



NELSON MANDELA UNIVERSITY

REQUEST FOR TENDER

TENDER NO: PU9012/038

Nelson Mandela University invites prospective bidders, to tender for Panel of Domestic and International Travel Management Services for a period of three (3) years with an option to renew for a further two (2) years based on performance.

Tender Description	Compulsory Information Session	Closing date, time & place
Panel of Domestic and International Travel Management Services for a period of three (3) years with an option to renew for a further two (2) years based on performance.	Compulsory Information Session will be held on Thursday, 11 April 2024 at 12H00 . Visit the PURCO SA website to book and attend online.	Online Submission 29 April 2024 at 23H59 (midnight)

Enquiries: Technical matters please Ms. Gololosegang Legoete on email Gololosegang.Legoete@purcosa.co.za or Mr Bongani Machobane on email Bongani.machobane@purcosa.co.za

Tender documents (available in English only) are obtainable from Monday, 08 April 2024. The University does not bind itself to accept the lowest tender and reserves the right to accept the whole or part of any quotations.

The tender documents can be purchased for a non-refundable fee of R1150.00 (VAT included) 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

Submission of the tenders will be via the PURCO SA website. The submission instructions are in the tender document.