REQUEST FOR QUOTATION – DEVELOPMENT AND IMPLEMENTATION OF DIGITAL HOUSE COMMITTEE (HC) ELECTION SYSTEM.

Reference No:	RFQ-DUT-70/26
Online Briefing Session	Friday, 02 October 2026 at 10:00am **Microsoft Teams meeting** **Join:** https://teams.microsoft.com/meet/355392683000206?p=haPyFyDAApquOW2QoO Meeting ID: 355 392 683 000 206 Passcode: ab9Bc6H5
Closing Date and Time	Friday, 09 October 2026 at 11:00am
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Submissions Method	Roqpg2@dut.ac.za

1. INTRODUCTION

The Student Housing and Residence Life Unit is requesting for service provider to submit quotations for the development/configuration, implementation, and administration of a secure digital House Committee (HC) Election System for DUT Residences. The system must facilitate a secure, transparent, efficient, and user-friendly election process for House Committee representatives across DUT residences.

2. Objective

The objective is to procure an end-to-end digital election solution that supports residence-based candidate nominations, verification, electronic voting, automated counting, results management, reporting, auditability, and technical support while protecting student information and the integrity of the election process.

3. Residence Profile

The HC Election System must accommodate the following residence structure in Durban Campus:

Campus	Residence Category	No. of Residences	Residence Capacity
Durban	Outsourced Residences	90	18 471
Durban	Insourced Residences	9	1 739
Durban	Total	99	20 210

The HC Election System must accommodate the following residence structure in Midlands Campus:

Campus	Residence Category	No. of Residences	Residence Capacity
Midlands	Outsourced Residences	70	4 762
Midlands	Insourced Residences	5	802
Midlands	Total	76	5 564

4. HC Portfolio Structure

The system must allow different HC structures based on the capacity of each residence.

4.1 Residences with capacity above 100 students

Each qualifying residence must have three (3) HC portfolios:

1. Chairperson
2. Project Officer
3. Secretary

4.2 Residences with capacity below 100 students

Each qualifying residence must have two (2) HC portfolios:

1. House Representative 1
2. House Representative 2

5. Minimum System Requirements

The proposed solution must provide, at minimum:

5.1 Election Administration

- Creation and configuration of elections by residence.
- Ability to configure election dates, nomination periods and voting periods.
- Creation of voters' roll (residence based)
- Configuration of HC portfolios according to residence capacity.
- Configure separate ballots for each residence.
- Candidate nomination and verification. -Student will have to upload an ID size photograph.
- Candidate approval and disqualification functionality.

5.2 Student/Voter Authentication

- Secure authentication of eligible students through a web-based interface accessible on computers and mobile devices.
- Verification that only eligible students can vote.
- Prevention of duplicate voting.
- Appropriate protection of student information and personal data.
- Provide confirmation that a vote has been successfully submitted.
- Prevent a voter from changing or submitting multiple votes after final submission.
- Maintain the confidentiality and integrity of votes.

5.3 Electronic Voting

- Secure electronic voting.
- Display of candidates according to residence and portfolio.
- Allow students to vote only for the applicable portfolio(s).
- Confirmation that a vote has been successfully submitted.
- Prevention of a voter changing or submitting multiple votes after final submission.
- Accessibility through computers and mobile devices.
- Maintain confidentiality and integrity of votes.

5.4 Election Results

- Automated vote counting.
- Generation of preliminary and final election results.
- Generate results by residence and portfolio.
- Identification of successful candidates based on the approved election rules.
- Provide downloadable election results and reports.
- Ability for authorised officials to verify results.

5.5. Reporting Requirements

The system must generate reports including, but not limited to:

- Number of eligible voters per residence.
- Number of nominated candidates.
- Candidates per portfolio.
- Voter turnout per residence.
- Votes received per candidate.
- Election results by residence.

- Overall election statistics.
- Election activity report.

6. Technical Support

The service provider must ensure that the system:

- Provide a clear process for reporting and resolving student voting/access issues.
- Provide escalation procedures and defined response/resolution times.
- Where required by DUT, provide onsite technical support at the Durban and Midlands campuses during the voting period.
- Provide a designated project/technical contact for DUT.

7. 2027 Election Schedule

Election Activity	Date
Opening of Nominations	To be communicated.
Close of Nominations	To be communicated.
Verification of nominees: Academic and disciplinary record of applicants shall be checked	To be communicated.
Preliminary lists of successful candidates will be loaded online and broken down per residence	To be communicated.
Objection to candidature and Appeals	To be communicated.
Final lists of candidates will be uploaded online	To be communicated.
Manifesto Presentations (candidate to prepare a video clip that is not more than 2 minutes that they can share on their social media groups within their respective residences)	To be communicated.
Voting	To be communicated.
Preliminary Results	To be communicated.
Objections and appeals	To be communicated.
Final Results	To be communicated.

2. EVALUATION CRITERIA - COMPULSORY DOCUMENTS (Phase 1)

Failure to submit compulsory documentation and compliance with specification will result in disqualification. Bidders must submit the following documents with their quotations:

- Valid SARS Tax Compliance Status PIN.
- BBBEE Certificate or BBBEE Sworn Affidavit (where applicable).

- CSD Registration Report.
- Company Registration Documents.
- Company Profile demonstrating experience in software development and implementation.
- At least two (2) contactable references for similar projects completed.

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.

5.1PRICE / 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	Development/Configuration Costs	1		
2	Implementation costs	1		
3	Any additional costs	1		
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: _____

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: _____