



**REQUEST FOR PROPOSAL
UNIVERSITY OF JOHANNESBURG
PROVISION OF MANAGED PRINT SOLUTION (MPS)
PU8215/025**

University of Johannesburg in collaboration with the Purchasing Consortium of Southern Africa (PURCO SA) invites all suitably qualified service providers to respond to the invitation for the Provision of Managed Print Solution. Qualified service providers are invited to submit their proposals for the above services and to note the following:

Tender documents can be purchased at a **non-refundable fee of R1 150, 00 (including VAT)** on the PURCO SA website.

Visit www.purcosa.co.za

The steps below should be followed for LOGIN OR REGISTER on 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 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 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

Compulsory Information session:

An online compulsory information session will be facilitated via Microsoft Teams on 24 April 2024 at 10H00 to 11H00. All potential tenderers are required to register to attend the online compulsory Information Session.



The closing date and time for submissions for this RFP is 08 May 2024 at 23H59 (midnight).

The University reserves its right to proceed with this request for proposal in full, in parts or not at all and call for a new RFP in the event of an unsatisfactory response to this RFP invitation. The conditions of the RFP, instructions, details regarding the compulsory information session are stated in the RFP Documents.

Shortlisted respondents may be given the opportunity to make presentations to the University and will be advised of the date and time.

ALL Queries relating to this RFP must be addressed to Bongani Machobane at bongani.machobane@purcosa.co.za and Precious Gcabashe at preciousg@uj.ac.za