KBr. **Desiccant**: Long-life desiccant system accepts disposable packs. Software controlled desiccant status indicator. **Validation**: Software controlled validation containing polystyrene reference material, traceable to a NIST standard for wavenumber accuracy and a Schott NG11 filter for ordinate repeatability. **Optical Windows**: ZnSe for exceptionally high humidity environments.
4	**Data System and Electronics**	**Signal Sampling**: Over-sampling delta-sigma converter. **Communication**: USB, wireless and TCP/IP interface allows direct connection with LAN. Instruments can be configured with wireless router communication. **Calibration Transfer**: Absolute Virtual Instrument (AVI) option – Actively standardizes instrument response to further improve repeatability and protect data integrity. **Atmospheric Compensation**: Minimizes effect of atmospheric water and CO2 on the sample spectra without the need for reference or calibration. Operates at various instrument settings without having to recalibrate the correction. **Accessory Recognition Spectrum**: Two accessories are automatically detected as soon as they are locked into the sampling area. Instrument parameters are optimized for the installed accessory. Accessories information stored with spectral data. **Error Trapping**: All sample spectra are checked for common spectroscopic and sampling problems. Key instrument components are continuously monitored.

		Component Checks:	Individual component checks under software control can be executed on demand or automatically scheduled at preset times/intervals.
		Power Save Mode:	Instrument standby and power-up can be automatically scheduled.
5	**Software**	General:	A single software platform incorporates all of the functions required for infrared analyses; instrument control, data manipulation and analysis, flexible report utilities, advanced capabilities or functions designed for specific application areas.
		Sample Table:	Increases productivity by enabling multiple samples to be defined in batches facilitating continuous operation.
		User Interface:	Password-protected user login function.
		Reports:	Quick print facility for graphs, spectra and results windows. User-defined templates can be created to enable custom printed and electronic reports. Send To Word functions for simple formatting via Microsoft Word.
		Processing:	1st-4th derivative with a variable filter, smooth (Savitsky-Golay, moving average and triangular), difference, normalization, A, %T, %R, KM, LOG (1/R), ordinate modes, cm^{-1}, nm and micron abscissa modes, +, -, *, /, difference, baseline correction, smooth, deconvolution, normalize, interpolate, blank, Kramers-Kronig, ATR correction, peak table, peak height and peak area. Cell Pathlength data command enables effective handling of cell pathlength with demountable transmission cells.
		Scanalyse:	Enables real-time update of spectral information plus results to provide faster feedback of information data status.

		Materials Testing:	Spectral comparison algorithm and Euclidean searching. Spectral searching against commercially available or customer-developed libraries.
		Quantitative Analysis:	Single frequency, method development software. Spectrum includes Beer's Law, and chemometrics-based quantitative prediction.
		Validation:	Instrument performance, user-configurable system suitability routines and international Pharmacopeia test methods are available in standard software. Instrument Scheduler facility allows auto-programming of instrument validation testing.
		Macros:	Macro Editor and Equations Editor provide the ability to set up sequences of data collection and custom spectral processing. These procedures can then be stored and repeated using a single mouse click. Spectrum Touch user interface software for exceptional ease of use in touchscreen-driven and handheld PC driven systems.
		User Training:	Instrument use, common maintenance and software operation. Context- sensitive help throughout the software. Include IR Introductory Kit for faster self-learning, Educational Package for more comprehensive learning, and on-site assisted learning programs.
6	**Additional Requirements**	• After sales support for specialized applications support as per customer request • Factory certified engineer to perform repairs, services and calibration • Local support by factory certified engineer	
7	**Installation and Training**	• Installation: The supplier must provide full installation services, including set-up and calibration in our laboratory. • Training: Comprehensive on-site training for staff and students in operation, maintenance, and data analysis of the FTIR instrument must be included.	

8	**Service**	• Maintenance Contract: Minimum 3-year contract with a preference for a 5-year contract
9	**Environmental and Power Requirements**	• Operating Environment: System must operate effectively under standard laboratory conditions (temperature: 20°C to 25°C, humidity: 40%-90%). • Power Supply: Compatible with local power standards (specify voltage and frequency requirements as per local standards).
10	**Safety and Compliance**	• Regulatory Compliance: The system must comply with all relevant safety and regulatory standards. • Laboratory Safety: The system must include features to ensure operator safety, such as automated shutdown in case of emergencies.
11	**Warranty period**	Minimum 1-year warranty on all components, including software updates during the warranty period.
12	**Defects liability period (of applicable):**	Not Applicable

NB: Invoice payment is subject to successful completion of installation, commissioning and training.

5. EVALUATION CRITERIA

5.1 COMPULSORY DOCUMENTS (Phase 1)

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% 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

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
1				
2				
3				
4				
5				
6				
7				
8				
9				
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 (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: _____