

**MARKETING DEPARTMENT**

**INVITATION TO QUOTE**

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

| Quote number     | Quote description                                                                                                                                                                             | Price and BBBEE | Closing date & Time                  | Mandatory requirements |
|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------------------------|------------------------|
| RFQ MUT 415/2026 | An appointment of an experienced and qualified service provider for Media Relations Training for Executive Management Committee (EMC) scheduled for 8 <sup>th</sup> of September 2026 for MUT | 80/20           | 24 August 2026,<br><br>Time: 10:00am | Refer to a document    |

Mangosuthu University of Technology is committed to the implementation of its Procurement Policy on Broad-based Black Economic Empowerment (BBBEE).

**Procurement Enquiries:** Ms. Philly Hlophe, E-mail [philly@mut.ac.za](mailto:philly@mut.ac.za) (031) 907 7160

**Technical Enquiries:** Mrs Zama Sishi, E-mail [zama@mut.ac.za](mailto:zama@mut.ac.za)

Bid documents can be downloaded from MUT website <https://www.mut.ac.za/tenders-procurement/>.

Completed documents should be emailed back to [philly@mut.ac.za](mailto:philly@mut.ac.za) no later than the date and time specified on the advertisement.

The University does not bind itself to accept the lowest bid and reserves the right to accept the whole or part of any bid. If you are not contacted within 90 working days after the closing date of the tender, consider your tender unsuccessful. The University does not bind itself to accept the lowest bid and reserves the right to accept the whole or part of any bid.

### 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: Marketing Department</b>                                                                                                                  | <b>RFQ number:</b> RFQ MUT 415/2026                                                                                                                                                   |
| <b>RFQ Description:</b>                                                                                                                                     | An appointment of an experienced and qualified service provider for Media Relations Training for Executive Management Committee (EMC) scheduled for 8 <sup>th</sup> of September 2026 |
| <b>Requestor:</b> Mrs. Zama Sishi<br><b>Contact No:</b> (031) 907 7348<br><b>E-mail:</b> <a href="mailto:zama@mut.ac.za">zama@mut.ac.za</a>                 | <b>Buyer:</b> Ms. Philly Hlophe<br><b>Contact no:</b> (031) 907 7160<br><b>E-mail:</b> <a href="mailto:philly@mut.ac.za">philly@mut.ac.za</a>                                         |
| <b>Request Date:</b> 17 August 2026                                                                                                                         |                                                                                                                                                                                       |
| <b>Compulsory Briefing/Information session</b>                                                                                                              | None                                                                                                                                                                                  |
| <b>Closing date:</b> 24 August 2026<br><b>Closing Time:</b> 11:00am                                                                                         | <b>Completed Quotation should be returned</b><br><b>via e-mail:</b> <a href="mailto:philly@mut.ac.za">philly@mut.ac.za</a>                                                            |
| <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.<br>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. MUT does not permit advance payments. Bidders are required to make provision for all costs associated with the supply and delivery of the goods/services. Payment shall be made only after successful completion of the required deliverables, verification by the end-user department, and receipt of a valid tax invoice.
3. Pricing: do not show separately.
4. 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.
5. The 90-day validity period may not be extended unless otherwise stated by the MUT
6. Incomplete or late submissions will not be evaluated.
7. Return quotations to the email address provided herein before closing date and time.
8. Should the bidder not receive the letter of award or the purchase order within the validity period, the bidder must consider their quotation unsuccessful.
9. MUT reserves the right to appoint or not appoint a service provider for this project. MUT will not necessarily accept the lowest quotation in part or full, it will be MUT's discretion to appoint the most suitable service provider who will add value to MUT.

### 1.2. BACKGROUND AND PURPOSE

MUT Executive, senior, and middle management leadership regularly represent the University to the media, government, and the public. The University requires a 3hr media relations training workshop to build management's capacity to engage the media confidently, consistently, and strategically, protecting and enhancing institutional reputation. The training must cover the media landscape, key message development, interview technique across print, radio, television and online formats, crisis and reputation-sensitive engagement, and digital/social media risk.

### **1.3. SCOPE OF SERVICE REQUIRED**

- Target participants are the Vice-Chancellor, Deputy Vice-Chancellors, Executive & Senior Directors, Directors, Deans, HODs and other senior and middle management members acting as institutional spokespersons. Indicative group size is 35 participants.
- Curriculum and content design, customised to MUT (message development, interview technique, crisis engagement, digital/social risk modules)
- Participant workbook – design, printing, and binding
- Case study and scenario brief packs – printing
- Lead facilitator fee – 3hr workshop delivery (experienced media trainer / media relations specialist with senior-executive coaching experience)
- Venue hire – private venue suitable for senior management attendance with AV pack
- Catering lunch for 35 attendees
- Post-training report and attendance records

### **1.4 EVALUATION CRITERIA**

- Facilitator with a minimum of 10 years' experience and qualification (experienced media trainer / media relations specialist with senior-executive coaching experience) Attach CV of Lead Facilitator
- At least two reference letters from comparable media relations training assignments, ideally within higher education or the public sector.
- A sample training manual and case study and scenario packs in electronic format

### **1.5 ENQUIRIES**

- [zama@mut.ac.za](mailto:zama@mut.ac.za) email only please

## 1.6 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 |
|-----------|-----------------|---------------------------|
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |
|           |                 |                           |

<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 a contract.

