## REQUEST FOR QUOTATION FOR SUPPLY OF TANGIBLE GOODS

| | |
|---|---|
| **Reference No.** | **RFQ No: RFQ-DUT-67/26** |
| **Item Description** | Supply/delivery (Installation if applicable) of Six-seater round study carrels and study tales. |
| **Closing Date & Time**<br><br>**No Late, Hand Delivered submissions will be accepted** | **23 September 2026**<br><br>NB: Bids should be emailed no later than 10 minutes prior to the closing date and time. Any bids received after 11 am will NOT be considered. |
| **Bid submission email** | **ROQPG7@dut.ac.za** |
| **Procurement & General Enquiries** | Ms. Sharon Mbalo: Gelim@dut.ac.za |
| **Technical Enquiries (to be completed by end user)** | Mr. Siza Radebe: radebes@dut.ac.za |
| **Compulsory site visit / briefing session (if applicable)** | Site visit and briefing is compulsory<br>**16 September 2026 at 10:00am**<br><br>Meeting point: Library |

### 1. INTRODUCTION

Durban University of Technology invites suitably qualified and compliant service providers to submit quotations for the supply / delivery (Installation if applicable) of Six-seater round study carrels and study tales. 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);
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;
8. The successful bidder shall provide the following deliverables:
    - Goods delivered in full and in working conditions.
    - Installation and commissioning certificate (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** | Library Complex Building |
| **Physical address** | Steve Biko Road |

| | |
|---|---|
| **Access arrangements must be coordinated with the designated DUT representative** | Mr. Siza Radebe<br><br>Contact No:083 778 5232<br><br>E-mail Address:radebes@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 of thresholds is prohibited and constitutes non-compliance.

## 3. TECHNICAL SPECIFICATIONS ( For completion by end-user to complete)

| No. | Item Description | Specification Requirement |
|---|---|---|
| 1. | Six seater round study carrels and six seter study tables with dividers | Wood finish that matches library issue desk and shelves |
| 2. | Warranty period | 3 years |
| 3. | Defects liability period (if applicable): | |

## 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 |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| **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…….<br><br>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 director's 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: _____