



DURBAN UNIVERSITY OF TECHNOLOGY
INYUVESI YASETHEKWINI YEZOBUCHWEPHESHE

REQUEST FOR QUOTATIONS
RFQ-DUT-61-I-26

Appointment of service provider to upgrade DUT website for six (6) months

Closing date and time for Submission	10 September 2026 @ 11h00am
Suppliers who are interested in supplying the services as specified herein are requested to prepare a quotation and send it via email for the attention of Director: Procurement.	
NB: Only Bids e-mailed to roq@dut.ac.za will be accepted and considered.	
Enquiries relating to the bid may be addressed to the DUT contact person listed below:	
Procurement Enquiries	Technical Enquiries
Name: Prevan Govender E-mail: Govenp@dut.ac.za	Name: Aman Mahomed E-mail: AmanullahM@dut.ac.za

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1. Invitation to Quote

The Durban University of Technology (DUT) invites suitably qualified, experienced and capable service providers to submit quotations for the upgrade and development of the DUT institutional website. The appointed service provider will be required to deliver a secure, accessible, responsive, integrated and maintainable website that supports DUT stakeholder engagement and digital service delivery.

The RFQ encompasses discovery, user experience and user interface design, information architecture, development, configuration, integration, content migration, testing, deployment support, training, knowledge transfer, post-implementation support and maintenance.

Hosting Exclusion: DUT will provide and manage the website hosting environment. Bidders must not include hosting services or hosting-related infrastructure, licences, platform subscriptions, administration, monitoring or support in their technical or commercial proposals.

2. Institutional Background

DUT is a public university of technology serving a diverse community of prospective and current students, staff, researchers, alumni, partners and members of the public. The institutional website is a strategic digital channel through which the University communicates its academic offerings, research and innovation activities, institutional information, news, events and digital services.

The website upgrade and development initiative is intended to strengthen the University's digital presence, support consistent institutional branding, improve access to information and establish a sustainable platform for future website enhancements and integrations.

3. Purpose and Objectives

The purpose of this RFQ is to appoint a service provider to upgrade, redesign, develop, enhance, integrate, migrate, optimise and maintain the DUT website.

- 3.1 Improve the user experience for all major stakeholder groups through clear, task-based navigation and responsive design.
- 3.2 Provide a modern and consistent institutional visual identity across the main website, library, research institutes, departments, centres and units.
- 3.3 Improve accessibility and support compliance with applicable accessibility requirements and standards.
- 3.4 Enable controlled, efficient and auditable content publishing through a fit-for-purpose content management capability.
- 3.5 Integrate the website with approved DUT systems and digital platforms through secure and documented interfaces.
- 3.6 Improve website security, performance, search capability, discoverability and analytics.
- 3.7 Provide structured content migration, quality assurance, user training, knowledge transfer and post-implementation support.
- 3.8 Ensure that DUT receives all agreed source code, configurations, designs, documentation and intellectual property deliverables.

4. Scope of Services

4.1 Discovery and Requirements Validation

- 4.1.1 Conduct stakeholder workshops and validate business, user, content, technical, integration and governance requirements.
- 4.1.2 Review the current website, content estate, analytics, templates, integrations and known pain points.
- 4.1.3 Define priority user journeys and stakeholder personas.
- 4.1.4 Produce a requirements specification, gap analysis, implementation roadmap and prioritised backlog.

4.2 User Experience, User Interface and Information Architecture

- 4.2.1 Develop a responsive, mobile-first user experience and interface design.
- 4.2.2 Review and redesign information architecture, navigation, taxonomy and metadata.
- 4.2.3 Develop wireframes, prototypes and high-fidelity interface designs for DUT approval.

4.2.4 Provide reusable design components and templates for institutional, departmental, research, news and campaign content.

4.2.5 Apply DUT-approved corporate identity and branding requirements consistently.

4.3 Website Development and Configuration

4.3.1 Configure and develop the approved content management platform (WordPress) and website components.

4.3.2 Implement reusable page layouts, content types, menus, forms, workflows, search features and media components.

4.3.3 Integrate AI to automate processes, personalize content, and strengthen the site's accessibility, security and performance.

