



REQUEST FOR QUOTATION

APPOINTMENT OF A SPECIALIST CONSULTANT TO DEVELOP A COMPREHENSIVE SECURITY SMART CAMPUS TECHNICAL SPECIFICATION, IMPLEMENTATION ROADMAP AND PROCUREMENT-READY DOCUMENTATION

Reference No.	RFQ-DUT-65/26
Closing Date & Time	Tuesday, 22 September 2026
Procurement & General Enquiries	Thembelani Gumede Email address: ThembelaniG@dut.ac.za
Technical Enquiries	Promise Gumede Email address: promiseg@dut.ac.za
Compulsory Briefing Session	Date: Wednesday, 16 September 2026 Time: 10h00 Venue: DUT Brickfield Campus 96 Felix Dlamini (formerly Brickfield) Road, Overport, Durban, 4091
Submissions Method	All submissions must be sent to: ROQ@dut.ac.za

I. INTRODUCTION

Durban University of Technology (DUT) invites suitably qualified and experienced consulting firm's/service providers to submit quotations for specialist professional consulting services to assist DUT in defining, designing and documenting a comprehensive Security Smart Campus solution. This RFQ is for consultancy and specification-development services and does not constitute an invitation to supply or implement the final security technology solution.

DUT is undertaking this requirement as an initial step towards establishing a structured, integrated and scalable Security Smart Campus environment. As this is a new initiative for DUT, the appointed consultant will be expected to bring independent specialist knowledge, interrogate and validate the University's preliminary requirements, identify gaps and make professional recommendations based on relevant legislation, standards, recognised industry practice, emerging technologies and the University's operational environment.

This procurement is undertaken in accordance with the approved DUT Procurement Policy, applicable preference-point/procurement regulations and other applicable procurement governance requirements.

2. PURPOSE AND OBJECTIVES

The purpose of this appointment is to appoint a suitably qualified specialist consultant to:

- Assess DUT's current security technology environment, infrastructure, processes and capabilities.
- Engage relevant DUT stakeholders and validate the End-user Department's preliminary requirements.
- Identify security, operational, technological, integration, cybersecurity, data protection and infrastructure gaps.
- Develop a technology-neutral Security Smart Campus architecture and target operating model.
- Recommend suitable pilot projects and define their scope, objectives, sites, technologies, integration requirements, KPIs and acceptance criteria.
- Develop a comprehensive, procurement-ready technical specification for the subsequent implementation phase.
- Develop an implementation roadmap covering pilot, evaluation, phased rollout and full implementation.
- Provide an indicative lifecycle cost and budget framework to assist DUT with future planning.
- Prepare the technical/procurement documentation required to enable DUT to approach the market for implementation.

3. BACKGROUND AND OPERATIONAL CONTEXT

DUT operates across multiple campuses, buildings, student residences and operational environments. The University requires a forward-looking security model that can support the protection of students, staff, visitors, assets and facilities while improving situational awareness, incident response and security information management.

The End-user Department has developed preliminary requirements to assist DUT in defining the desired **Security Smart Campus outcomes**. These preliminary requirements will be presented/provided to the appointed consultant. They are not intended to be exhaustive. The consultant must use professional expertise to validate, refine, challenge and expand them where necessary.

4. SCOPE OF WORK

The scope shall include, but is not limited to, the following project stages:

4.1 Inception and Project Mobilisation

- Hold an inception meeting with DUT.
- Confirm objectives, methodology, governance arrangements, stakeholders, information requirements and programme.
- Submit an inception report and detailed work plan.

4.2 Current-State Assessment

- Undertake site visits and stakeholder consultations across relevant DUT locations.

- Assess existing CCTV/video management, access control, biometrics, ANPR/LPR, perimeter protection, alarms, emergency/panic systems, control rooms, visitor management and related systems, where present.
- Assess relevant ICT/network, power, communications, storage, server/cloud and cybersecurity dependencies.
- Review relevant operating procedures, incident management processes and reporting arrangements.
- Identify systems that can be retained, integrated, upgraded or replaced.

4.3 Needs Analysis and Requirements Validation

- Conduct structured consultations/workshops with relevant stakeholders, including Protection Services, ICT, Facilities, Risk, Student Housing and other departments identified by DUT.
- Validate the End-user Department's preliminary requirements.
- Develop user stories/use cases and functional requirements.
- Identify additional requirements and opportunities based on professional expertise and industry practice.
- Define operational, technical, integration, data, security and performance requirements.

