REQUEST FOR QUOTATION RFQ-DUT-74/27

Submissions must be emailed to roq@dut.ac.za by 11am on 12 October 2026.

Queries to be addressed to shailanp@dut.ac.za

APPOINTMENT OF A TECHNICAL SECURITY CONSULTANT TO PROVIDE ADVISORY SERVICES

1. Purpose

The Durban University of Technology (DUT) seeks to appoint an independent Technical Security Consultant to provide specialist advisory and quality assurance services during the specification and evaluation phases of security guarding services tender. **The appointed consultant *must not* be aligned to any company that may bid for the Security services tender. The appointed provider will be requested to sign and Non-disclosure agreement prior to appointment.**

The objective is to ensure that security service compliance and technical requirements, procurement documentation, pricing structures and service standards, are aligned with industry best practices, legislative requirements, and the University's security risk profile.

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2. Background

DUT requires security guarding services across its campuses and facilities to safeguard students, staff, visitors, assets, infrastructure, and information. Given the strategic and high-risk nature of security services, the University requires an independent security specialist to review and validate procurement requirements, cost estimates and service delivery standards included in the bid document.

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3. Scope of Services

The appointed Security Services Gate Reviewer shall provide the following services:

3.1 Specification Review

- Assess the adequacy of the proposed scope of work.
- Review and validate staffing models, deployment plans, supervision structures, and shift requirements as per the BOQ.
- Review guarding requirements for campuses, residences, administration buildings, and special events as per the BOQ
- Ensure that specifications are fit-for-purpose and promote fair competition.
- Review all documentation, including BOQ and estimated costs of the BOQ

3.2 Compliance Review

Review and advise on minimum compliance specification requirements including:

- PSIRA registration.
- COIDA compliance.
- UIF compliance.
- Tax compliance.
- Financial Standing
- Public liability insurance.
- Firearm licensing (if applicable).
- Occupational Health and Safety compliance.
- Labour legislation requirements.
- Relevant security industry legislation and standards.

3.3 Functionality Criteria Review

Review and validate functionality criteria including:

- Company experience.
- Similar projects undertaken.
- Key personnel qualifications and experience.
- Availability of operational resources.

- Training and competency requirements.
- Control room capabilities.
- Incident management procedures.
- Risk management systems.
- Quality management systems.
- Business continuity arrangements.

Ensure that functionality criteria are measurable, objective, transparent, and aligned to procurement best practices.

3.4 Pricing Schedule and Cost Review

The Consultant shall:

- Review the pricing schedule.
- Assess statutory cost components.
- Calculate independently the estimated contract values based on current PSIRA rates.
- Confirm market benchmarking of rates are within the budget available.
- Identify potential under-pricing or excessive pricing risks clauses

3.5 Advertising, briefing and Bid Evaluation

The Consultant will be required to attend the following meetings and:

- Be available to answer technical questions at the briefing session
- Provide technical clarification to the Bid Evaluation Committee (BEC) as non-voting member
- Provide independent technical opinions during evaluation.

The security consultant will be expected to provide a technical preliminary report to the Sourcing Manager for review and present their findings to the BSC for final confirmation and / or acceptance of any recommendations.

4. Evaluation criteria

The prospective Consultant must provide the following:

PHASE 1:

Providers must sign and submit all the documents below to be evaluated in Phase 2

- Form of offer – Pages 7 to 9
- Tax clearance pin
- CIPC documents
- Annexures A to D – pages 11 to 16
- PSIRA relevant accreditation in Security Risk Management and / or Security Advisory Services

PHASE 2 (50 POINTS – BIDDERS MUST OBTAIN A MINIMUM OF 35 POINTS TO BE EVALUATED IN PHASE 3

- CVs:
    a) Security consultant - Have a minimum of 10 years' experience in security risk assessment or security advisory services in large scale companies, with certification or qualifications including knowledge of South African security legislation and procurement practices **– 20 points**
- Three signed customer references and past performance letters, for security risk assessment or security advisory services (**10 points per reference**)

PHASE 3 - 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

5. Independence and Conflict of Interest

The Consultant:

- Shall act independently and objectively.
- Shall not have any business relationship with bidders.
- Shall not participate in award decisions.
- Shall disclose any actual or perceived conflicts of interest.
- Shall maintain confidentiality concerning all DUT information and procurement activities.

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6. Reporting

The Consultant shall report to:

Director: Protection services via the Procurement Facilitator and to the BSC

FORM OF OFFER AND ACCEPTANCE

PART A – OFFER
7.1. 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) Or attach a separate pricing schedule

No.	Item Description	Qty	Unit Price	Amount
1		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.

7.3.1 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.

7.3.2 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	

7.4 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: _____


DUT
DURBAN UNIVERSITY OF TECHNOLOGY
PROCUREMENT
& STORES