4.3.4 Support component reuse and configuration over unnecessary custom development.

4.3.5 Develop secure interfaces, plugins or services required for approved integrations.

4.3.6 Ensure clean, documented and supportable code that can be maintained by DUT or its appointed providers.

4.4 Content Review and Migration

4.4.1 Develop a content inventory, migration plan, mapping rules and migration schedule.

4.4.2 Identify duplicate, obsolete, redundant or low-value content for review by DUT content owners.

4.4.3 Migrate approved content, documents, metadata and media while preserving appropriate relationships and links.

4.4.4 Perform content validation, link checking, quality assurance and reconciliation.

4.4.5 Provide redirect mapping to reduce broken links and preserve discoverability.

4.5 Integration

5.5.1 Integrate with approved DUT identity, academic, timetable, research, mobile, communications and digital service platforms where included in the final requirements.

5.5.2 Use secure, documented and supportable APIs or integration methods approved by DUT.

5.5.3 Provide interface specifications, data mappings, error handling, logging and support documentation.

5.5.4 Ensure integrations comply with DUT architecture, information security, privacy and data governance requirements.

4.6 Testing and Deployment Support

4.6.1 Prepare and execute functional, integration, regression, compatibility, accessibility, security and performance testing.

4.6.2 Support DUT-led user acceptance testing and resolve defects according to agreed severity levels.

4.6.3 Prepare deployment, rollback, cutover and hypercare plans.

4.6.4 Deploy the website into the DUT-provided hosting environment in collaboration with DUT technical teams.

5. Detailed Functional Requirements

Ref.	Requirement Area	Minimum Requirement	Bidder Response
F01	Responsive experience	The website must provide a consistent and usable experience across common desktop, tablet and mobile screen sizes.	Comply / Partially / No
F02	Navigation	Provide clear, task-oriented menus, breadcrumbs and contextual navigation.	Comply / Partially / No
F03	Site search	Provide accurate site-wide search, filtering and relevance tuning.	Comply / Partially / No
F04	Content management	Support authorised creation, review, approval, scheduling, publishing, expiry, archiving and version history.	Comply / Partially / No

Ref.	Requirement Area	Minimum Requirement	Bidder Response
F05	Templates	Provide standard reusable templates for the library, departments, programmes, research, news, events and campaigns.	Comply / Partially / No
F06	Programme discovery	Support structured presentation and discovery of academic programmes and admission-related information.	Comply / Partially / No
F07	News, highlights and events	Support categorised news, announcements, events, featured content and archives.	Comply / Partially / No
F08	Research profiles	Support the structured presentation of research areas, outputs, projects, centres and researcher information where approved.	Comply / Partially / No
F09	Forms	Support accessible online enquiry and information-capture forms with validation, notifications and consent wording.	Comply / Partially / No
F10	Media	Support optimised images, documents, video embeds and media metadata.	Comply / Partially / No
F11	Multisite governance	Support controlled institutional, library, departmental and unit-level publishing with consistent branding.	Comply / Partially / No
F12	Analytics	Support approved analytics tagging, dashboards and reporting requirements.	Comply / Partially / No
F13	SEO	Support metadata, structured URLs, sitemaps, redirects and other agreed search optimisation controls.	Comply / Partially / No
F14	Ai	Integrate AI to automate processes, personalize content, and strengthen the site's accessibility, security and performance.	Comply / Partially / No
F15	Notifications	Support approved alerts, banners and urgent institutional notices.	Comply / Partially / No
F16	Feedback	Provide mechanisms for users to report incorrect information, accessibility issues or broken links.	Comply / Partially / No

