

**STUDENT AFFAIRS DEPARTMENT -SRC**

**INVITATION TO QUOTE**

An invitation is hereby issued to suitably qualified and experienced service providers to provide services as described on the table below:

<b>Quote number</b>	RFQ MUT 284/2026
<b>Quote description</b>	Procurement of Emergency Medical Services (ambulance service) for Mangosuthu University of Technology (MUT) for a Period of Six (6) Months.
<b>Price and BBBEE</b>	80/20
<b>Closing date</b>	10/07/2026 @ 11H00
<b>Mandatory requirements</b>	Refer to Mandatory Returnable

Mangosuthu University of Technology is committed to the implementation of its Procurement Policy on Broad-based Black Economic Empowerment (BBBEE). For enquires please contact Ms Asanda Mngadi, email [mngadi.asanda@mut.ac.za](mailto:mngadi.asanda@mut.ac.za) (031) 907 7291, for technical matters and Nomonde Mhlungu, email [mhlungunb@mut.ac.za](mailto:mhlungunb@mut.ac.za), tel. on 031 907 7500 for Procurement related matters.

Quotation documents are to be downloaded via MUT website and must be sent to the email address [mhlungunb@mut.ac.za](mailto:mhlungunb@mut.ac.za) from Procurement, Umlazi Campus. No facsimile, late or bids will be accepted. The University does not bind itself to accept the lowest bid and reserves the right to accept the whole or part of any quotation. If you are not contacted within 90 working days after the closing date of the quotation, consider your quotation unsuccessful.

## OFFICIAL REQUEST FOR QUOTATION (RFQ)

**INSTRUCTIONS:** The supplier information must be completed in full, and this document must be signed by authorized personnel. The supplier must carefully read the instructions and the terms and conditions of this document. Failure to adhere to these instructions and terms and conditions may result in rejection of the submission.

<b>Business Unit:</b>	<b>RFQ number:</b> RFQ MUT 284/2026
<b>RFQ Description:</b>	Procurement of Emergency Medical Services (ambulance service) for Mangosuthu University of Technology (MUT) for a Period of Six (6) Months
<b>Requester: Asanda Mngadi</b> <b>Contact No: 031 907 7291</b> <b>E-mail: <a href="mailto:mngadi.asanda@mut.ac.za">mngadi.asanda@mut.ac.za</a></b>	<b>Buyer: Nomonde Mhlungu</b> <b>Contact no: 031 907 7500</b> <b>E-mail: <a href="mailto:mhlungunb@mut.ac.za">mhlungunb@mut.ac.za</a></b>
<b>Request Date: 03 July 2026</b>	
<b>Compulsory Briefing/Information session</b>	None
<b>Closing date: 10 July 2026</b> <b>Closing Time: 11h00</b>	<b>Completed Quotation should be returned</b> <b>via e-mail: <a href="mailto:mhlungunb@mut.ac.za">mhlungunb@mut.ac.za</a></b>
<b>Payment term</b>	30 days in arrears upon receipt of a valid invoice
<b>NB:</b> RFQ documents should be submitted to the email address above. Clarification questions to be directed to the buyer on the above email address.	

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**SECTION 1- BIDDER’S INFORMATION, CONDITIONS, TERMS OF REFERENCE AND BIDDERS’ DISCLOSURE**

Bidder’s Name:	
Contact Number:	
Name & Surname of Authorized Person:	
E-mail:	
Vendor No:	
Company Registration Number:	

**1.1. RFQ CONDITIONS:**

1. Bidders must submit all necessary documents and complete all forms and questionnaires contained in this RFQ in full. MUT applies the two-stage process of evaluating tenders, namely functionality and Price component.
2. Pricing: do not show separately.
3. Bidders responding to this quotation are deemed to do so, on the basis that they acknowledge and accept all Terms of Reference of this quotation.
4. The 90-day validity period may not be extended unless otherwise stated by the bidder.
5. Incomplete or late submissions will not be evaluated.
6. Return quotations to the email address provided herein before closing date and time.

**1.2. WHAT IS MUT LOOKING FOR?**

Mangosuthu University of Technology (MUT) hereby invites quotations from suitably qualified, registered, and experienced Emergency Medical Service (EMS) providers for the provision of comprehensive, 24-hour emergency medical services to registered MUT students for a period of six (6) months.

The appointed service provider will be required to deliver rapid response emergency medical assistance, telephonic support, on-site treatment, and transportation services in accordance with applicable national and international clinical and operational standards. The service must ensure a response time of between 8 to 15 minutes from the time an emergency call is logged to arrival at the scene.