4.4 Security Smart Campus Target Architecture

- Develop a technology-neutral target architecture and conceptual design.
- Define how CCTV/video analytics, access control, ANPR/LPR, perimeter detection, visitor management, emergency/panic systems, incident management, control-room capability and other relevant systems should interact.
- Address interoperability, APIs/integration, data flows, network requirements, storage, resilience, cybersecurity, access rights and audit trails.
- Recommend appropriate standards, protocols and technology principles without unnecessarily prescribing proprietary brands.

4.5 Pilot Project Design

- Recommend priority pilot projects based on risk, value, feasibility and strategic importance.
- Define pilot locations, objectives, scope, technology components, integration requirements, implementation approach, test methodology and acceptance criteria.
- Develop KPIs and a measurement framework to determine whether each pilot should proceed to wider rollout.
- Identify dependencies, risks, assumptions and lessons-learned requirements.

4.6 Technical Specification Development

- Develop a comprehensive, clear and measurable technical specification for the subsequent implementation procurement.
- Include functional and technical requirements, minimum performance requirements, integration/interoperability, cybersecurity, POPIA/data protection, installation, testing, commissioning, training, support, maintenance, warranties, service levels, documentation and handover.
- Ensure the specification is sufficiently detailed to support fair, competitive and technology-neutral procurement while protecting DUT's operational requirements.

4.7 Implementation Roadmap

- Develop a phased implementation roadmap from pilot through evaluation and subsequent rollout.
- Identify workstreams, dependencies, sequencing, indicative timelines, governance requirements and key decision gates.
- Identify capabilities and resources DUT will require to operate and sustain the solution.

4.8 Cost and Lifecycle Planning

- Develop an indicative budgetary framework covering CAPEX, software/licensing, integration, infrastructure, installation, training, support, maintenance and recurring costs.
- Provide a high-level total-cost-of-ownership/lifecycle view and identify major cost drivers.
- Costs shall be indicative and shall not be treated as a quotation for implementation.

4.9 Procurement Documentation

- Prepare technical and supporting documentation required for DUT to procure the implementation phase.
- Provide technical compliance schedule, mandatory/functional requirements, proposed technical evaluation methodology, pricing schedule structure, implementation methodology requirements, SLA requirements and testing/acceptance criteria.
- Ensure all documents are internally consistent and suitable for incorporation into a future DUT procurement process.

4.10 Finalisation, Presentation and Handover

- Present findings and recommendations to relevant DUT stakeholders.
- Incorporate agreed comments and corrections.
- Submit final editable and PDF versions of all deliverables.
- Conduct final handover and knowledge-transfer session.

5. REQUIRED EXPERTISE / TECHNOLOGY DOMAINS

- CCTV/IP video surveillance and Video Management Systems (VMS).
- AI/video analytics and event detection.
- Access control, card/mobile credentials and biometrics.
- Automatic Number Plate Recognition/License Plate Recognition (ANPR/LPR).
- Perimeter intrusion detection and intelligent perimeter security.
- Visitor management and identity/access workflows.
- Emergency communication, panic/alarm and incident-response systems.
- Security control rooms, command-and-control and integrated security platforms.
- Systems integration, interoperability and open standards/APIs.
- ICT/network infrastructure, cybersecurity, resilience and data storage.
- POPIA/data protection, privacy-by-design and governance for security data.
- Security risk assessment, operational processes and performance management.
- Campus/university or similarly complex multi-site environments.

6. COMPULSORY BRIEFING SESSION

A compulsory briefing session, site briefing will be held for all prospective bidders. Attendance is mandatory. Only bidders who attend the compulsory briefing session will be eligible for further consideration.

The briefing session will be used to present DUT's preliminary Security Smart Campus requirements, explain the University's intended outcomes, provide relevant operational/contextual information and, where applicable, allow prospective consultants to view existing facilities and security infrastructure.

Bidders are expected to use the briefing session to interrogate the requirement and identify information needed to develop an informed professional proposal. Questions and clarifications raised during the session may be formally recorded and communicated to all bidders to ensure fairness and transparency.

IMPORTANT: DUT's preliminary requirements are not exhaustive. The appointed consultant shall apply independent professional expertise and may recommend additional requirements, technologies, integrations, controls, standards, pilot projects or deliverables necessary to achieve the University's objectives.