6. Technical and Non-Functional Requirements

Ref.	Requirement Area	Minimum Requirement	Bidder Response
T01	Architecture	Provide a documented, modular and supportable solution architecture aligned with DUT-approved standards.	Comply / Partially / No
T02	Hosting boundary	The solution must be deployable into and operate within the hosting environment provided and managed by DUT. No hosting service is required.	Comply / Partially / No
T03	Security	Apply secure development practices, input validation, least privilege, secure configuration and protection of administrative interfaces.	Comply / Partially / No
T04	Privacy	Support privacy-by-design, consent, data minimisation, retention and protection of personal information.	Comply / Partially / No
T05	Accessibility	Design, develop and test against the accessibility standard specified by DUT in the final RFQ.	Comply / Partially / No
T06	Performance	Optimise page weight, media, code, caching compatibility and front-end performance; propose measurable acceptance targets.	Comply / Partially / No
T07	Availability design	The application must support the availability, backup and recovery capabilities of the DUT-provided environment.	Comply / Partially / No
T08	Compatibility	Support current mainstream browsers and common devices, with a documented compatibility matrix.	Comply / Partially / No
T09	Auditability	Provide logs and audit trails for administrative and publishing activities where supported by the platform.	Comply / Partially / No
T10	Integration security	Secure APIs and interfaces using DUT-approved authentication, authorisation, encryption and logging controls.	Comply / Partially / No
T11	Maintainability	Provide readable source code, coding standards, repository handover, configuration documentation and release procedures.	Comply / Partially / No
T12	Portability	Avoid unnecessary vendor lock-in and provide export, migration and handover mechanisms.	Comply / Partially / No

Ref.	Requirement Area	Minimum Requirement	Bidder Response
T13	Monitoring compatibility	Expose suitable logs and application metrics for integration with DUT monitoring capabilities.	Comply / Partially / No
T14	Environments	Support development, test, UAT and production deployment processes using environments provided or approved by DUT.	Comply / Partially / No
T15	Quality	Apply peer review, source control, defect management and release management practices.	Comply / Partially / No

7. Deliverables

No.	Deliverable	Minimum Content
1	Inception report	Confirmed scope, assumptions, dependencies, governance, schedule and risk register.
2	Current-state assessment	Website, content, UX, technical, security, accessibility and analytics findings.
3	Requirements specification	Approved functional, technical, integration, content and non-functional requirements.
4	UX/UI design pack	Personas, journeys, information architecture, wireframes, prototypes, interface designs and design system.
5	Solution architecture	Application, integration, security, data and deployment architecture for the DUT-provided environment.
6	Configured and developed website	Approved website components, templates, workflows, forms, search and integrations.
7	Migration package	Content inventory, rules, migrated content, redirect map and reconciliation report.
8	Test evidence	Plans, scripts, results, defect register, security and accessibility evidence, and UAT support.
9	Deployment package	Release notes, deployment and rollback procedures, configuration and cutover plan.
10	Training and knowledge transfer	Training plan, guides, recordings where approved, and administrator/developer handover.
11	Documentation	Technical, integration, content governance, operational, maintenance and troubleshooting documents.

No.	Deliverable	Minimum Content
12	Handover package	Source code, repositories, credentials handover process, designs, licences attributable to the work and intellectual property deliverables.
13	Support and maintenance plan	Service desk process, service levels, escalation, defect resolution, upgrades and reporting.
14	Project closure report	Acceptance status, outstanding items, lessons learned and final handover confirmation.

8. Project Approach and Governance

8.1 Proposed Delivery Approach

- 8.1.1 Inception and mobilisation.
- 8.1.2 Discovery and requirements validation.
- 8.1.3 Information architecture and UX/UI design.
- 8.1.4 Solution architecture and detailed planning.
- 8.1.5 Iterative configuration, development and integration.
- 8.1.6 Content preparation and migration.
- 8.1.7 Testing and user acceptance.
- 8.1.8 Deployment into the DUT-provided environment.
- 8.1.9 Hypercare, support, knowledge transfer and closure.

8.2 Governance and Reporting

- 8.2.1 A project steering structure involving DUT ICTS, Corporate Affairs, relevant business owners and the appointed service provider.
- 8.2.2 A designated service provider project manager and accountable technical lead.
- 8.2.3 Regular progress reporting covering schedule, scope, budget, risks, issues, decisions, dependencies and deliverables.
- 8.2.4 Formal change control and deliverable acceptance processes.
- 8.2.5 Architecture, cybersecurity, privacy and quality assurance reviews at defined stage gates.

