

REGISTRAR

INVITATION TO QUOTE

An invitation is hereby issued to suitably qualifying contractors to provide services as described on the table below:

Bid Number	Bid Description	Document Fee	Price and BBBEE	Compulsory briefing session	Bid closing date
RFQ UKZN 15/24	USHER SERVICES FOR THE 2024 GRADUATION CEREMONIES FROM 6TH - 14TH MAY 2024 AT UNIVERSITY OF KWAZULU NATAL, WESTVILLE CAMPUS.	R100	80/20	4 March 2024 at 10AM UKZN Westville Campus, Sports Centre.	8 March 2024 @ 12pm

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

For enquires please contact Sandhia Ramsuroop on RamsuroopS@ukzn.ac.za for technical matters and Kwazi Dlamini on DlaminiK1@ukzn.ac.za for Procurement related matters.

The compulsory bid returnables will be set out in the bid document.

Bid documents (available in English only) are obtainable from **28 February 2024 until 1 March 2024 at 15H30** online by sending proof of payment of a **non-refundable fee of R100 PER DOCUMENT** to Nomfundo Zaca on email ZacaN2@ukzn.ac.za Payments to be made into the following bank account:

Bank: Standard Bank, **Branch:** Westville, **Branch Code:** 045426, **Account Name** UKZN Main Account, **Account No:** 053080998, **Reference:** RFQ 15/24- 2188

No bid documents will be issued outside the timeframes indicated.

Documents must be submitted electronically to DlaminiK1@ukzn.ac.za. No facsimile or late 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 bid. If you are not contacted within 60 working days after the closing date of the tender, consider your tender unsuccessful.