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 PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....  
Signature Date

.....  
Position Name of bidder

## **SECTION 2- EVALUATION PROCCES**

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

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

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

1. RFQ document completed and signed where applicable.
2. MUT Registration number as a Vendor.
3. Valid SARS Tax Compliance Status Pin
4. Attach CV and qualification of Lead Facilitator with a minimum of 10 years' experience in experienced media trainer / media relations specialist with senior-executive coaching experience.
5. At least two reference letters from comparable media relations training assignments, ideally within higher education or the public sector.
6. A sample training manual and case study and scenario packs in electronic format

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

1. CSD MAAA NUMBER -----(please insert in the space provided)
2. BBBEE Certificate for Preferential points claim.

### **2.2 STAGE 2 - PRICE AND PREFERENCE EVALUATION**

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

#### **PRICING SCHEDULE – FIRM PRICES (PURCHASES)**

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

**THE OFFER SHALL REMAIN VALID FOR A PERIOD OF NINETY (90) CALENDAR DAYS FROM THE CLOSING DATE OF THE BID. PRICES QUOTED MUST BE ON SOUTH AFRICAN RAND (ZAR) AND SHALL BE INCLUSIVE OF ALL APPLICABLE TAXES**

| ITEM NO | ITEM DESCRIPTION                                                                                                                                                                                                      | QTY | UNIT PRICE | TOTAL AMOUNT |
|---------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|------------|--------------|
| 1.      | An appointment of an experienced and qualified service provider for Media Relations Training for Executive Management Committee (EMC) schedule for the 8th of September 2026<br>(see attached for full specification) |     |            |              |
|         | <b>SUB-TOTAL</b>                                                                                                                                                                                                      |     |            |              |
|         | <b>VAT@15%</b>                                                                                                                                                                                                        |     |            |              |
|         | <b>TOTAL AMOUNT</b>                                                                                                                                                                                                   |     |            |              |

2.2.1 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).

2.2.2 Points for this tender shall be awarded for:  
(a) PRICE and BBBEE

## 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<sub>s</sub> = Points scored for price of bid under consideration

P<sub>t</sub> = Price of bid under consideration

P<sub>min</sub> = 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<br>(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

### 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. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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.**

Name & Surname of Authorized Person / Representative: .....

.....

**Signature of Bidder's Representative:** .....

Date:

**CHECKLIST TO BE COMPLETED BY THE BIDDER: INDICATE WITH A YES/NO**

|                                                                                                    |  |
|----------------------------------------------------------------------------------------------------|--|
| • Does this Offer comply with specification, state brand where applicable?                         |  |
| • Does the bidder have the required experience, state period?                                      |  |
| • Can this order be delivered within the specified period, state delivery period?                  |  |
| • Do you intend sub-contraction/Partner?                                                           |  |
| • Pricing Schedule (Recalculate to ensure accuracy)- Indicate whether prices are firm or non-firm) |  |
| • Bidders Disclosure (Read, Understand and Sign)                                                   |  |
| • Declaration of Bidder's Past Supply Chain Management Practices (Read, Understand and Sign)       |  |
| • CSD Registration Number (MAAA.....) / CSD report                                                 |  |

## Department of Marketing & Communications

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### SPECIFICATION

#### MEDIA RELATIONS TRAINING FACILITATION SERVICES FOR MUT MANAGEMENT

#### 1. Background and Purpose

MUT Executive, senior, and middle management leadership regularly represent the University to the media, government, and the public. The University requires a 3hr media relations training workshop to build management's capacity to engage the media confidently, consistently, and strategically, protecting and enhancing institutional reputation. The training must cover the media landscape, key message development, interview technique across print, radio, television and online formats, crisis and reputation-sensitive engagement, and digital/social media risk.

#### 2. Scope of Services Required

- Target participants are the Vice-Chancellor, Deputy Vice-Chancellors, Executive & Senior Directors, Directors, Deans, HODs and other senior and middle management members acting as institutional spokespersons. Indicative group size is 35 participants.
- Curriculum and content design, customised to MUT (message development, interview technique, crisis engagement, digital/social risk modules)
- Participant workbook – design, printing, and binding
- Case study and scenario brief packs – printing

- Lead facilitator fee – 3hr workshop delivery (experienced media trainer / media relations specialist with senior-executive coaching experience)
- Venue hire – private venue suitable for senior management attendance with AV pack
- Catering –lunch for 35 attendees
- Post-training report and attendance records

### 3. Evaluation criteria

- Facilitator experience and qualification (experienced media trainer / media relations specialist with senior-executive coaching experience) Attach CV of Lead Facilitator
- At least two reference letters from comparable media relations training assignments, ideally within higher education or the public sector.
- A sample training manual and case study and scenario packs in electronic format

Enquiries: [zama@mut.ac.za](mailto:zama@mut.ac.za) email only please