The appointed service provider must be capable of servicing an estimated student population of 14 500 based on institutional needs and ensuring continuity, reliability, and compliance with all relevant healthcare regulations and emergency medical protocols.

### **1.3. SCOPE OF WORK:**

## **1 SCOPE OF THE SERVICE PROVIDER**

**The following emergency medical services shall be provided:**

- 1.1 The service provider needs to ensure a Response time of between 8 to 15 minutes from the time emergency call is logged to arrival at the scene of the incident.
- 1.2 The service provider shall provide a 24-hour telephonic assistance and emergency communication services.
- 1.3 The service provider shall provide immediate on the scene emergency call response and medical assistance for all reported emergencies.
- 1.4 Emergency stand-by services during institutional events and activities as requested by the institution.
- 1.5 Offer emergency medical services at Mangosuthu University of Technology in terms of required National and International medical standards.
- 1.6 Offer services to all registered MUT students.

## **2 EMERGENCY MEDICAL SERVICE PROVIDER SHALL:**

- 2.1 Provide relevant telephonic emergency medical advice and information to an Eligible University official or any person calling on behalf of an Eligible Person to facilitate immediate emergency assistance to the ill or the injured person, until such time a medical team arrives at the primary scene of the emergency. (Wardens, Residence Assistants).

## **3 ON THE SCENE EMERGENCY MEDICAL ASSISTANCE**

- 3.1 The emergency service provider shall provide the necessary emergency medical service to an eligible person at the primary scene of the emergency in accordance with the clinical practice guidelines.
- 3.2 In cases of multiple cases involved, the service provider should triage patients to determine the priority case and attend to them appropriately.
- 3.3 The service provider should be able to control by-standers and provide debriefing to those affected by the incident.

#### **4 TRANSPORTATION OF THE ILL OR INJURED BY ROAD AND OR AIR TO AN APPROPRIATE MEDICAL FACILITY**

- 4.1 In any case that requires secondary medical care, the service provider shall transport the eligible Person from the Primary Scene by road or air depending on the seriousness of the condition, to the most appropriate medical facility that can effectively manage the particular condition of the Eligible Person and provide continuity of care, as determined by a Responsible Medical Decision Maker.
- 4.2 Students who are transported to a medical facility by an ambulance should be returned to their place of residence by the same service provider after stabilisation and treatment after hours.

#### **5 EMERGENCY STAND-BY**

- 5.1 The service provider should be able to provide a stationary emergency service vehicle in situations where there are anticipated and or ad hoc risks to life or medical emergencies such as planned mass events, examination period, SRC elections, official university Field trips, unrests etc.
- 5.2 The service provider shall assist with mass evacuation to a place of safety in cases of actual or anticipated risks.
- 5.3 The service provider shall provide onsite medical services and transport clients as and when the situation dictates while they are on standby.

#### **6 PROMOTIONAL MATERIAL**

- 6.1 Should the Company require the service provider to provide any promotional material in relation to the Services it shall notify the service provider in writing. The Parties shall agree on the type and quantity of material required. The cost of producing such material shall be agreed between the Parties and shall be borne by the service provider.

#### **7 SERVICE UTILISATION FROM JULY 2026 – DECEMBER 2026 (6 MONTHS) FOR APPROXIMATELY 14 500 STUDENTS (STUDENT COUNT FOR 2025).**

## 1.4 BIDDER'S DISCLOSURE

### 1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and /or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

### 2. BIDDER'S DECLARATION

2.1 Is the bidder, or any of its directors / trustees / shareholders / members /partners or any person having a controlling interest<sup>1</sup> in the enterprise,

employed by the state?

**YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors /trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State Institution

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<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/shaving the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....  
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....  
.....

**3. DECLARATION**

I, \_\_\_\_\_ the \_\_\_\_\_ undersigned,(name) in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this disclosure;
- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

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<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of

combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of acontract.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACTAGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATINGABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULDTHIS DECLARATION PROVE TO BE FALSE.

