REQUEST FOR QUOTATION – PROVISION OF CATERING SERVICE OF FIRST YEAR STUDENTS AT DURBAN UNIVERSITY OF TECHNOLOGY DURBAN CAMPUSES.

Reference No:	RFQ-DUT-81/26
Closing Date and Time	Friday, 13 November 2026 at 11:00am
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Technical Enquiries	Mr. Keshan Govender Email Address: KeshanG@dut.ac.za
Submissions Method	Roq@dut.ac.za

1. INTRODUCTION

The **Durban University of Technology (DUT)** is committed to transforming lives and advancing society through quality education, innovation, research, and community engagement. In support of the University's **ENVISION2030 Strategy**, DUT strives to create a student-centred environment that promotes student success, inclusion, well-being, and an exceptional university experience.

As part of welcoming and supporting new entrants into higher education, DUT hosts annual orientation and induction programmes for first-year students across its campuses. These programmes are designed to facilitate academic integration, foster a sense of belonging, and ensure that students are equipped with the necessary information and support to commence their academic journey successfully.

DUT hereby invites suitably qualified and experienced catering service providers to submit quotations for the provision and delivery of meals and refreshments for approximately **5,000 first-year students per day** during the orientation programme. The successful bidder shall demonstrate the capacity, resources, personnel, food safety systems, and logistical capability required to prepare, transport, and distribute quality meals efficiently and timeously across designated DUT venues.

2. SCOPE OF WORK

The successful service provider shall be required to:

2.1 Catering Services

Provide meals and beverages for approximately **5,000 students per day**, including:
Breakfast (if required)
Light refreshments
Lunch packs and/or hot meals
Vegetarian meal options
Halaal meal options
Other dietary requirements upon request

2.2 Delivery Requirements

The service provider shall:

Deliver meals to designated DUT campuses and venues.

Ensure meals are delivered fresh and within agreed timeframes.

Maintain appropriate food temperatures during transportation.

Provide distribution personnel during serving periods.

Remove waste generated through catering services.

Ensure compliance with food safety and hygiene regulations.

3. 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).
- Company Registration Documents. (CIPC)
- Signed SBD 4 - Declaration of Interest.
- Signed SBD 6.1 - Preference Points Claim Form.
- Signed RFQ Declaration Form.
- Occupational Health and Safety Compliance Declaration.
- Company Experience in Large Scale Catering Services – Bidders to submit company profile with a list of Project
- Three (3) Relevant Reference Letters from servicing large scale catering services.
- Methodology and Delivery Plan -
- Geographic area -No more than 15 KM away – Proof of Utility bill or lease agreement to be attached.
- Full compliance with South African food safety, hygiene, and municipal health regulations, including HACCP-aligned operational practices.

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	DAY 1- (DBN 6000) Small burger, small chips, and apple	6000		
2	DAY 2- (DBN 6000) chicken and mayo sandwiches, chips, and apple	6000		
3	DAY 3- (DBN 5000) wors roll, chips and apple	5000		
4	DAY 4- (DBN 5000) Small burger, small chips, and apple	5000		
5	TEAMBUILDING HOSTED IN DURBAN (5500) wors rolls chips and apple	5500		
	Delivery fee			
	*10% of quantity per day must be halaal & 5% must be vegetarian			
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: _____

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: _____