



INVITATION TO BID

The University of KwaZulu-Natal wishes to extend an invitation to bid for the tender below:

Bid Number	RFB UKZN 02/23RR
Bid Description	Appointment of a Panel of Head-hunting Agencies for Human Resource Recruitment for the University of KwaZulu-Natal
Price & BBEE	80/20
Document availability dates	From 08:00 on Monday, 14 September 2026, until 16:30 on Friday, 18 September 2026.
Cost of Bid Document	R500.00.
Compulsory Briefing Session	14:00 on Tuesday, 22 September 2026 , via MS Teams. The meeting link is provided in the bid document.
Closing Date	12:00 on Thursday, 08 October 2026
Contact Person: Procurement	Ms Londiwe Zondi: Zondil3@ukzn.ac.za
Contact Person: Technical	Ms Sphindile Mvuyana: MvuyanaS@ukzn.ac.za

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

The compulsory bid returnables will be clearly stipulated in the bid document. **Bid documents (available in English only) may be requested via email from 08h00 on Monday, 14 September 2026 until 16h30 on Friday, 18 September 2026.**

Proof of payment must be submitted **when requesting the bid document**. Requests must be submitted to Ms Londiwe Zondi on Zondil3@ukzn.ac.za. **No bid documents will be issued outside the specified timeframe. The bid document fee is non-refundable.**

Bank: Standard Bank, Branch: Westville, Branch Code: 045426, Account Name: UKZN Main Account, Account No: 053080998, Reference: 2767- RFB UKZN 02/23RR.

Bids must clearly reflect the applicable RFB Number, project name, company name, closing date, and closing time, and must be submitted strictly in accordance with the instructions contained in the bid document.

All bids must be submitted electronically to: Centralprocurement@ukzn.ac.za with the applicable RFB Number, project name, indicated in the subject line.

No hard copy submissions, facsimile transmissions, 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 any portion of a bid. Should you not receive any communication within 90 working days after the closing date of the RFB, please consider your submission unsuccessful.