.....  
Signature Date

.....  
Position Name of Bidder

## **SECTION 2- EVALUATION PROCCESS**

Quotations will be evaluated in three stages as set out below:

- Stage 1: Administrative and mandatory compliance.
- Stage 2: Functionality Evaluation
- Stage 3: Price and Preference Evaluation

### **2.1. STAGE 1 – ELIGIBILITY AND MANDATORY RETURNABLE DOCUMENTS**

1. RFQ document completed and signed where applicable.
2. Company Registration Documents / CIPC Certificate
3. Valid SARS Tax Compliance Status Pin
4. Provide proof of registration with the Health Professions Council of South Africa (HPCSA) for the Company
5. Proof of registration as an emergency and medical vehicle in accordance with the National Traffic Act
6. Provide proof of a valid medical malpractice liability policy R500 000.00
7. Provide proof of Operating License from the Department of Health (Personnel and clinical capacity, vehicle and equipment capacity, operational Standard at facilities and billing & administration)
8. Provide proof of company (preference will be given to service providers with local presence)

#### **2.1.1. NON – MANDATORY RETURNABLE DOCUMENTS (STAGE 1)**

1. CSD MAAA NUMBER -----(please insert in the space provided)
2. Provide MUT of the services with easy access mechanisms to the first point of accessing emergency assistance.
3. BBBEE Certificate for Preferential points claim

### **2.2 STAGE 2 – FUNCTIONALITY EVALUATION**

The evaluation criteria for functionality considers the bidder's previous experience and ability, quality, reliability, viability and durability of all equipment, goods and or services as well as the Bidders technical capacity and ability to execute and maintain a contract.

#### **Note:**

- No bidders will be considered further unless the minimum qualifying score/percentage for functionality has been achieved.
- Only bidders scoring minimum 70% and more shall be considered for Stage 3 dealing with Price & BBBEE.
- Only bidders who meet the minimum qualifying threshold will be considered, and the Seven highest scoring among them will be appointed as panel members.

<b>Functionality criteria</b>	<b>Weights</b>
<b>Company references and experience:</b> Provide 2 contactable references that are not older than five years. References should be related to providing Emergency Medical Assistance. Additional points if the company has provided EMS to a tertiary institution in South Africa	<b>Maximum 30 points</b>
Two (2) references provided for similar services	20
One (1) reference provided for similar services	15
Additional 5 points for each tertiary institution on reference provided	
<b>Qualified Paramedics</b> Availability of suitably qualified and registered emergency medical personnel (HPCSA/Professional Bodies compliance). Bidder to submit CV for each paramedic and the proof of HPSA certificate	<b>Maximum 30 points</b>
A minimum of Five (5) Paramedics for Basic Life Support accredited with HPCSA	10
A minimum of Three (3) Paramedics for Intermediate Life Support accredited with HPCSA	10
A minimum of Two (2) Paramedic for Advanced Life Support/ doctor accredited with HPCSA	10
<b>Response Time</b>	<b>Maximum 15 Points</b>
Demonstrated ability to meet the required response time of 8–15 minutes, including operational footprint and dispatch systems	15
<b>24 hour dedicated contact number</b>	<b>Maximum 15 points</b>
The bidder must demonstrate the availability of a dedicated, operational, and 24-hour emergency contact number supported by an effective call-handling and dispatch system to ensure immediate response to emergency calls.	15
<b>Resources, Equipment and Fleet</b>	<b>Maximum 10 points</b>
Availability of adequately equipped ambulances, medical equipment, and technology to deliver the required services	10
<b>Total points: Functionality</b>	<b>100 points</b>
<b>Minimum Threshold</b>	<b>70 points</b>

### 2.3 PRICE AND PREFERENCE EVALUATION

Quotations that comply with functionality requirements (Stage 2) will be evaluated on price, and preference.

**PRICING SCHEDULE: Rate for travelling to the patient, attending to them, and transporting to hospital where required**

DESCRIPTION	UNIT	RATE
Basic Life Support	Per 60 minutes	R
Intermediate Life Support	Per 60 minutes	R

**Estimated Indicative Rates**

DESCRIPTION	UNIT	RATES
Event (Student-related and university related events/ gatherings)	Per Full Day	R
Advanced Life Support	Per 60 minutes	R
Air ambulance / aeromedical evacuation (if applicable)	Per 60 minutes	
Promotional / awareness material (if required)	Per Item	

**Special Conditions**

1. Demarcation of the ambulance service – all registered MUT students shall be eligible for emergency medical services anywhere in the greater Durban North and South Basin per annum or per semester depending on their actual registration period.
2. Coverage for EMS will be applicable to students registered during the academic calendar periods of that particular year.