7. DELIVERABLES

No.	Deliverable	Minimum Content
1	Inception Report	Methodology, work plan, stakeholder plan, information requirements and programme.
2	Current-State Assessment Report	Existing systems, infrastructure, processes, site findings and constraints.
3	Gap and Risk Analysis	Current vs target capability, key risks, gaps and priorities.
4	Requirements Specification	Validated functional, operational, technical and performance requirements.
5	Target Security Smart Campus Architecture	Conceptual architecture, integration model, data flows and technology principles.
6	Pilot Project Design	Recommended pilots, sites, scope, technologies, KPIs, test and acceptance criteria.
7	Procurement-Ready Technical Specification	Comprehensive implementation specification and compliance schedule.
8	Implementation Roadmap	Phased pilot-to-rollout plan, dependencies, decision gates and indicative timelines.
9	Lifecycle Cost Framework	Indicative CAPEX/OPEX/TCO and major cost drivers.
10	Procurement Support Pack	Technical evaluation framework, pricing schedule structure, SLA, testing and acceptance requirements.
11	Final Report and Presentation	Consolidated recommendations and executive presentation to DUT.

7. PROJECT DURATION AND MILESTONES

The consultant shall propose a realistic project duration and milestone programme. DUT anticipates a structured assignment that can be completed within approximately 12–16 weeks from the date of the official Purchase Order, subject to the consultant's proposed methodology and the availability of DUT stakeholders and sites.

Milestone	Expected Output	Proposed Timing
1	Inception and mobilisation	Bidder to propose
2	Current-state assessment/site visits	Bidder to propose
3	Requirements and gap analysis	Bidder to propose
4	Architecture and pilot design	Bidder to propose
5	Draft technical specification	Bidder to propose
6	Review, finalisation and handover	Bidder to propose

8. CONSULTANT QUALIFICATION AND EXPERIENCE REQUIREMENTS

- The bidder must be a legally registered entity with demonstrable experience in specialist security technology consulting, systems integration consulting, smart-campus/smart-building security, or comparable multi-site security technology projects.
- Minimum five years relevant organisational experience in the applicable field.
- Demonstrated experience in at least three comparable projects, preferably involving universities, colleges, government, healthcare, large corporate campuses, transport environments or similarly complex multi-site institutions.
- At least one proposed key professional must have demonstrated experience in developing technical specifications and procurement-ready documentation for integrated security technology projects.
- Proposed personnel must collectively demonstrate expertise in security systems, ICT/network integration, cybersecurity, data/privacy requirements and project/solution architecture.
- Provide client references for comparable assignments, including client name, project description, value/duration where permissible, contact person and contact details.
- Where specialist subcontractors are proposed, the bidder must clearly identify their roles, responsibilities and relevant experience.

9. PROPOSED KEY PERSONNEL

Role	Minimum Requirement	Relevant Experience	CV, Qualifications and Professional accreditation Required
Project Lead	Relevant degree/professional qualification	10 years relevant experience; comparable consulting projects	Yes
Security Systems / Smart Campus Specialist	Relevant qualification/certification	7 years relevant experience; integrated security systems	Yes
ICT / Integration / Cybersecurity Specialist	Relevant qualification/certification	5 years relevant experience; systems/network/cybersecurity integration	Yes
Technical Specification Specialist	Relevant qualification/experience	5 years relevant experience in technical specifications/procurement documentation	Yes

10. BIDDER METHODOLOGY AND TECHNICAL PROPOSAL

Bidders must submit a technical proposal addressing at least:

- Understanding of DUT's requirement and the purpose of the consultancy.
- Proposed methodology and work breakdown.
- Stakeholder engagement approach.
- Approach to current-state assessment and site inspections.
- Approach to requirements validation and gap analysis.
- Approach to architecture and pilot design.
- Approach to developing a technology-neutral procurement-ready specification.

- Approach to lifecycle costing and implementation planning.
- Project governance, quality assurance and risk management.
- Proposed project schedule and milestones.
- Key assumptions, exclusions and information required from DUT.

11. CONFIDENTIALITY, INFORMATION SECURITY AND POPIA

The appointed consultant may be exposed to sensitive information relating to DUT's security infrastructure, facilities, systems, vulnerabilities and operational processes. Such information shall be treated as confidential and may only be used for this assignment. The consultant shall comply with applicable information-security requirements and POPIA, where applicable, and shall not disclose DUT security information to any third party without written authorisation from DUT.

The consultant shall identify privacy, data governance, retention, access-control, audit and cybersecurity requirements that should be incorporated into the future implementation specification, particularly where biometric, video, vehicle or other personal information may be processed.