8.3 Indicative Responsibility Allocation

Ref.	Requirement Area	Minimum Requirement	Bidder Response
G01	DUT	Provide project governance, business owners, reviewers, decisions and access to available documentation.	Not applicable
G02	DUT	Provide and manage the hosting environment and associated infrastructure services.	Not applicable
G03	DUT	Coordinate access to approved systems, environments and subject matter experts.	Not applicable
G04	Service provider	Deliver all professional services, artefacts and resources in the approved scope.	Confirm
G05	Service provider	Manage delivery risks, quality, resources, documentation and knowledge transfer.	Confirm

Ref.	Requirement Area	Minimum Requirement	Bidder Response
G06	Joint	Plan integrations, testing, cutover, deployment and acceptance.	Confirm

9. Training and Knowledge Transfer

- 9.1. Role-based training for content authors, editors, approvers, administrators and technical support personnel.
- 9.2. Practical training using the configured DUT solution and agreed business scenarios.
- 9.3. Administrator, publisher and technical guides in editable and final formats.
- 9.4. Knowledge transfer covering configuration, code, integrations, deployment, troubleshooting, security and maintenance.
- 9.5. A train-the-trainer component where requested by DUT.
- 9.6. A skills transfer and handover assessment before final acceptance.

10. Support and Maintenance

The bidder must propose post-implementation application support and maintenance. This support must exclude website hosting and infrastructure hosting services.

- 10.1 Defect investigation and resolution.
- 10.2 Application configuration and code maintenance.
- 10.3 Security patch and dependency management for the delivered application components.
- 10.4 Compatibility updates and minor enhancements within an agreed allocation.
- 10.5 Escalation and communication procedures.
- 10.6 Monthly service reporting during the support period.
- 10.7 Knowledge-base updates and continued handover to DUT staff.

11. Service Provider Requirements

Bidders must demonstrate the organisational capability, experience, methodology and resourcing necessary to perform the assignment.

- 11.1 Company profile and legal status.
- 11.2 Relevant experience in comparable institutional, higher education, public-sector or large enterprise website projects.
- 11.3 At least three contactable references for relevant work, subject to final procurement wording.
- 11.4 Proposed project team, roles, availability, qualifications and relevant experience.
- 11.5 Evidence of UX/UI, content management, web development, integration, accessibility, security, testing, migration and project management capability.
- 11.6 Description of development, quality assurance, security and knowledge-transfer methodologies.
- 11.7 Disclosure of subcontractors and the work to be performed by each.
- 11.8 Disclosure of potential conflicts of interest.
- 11.9 Ability to provide support and maintenance for the proposed solution after go-live.

12. Proposal Response Requirements

The bidder response should be structured in the order below and cross-referenced to this RFQ.

- 12.1 Completed and signed bid submission forms and declarations.
- 12.2 Executive summary and understanding of DUT requirements.
- 12.3 Detailed technical response and compliance matrix.
- 12.4 Proposed solution, architecture and deployment approach for the DUT-provided environment.
- 12.5 Detailed methodology, work plan, milestones and dependencies.
- 12.6 UX/UI, content migration, integration, testing, security and accessibility approach.
- 12.7 Project governance and reporting approach.
- 12.8 Project team and curriculum vitae.
- 12.9 Relevant experience, case studies and contactable references.
- 12.10 Training, knowledge transfer, support and maintenance proposal.

- 12.11 Risk register and key assumptions.
- 12.12 Detailed pricing schedule, excluding all hosting services and hosting-related costs.
- 12.13 Completed deviations and exclusions schedule.

13. Evaluation Methodology

DUT will evaluate submissions in accordance with applicable DUT supply chain management requirements and the evaluation criteria published in the final RFQ. The following structure is proposed for finalisation by Procurement.

13.1 EVALUATION PROCESS

Submissions will be evaluated in two phases:

Phase 1: Submission of compulsory documents

Bidders need to submit all documents listed below in order to be evaluated in Phase 2.

