

## DURBAN UNIVERSITY OF TECHNOLOGY (DUT)

### INVITATION TO TENDER

Tenderers who are interested in responding to the below request for the Durban University of Technology (DUT) are hereby invited to submit proposals.

Tender Number	Tender Description	Compulsory Virtual Information Session	Closing date and time for electronic submission of tender documents
PU9012/044 DUT2025/599	Request for Proposals for Domestic and International Travel Management Services at Durban University of Technology	Date: 3 July 2025 Time:13h30-15h00  Register at <a href="https://purcosa.co.za/tender/15125">https://purcosa.co.za/tender/15125</a>	Date: 16 July 2025  Time:11h00  <a href="https://purcosa.co.za/online-tender-submissions-guide">https://purcosa.co.za/online-tender-submissions-guide</a>

All potential tenderers are required to register to attend the Compulsory Virtual Information session. Register on the [purcosa.co.za/tenders](https://purcosa.co.za/tenders) no later than **Thursday, 3 July 2025 at 13h30**. A confirmation email will be sent to tenderers with the online meeting details.

#### PURCHASE OF TENDER DOCUMENTS:

Tender documents can be purchased at a non-refundable fee of R 1,150.00 (VAT included) on the PURCO SA website from **the 25<sup>th</sup> of June 2025**.

#### The steps below should be followed for LOG IN OR REGISTER on the PURCO SA website:

1. Navigate to <https://purcosa.co.za>
2. Click on the 'Login or Register' button and select the appropriate option
3. Not registered on the website?
  - o Click 'Register here'
  - o Complete the form and click 'Create new account'
  - o Wait for the Account details email from PURCO SA. Check your spam filter if necessary.
  - o Click on the link in the email to login to the PURCO SA website and add a password.

#### The steps below should be followed to purchase the tender document on the PURCO SA website:

1. Under the Supplier Hub menu click on 'Open Tenders'
2. Select the tender and click on 'View'
3. Click on the 'Buy now' button
  - o You will be redirected to our payment gateway (Payfast) to make payment.
  - o If you encounter problems on the Payfast pages go to [www.payfast.co.za/contact](http://www.payfast.co.za/contact) for help.
  - o When your payment has been processed you will be automatically redirected back the PURCO SA Checkout page where you will find your purchased tender document/s

**Contact person for the purchase of tender documents only:** Ms Sinegugu Makhubela; PURCO SA; e-mail: [sinegugu.makhubela@purcosa.co.za](mailto:sinegugu.makhubela@purcosa.co.za) and copy Ms Nirupa Kemraj, e-mail: [khemrajn@dut.ac.za](mailto:khemrajn@dut.ac.za)

Durban University of Technology (DUT) reserves the right not to accept the lowest tender or any tender in part or in whole. DUT reserves the right to award this tender to an empowerment company or may award this tender on condition that a joint venture with an empowerment company is formed. This will be added to the criteria when evaluating the tenders. DUT reserves the right to award this tender as a whole or in part without furnishing reasons. The Durban University of Technology (DUT) is committed to broad-based black economic empowerment. We strive to comply with the provisions of all relevant legislation. Details are included in the bid. **DUT reserves the right not to accept the lowest or any tender.**