12. DUT RESPONSIBILITIES

- Provide reasonable access to relevant information, documentation, stakeholders and sites.
- Facilitate stakeholder participation and access to relevant existing systems where appropriate and authorised.
- Provide comments and decisions within agreed review periods.
- Identify the DUT project owner and relevant representatives.
- Provide the consultant with the End-user Department's preliminary requirements.

13. CONSULTANT RESPONSIBILITIES

- Provide all professional expertise, personnel, tools and resources necessary to perform the assignment.
- Conduct the assignment independently and objectively.
- Validate rather than merely reproduce DUT's preliminary requirements.
- Identify gaps, risks and additional requirements that DUT may not have considered.
- Maintain appropriate confidentiality and information security.
- Provide accurate, complete and internally consistent deliverables.
- Attend meetings, workshops and presentations as reasonably required.
- Correct reasonable errors/omissions in deliverables identified during the agreed review period.

14. INDEPENDENCE AND CONFLICT OF INTEREST

The bidder shall disclose any actual, potential or perceived conflict of interest. Because the consultant will assist DUT to develop the technical specification and procurement documentation for the subsequent implementation phase, the bidder must disclose any existing commercial relationship, agency, reseller, implementation or technology-partner relationship that may compromise independence.

DUT reserves the right, subject to applicable procurement and legal requirements, to restrict the appointed consultant and/or entities under common control from participating in the subsequent implementation procurement where such participation would create an actual or perceived conflict of interest or undermine procurement fairness.

15. EXCLUSIONS FROM THIS RFQ

Unless specifically identified as a consultancy deliverable, this RFQ does not include the purchase, supply, installation or implementation of CCTV cameras, access-control equipment, ANPR/LPR equipment, servers, networking equipment, software licences, control-room equipment or other security technology. These requirements are expected to be addressed in the technical specification and subsequent implementation procurement.

16. DELIVERABLES & COST SCHEDULE

No.	Description	Qty	Unit Price Excl. VAT	Total Excl. VAT
1	Professional consulting services – full assignment	1		
2	Optional additional professional day rate, if required	1		
3	Travel/site visit costs, if separately chargeable	1		
4	Other disbursements – state clearly	1		
TOTAL EXCL. VAT				
VAT @ 15%				
TOTAL INCL. VAT				

17. EVALUATION CRITERIA

The quotation will be evaluated in accordance with the applicable DUT procurement requirements and the preference-point system applicable to the final estimated value of the RFQ. If the requirement falls within the standard RFQ threshold covered by the attached DUT template, the applicable 80/20 system will be used.

Criteria	Points	Basis
Price	80	Quoted professional fee in accordance with the pricing schedule.
Specific Goals / B-BBEE	20	In accordance with the applicable DUT preference-point framework.

DUT reserves the right to verify submitted information, references, qualifications and experience. Bidders must meet all mandatory requirements of the RFQ before preference points are applied, where applicable.

18. COMPULSORY DOCUMENTS

1. Valid SARS Tax Compliance Status PIN (TCS PIN).
2. Proof of CSD Registration.
3. Signed Declaration of Interest / Conflict of Interest.
4. Company registration documents, where required.
5. Technical proposal/methodology.
6. Company profile and relevant experience.
7. CVs of proposed key personnel.

8. At least three relevant client references.
9. Proposed project programme and milestones.
10. Completed pricing schedule.

NB: Failure to submit documents identified as compulsory may result in disqualification, subject to the applicable DUT procurement rules and final RFQ conditions.

19. GENERAL CONDITIONS

- Services shall only commence upon receipt of an official DUT Purchase Order.
- No verbal instruction shall constitute authority to commence additional work.
- Any variation must be approved in writing in accordance with DUT's Delegation of Authority and Procurement Policy.
- The consultant shall comply with applicable occupational health and safety requirements when attending DUT sites.
- The consultant shall comply with DUT applicable policies, procedures and security/access requirements.
- All reports, specifications, drawings, schedules and other project outputs produced specifically for DUT under this appointment shall be provided in editable and PDF formats and shall become the property of DUT, subject to applicable intellectual-property provisions.
- DUT reserves the right to accept or reject any quotation and is not obliged to accept the lowest-priced quotation.

20. FORM OF OFFER AND ACCEPTANCE

The standard DUT Form of Offer and Acceptance contained in the original RFQ template shall form part of this RFQ. The bidder must complete and sign the applicable sections.

RFQ No.	RFQ-DUT-65/26
Description	Security Smart Campus Specialist Consultancy
Total Excl. VAT	R
VAT @ 15%	R
Total Incl. VAT	R

21. SUBMISSION OF QUOTATION

Bidders shall submit their quotations and supporting documentation in accordance with the submission instructions communicated by DUT Procurement.