1	The Tax compliance status PIN (TCS PIN) must be submitted. Should the Bidder's tax clearance status not be in order at the close of the evaluation of the bid, this will lead to the invalidation of the bid document. (Compulsory).
2.	Signed Form of Offer - Page 14 to page 16
3.	Signed Standard bidding documents (Refer Annexure A to D – page 18 to 22)
4	Company registration document

Bidders must provide the above documents to be evaluated in Phase

Phase 2

Ref.	Requirement Area	Minimum Requirement	Bidder Response
E02	Company Experience	- Relevant experience 5 years or more experience: 20 points 3 to 4 years experience: 15 points 1 to 2 years experience: 10 points - Less than 1 year: 5 points - No experience demonstrated: 0 points	[25 points]
E03	Comparable website upgrade and development experience supported by references.	5 or more similar projects: 25 points 3 to 4 similar projects: 20 points 2 similar projects: 15 points 1 similar project: 10 points - No similar projects: 0 points	[25 points]
E04	Proposed solution	Fit, maintainability, integration, content management and deployment to DUT environment.	[5 points]
E04	UX/UI and accessibility	Quality of user-centred design, information architecture and accessibility approach.	[5 points]
E05	Security and quality	Secure development, testing, privacy, performance and quality assurance.	[5 points]
E06	Project team	Appropriate skills, experience, roles and availability. - Dedicated team with senior web developers, security specialists, and support personnel: 15 points - Adequately qualified team: 10 points - Limited resources demonstrated: 5 points - No evidence provided: 0 points	[15 points]
E07	Migration and integration	Credible migration, data validation and integration approach.	[10 points]
E08	Knowledge transfer and support	Training, documentation and manuals, handover, knowledge transfer plan,	[15 points]

Bidders who obtain 70 points will be evaluated in phase 3.

Phase 3: Price and BBBEE

Bidders are to submit valid BBBEE certificates, non-submission will be awarded zero points.

Evaluation criteria		Points
1.	Price	80
2.	BBBEE as per the table below	20
Total		100

Bidders must complete the table below.

Specific Goal		80/20		Bidders must complete this section
		Sub-points	Total Points	
	Exempted Micro Enterprise (EME) or Qualifying Small Enterprise (QSE)	3	3	
Black-owned Enterprises	100% Black owned enterprise	3	3	
	Minimum 51% black-owned enterprise	2		
	Minimum 25% black-owned enterprise	1		
Black Women owned Enterprise.	100% Black Women-owned enterprise	5	5	
	Minimum 51% black women-owned enterprise	4		
	Minimum 25% black women- owned enterprise	3		
	Less than 25% of black women-owned enterprises but not less than 10%	2		
	100% Black Youth owned enterprise	5		

Enterprise owned by Youth	Minimum 51% black Youth owned enterprise	4	5	
	Minimum 25% black Youth owned enterprise	3		
	Below 25% of 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 that 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	

14. FORM OF OFFER AND ACCEPTANCE

PART A – OFFER

14.1. 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 BQO;

14.2. OFFERED CONTRACT PRICE

PRICE SCHEDULE (to be completed in by the bidder)

Bidders must provide a transparent, fixed and itemised price for the defined scope. Pricing must clearly identify once-off implementation costs, optional items, support and maintenance, applicable taxes and any assumptions.

Hosting services and all hosting-related charges must be excluded. Any hosting cost included in a bid may be treated as non-responsive or removed from price comparison, subject to the final procurement conditions.

14.2.1 Pricing Schedule

Item	Description	Qty	Unit Price	Total Price
1	Discovery and requirements validation			
2	UX/UI and information architecture			
3	Solution architecture and technical design			
4	Website configuration and development			
5	Integration services			
6	Content migration			
7	Testing and quality assurance			
8	Deployment and hypercare			

9	Training and knowledge transfer			
10	Documentation and handover			
11	Support and maintenance			
12	Optional enhancements			
13	TOTAL EXCLUDING VAT			
14	VAT			
15	TOTAL INCLUDING VAT			

The offered price includes all costs. Remains valid for **60 days** from RFQ closing date.

14.2.2 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:

- Supplier registration status prior to award and prior to payment.
 - Banking details
 - Tax compliance status
 - 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.

14.2.3 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	

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 (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: _____