2.3.1 The following preference point systems are applicable to invitations to tender: - the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and - the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

2.3.2 Points for this tender shall be awarded for:

- (a) PRICE and BBBEE

**Only Bids that achieved the minimum qualifying score/percentage of 70 % for functionality will be considered further in terms of the relevant preference point system.**

## POINTS AWARDED FOR PRICE

### THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

80/20

$$P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

$P_s$  = Points scored for price of bid under consideration

$P_t$  = Price of bid under consideration

$P_{\min}$  = Price of lowest acceptable bid

## POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

**SECTION 3: MUT RFQ FORM DECLARATION AND RFQ CHECKLIST**

**3 MUT RFQ FORM DECLARATION**

1. I/We hereby render to supply all or any of the supplies and/or to render all or any of the services described in the attached documents to MUT on the items and conditions and in accordance with the specifications stipulated in the RFQ documents (and which shall be taken as part of, and incorporated into, this RFQ), and on the terms regarding time for delivery and/or execution stipulated therein.
2. I/We agree that the offer herein shall remain binding upon me/us and open for acceptance by MUT during the validity period indicated and calculated from the closing time of the RFQ.
3. If I/we withdraw my/our RFQ within the period for which I/we have agreed that the RFQ should remain open for acceptance or fail to fulfil the contract when called upon to do so, MUT may without prejudice to its other rights, agree to the withdrawal of my/or RFQ or cancel the contract that may have been entered into between me/us and MUT and I/we will then pay to MUT any additional expense incurred by MUT having either to accept any less favourable RFQ or fresh RFQs have to be invited, the additional expenditure incurred by the invitation of fresh RFQ and by the subsequent acceptance of any less favourable RFQ, MUT shall also have the right to recover such additional expenditure by set-off against moneys which may be due or become to me/us under this or any other RFQ or contract or against any guarantee or deposit that have been furnished by me/us or on my/our behalf for the due fulfilment of this or any other RFQ or contract and pending the ascertainment of the amount of such additional expenditure to retain such moneys, guarantee or deposit as security for any loss MUT may sustain by reason of my/our default.
4. If my/our RFQ is accepted the acceptance may be communicated to me/us by letter or ordinary post or registered post and that SA Post Office Ltd shall be regarded as my/our agent. Delivery or such acceptance to SA Post Office Ltd shall be treated as delivery to me/us.
5. The law of the Republic of South Africa shall govern the contract created by the acceptance of my/our RFQ and that I/we choose domicilium citandi et executandi in the Republic (full address).
6. I/We furthermore confirm that I/we have satisfied myself/ourselves as to the correctness and validity of my/our RFQ, and that it covers all the work/item(s) in these documents and all my/our obligations under a resulting contract. I/we accept that any mistakes in the RFQ submission will be at my/our risk.
7. I/we hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on me/us under this agreement as the principal(s) liable for the due fulfilment of this contract.
8. I/We agree that any action from this contract in all respects be instituted against me/us and I/we hereby undertake to satisfy fully any sentence or judgment which may be pronounced against me/us as a result of such action.
9. I/We declare that I/we have participation /no participation in the submission of any other offer for the supplies/service described in the attached documents. If in the affirmative, state name(s) or RFQ(s) involved.
10. -----  
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Are you duly authorized to sign for this the RFQ? **\*YES / NO**

11. Has the Declaration of Interest been duly completed and included with the other RFQ forms?  
**\*YES / NO**

**DECLARATION:**

I, the undersigned (full names): .....

Certify that the information furnished above is correct. I accept that, in addition to cancellation contract, action may be taken against me should this declaration prove to be false.

**Signature:** .....

**Ensure that all pages are completed in full before returning this document.**

<p>Name &amp; Surname of Authorized Person / Representative: .....</p> <p>.....</p> <p><b>Signature of Bidder's Representative:</b> .....</p>	<p>Date:</p>
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**CHECKLIST TO BE COMPLETED BY THE BIDDER:**

<ul style="list-style-type: none"> <li>▪ Does this offer comply with the specifications? State the brand where applicable.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Does the bidder have the required experience? State period.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Is RFQ document completed and signed where applicable?</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Did the bidder submit the Company Registration Documents / CIPC Certificate:</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Can this order be delivered within specified period? State delivery period.</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Does the bidder have a Valid SARS Tax Compliance Status Pin?</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Does the bidder have Provide proof of registration with the Health Professions Council of South Africa (HPCSA) for the Company?</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Does the bidder have Proof of registration as an emergency and medical vehicle in accordance with the National Traffic Act?</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Does the bidder have Provide proof of a valid medical malpractice liability policy?</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Does the bidder have Provide a proof of Operating License from the Department of Health (Personnel and clinical capacity, vehicle and equipment capacity, operational Standard at facilities and billing &amp; administration)?</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Does the bidder have Provide proof of company (preference will be given to service providers with local presence)?</li> </ul>	
<ul style="list-style-type: none"> <li>▪ Did the bidder complete the Bidder's Disclosure Declaration?</li> </ul>	