Closing Date: **Tuesday, 22 September 2026**

Closing Time: **11h00**

Submission Method Email ROQ@dut.ac.za

Procurement Contact: Thembelani Gumede email address: ThembelaniG@dut.ac.za

IMPORTANT NOTICE TO BIDDERS

The purpose of this consultancy is to enable DUT to make an informed, defensible and competitive procurement decision for the subsequent Security Smart Campus implementation. Bidders are therefore expected to demonstrate strategic thinking and specialist technical expertise, not merely reproduce the preliminary requirements supplied by DUT. The successful consultant will be expected to identify omissions, propose improvements and develop a complete implementation-ready specification that reflects DUT's operational realities and future scalability requirements.

ANNEXURE A – CSD REGISTRATION AND VERIFICATION DECLARATION

The Bidder confirms that it is actively registered on the National Treasury Central Supplier Database (CSD), that the CSD number submitted is valid and current, and authorises DUT to verify supplier registration status, banking details, tax compliance status and restriction status.

CSD Number: _____ Signature: _____ Date: _____

ANNEXURE B – TAX COMPLIANCE STATUS (TCS) DECLARATION

The Bidder submits a valid SARS Tax Compliance Status PIN, authorises DUT to electronically verify tax compliance, and confirms that tax matters are compliant at the time of submission.

TCS PIN: _____ Signature: _____ Date: _____

ANNEXURE C – POPIA COMPLIANCE DECLARATION

The Bidder confirms that personal information is lawfully obtained and shall safeguard information received from DUT, implement reasonable technical and organisational measures, and notify DUT of any data breach. The Bidder shall comply with applicable POPIA obligations.

Authorised Signatory: _____ Date: _____

ANNEXURE D – CERTIFICATE OF INDEPENDENT BID DETERMINATION

The Bidder certifies that the quotation has been independently determined and that no agreement exists with any competitor regarding price, market allocation, or submission/non-submission of the quotation. The Bidder confirms compliance with the Competition Act 89 of 1998.

Signature: _____ Date: _____

ANNEXURE E – UIFW ACKNOWLEDGEMENT

The Bidder acknowledges DUT's internal financial governance framework aimed at preventing unauthorised, irregular, fruitless and wasteful expenditure and confirms that no work shall commence without a valid DUT Purchase Order and no variation shall be implemented without written approval aligned to the Delegation of Authority.

Signature: _____ Date: _____

ANNEXURE F – PROCUREMENT ETHICS AND CONDUCT DECLARATION

The Bidder confirms that neither the entity nor its directors are listed on any restricted supplier database, that no director has been convicted of fraud or corruption related to procurement, and that the entity complies with ethical procurement practices and has not attempted to improperly influence DUT officials.

Signature: _____ Date: _____

ANNEXURE G – NON-SPLITTING AND VALUE THRESHOLD DECLARATION

The Bidder acknowledges that this RFQ constitutes a single consolidated procurement requirement, that splitting procurement to avoid threshold controls is prohibited, and that DUT reserves the right to cancel the RFQ if threshold irregularities are detected.

Signature: _____ Date: _____

ANNEXURE H – DUT CONFLICT OF INTEREST DECLARATION

RFQ No: **RFQ-DUT-65/26**

Are you or any person connected with the bidder employed by the State? YES / NO

Are you or any person connected with the bidder employed by DUT? YES / NO

Do you or any director/shareholder/member have any family relationship with a DUT employee? YES / NO

Do you or any director/shareholder/member have any relationship with a person involved in evaluation of this process? YES / NO

Have you or your directors conducted business with DUT in the past 12 months? YES / NO

If YES, provide details:

Declaration: I confirm that the information furnished is true and correct and understand that failure to disclose conflicts may result in disqualification, contract cancellation, recovery of damages and/or reporting to National Treasury.

Name: _____ Position: _____ Signature: _____
Date: _____

ANNEXURE I – GOVERNANCE ACCEPTANCE SUMMARY PAGE

- ☐ CSD compliance verified
- ☐ Tax compliance confirmed
- ☐ POPIA obligations understood
- ☐ Independent bid determination certified
- ☐ UIFW provisions acknowledged
- ☐ Ethical procurement obligations accepted
- ☐ Conflict of interest declared

I understand that false declarations constitute material misrepresentation.

Name of Bidder: _____

Authorised Representative: _____

Signature: _____ Date: _____