

## **TENDER ADVERTISEMENT**

The UNIVERSITY OF SOUTH AFRICA, in collaboration with the PURCHASING CONSORTIUM SOUTHERN AFRICA (PURCO SA), invites tenders from suitably qualified service providers to provide the University with the Managed Print Services (MPS) for a period of 60 months.

Tender reference number: PT2024/05

The Tender Specification Document and Supplier Application Form (F25) are available on the Unisa website at [www.unisa.ac.za/tenders](http://www.unisa.ac.za/tenders) and on the PURCO SA website at [www.purcosa.co.za/my-tenders](http://www.purcosa.co.za/my-tenders).

Enquiries: [tenders@unisa.ac.za](mailto:tenders@unisa.ac.za) / [unisamps@purcosa.co.za](mailto:unisamps@purcosa.co.za). Please submit enquiries to both email addresses.

### **COMPULSORY INFORMATION SESSION**

Prospective tenderers must familiarise themselves with the tender specification document before the information session.

**Session Date:** 14 June 2024

**Session Time:** 10:00 to 11:30

**Venue:** Virtual session (link will be published on the Unisa and PURCO SA website the day before the session).

The above-mentioned time frames must be strictly adhered to; The information session will commence immediately at 10:00.

**Tender Submission and Closing Date:**

### **Unisa Physical Mandatory Submission:**

The original and a soft copy (**memory stick**) of the tender must be submitted into the official tender box in a sealed envelope located in the **Kgorong Building, Security Entrance, Preller Street, Muckleneuk Campus, Muckleneuk Ridge, Pretoria**. Please quote the tender reference number **PT2024/05** on the sealed envelope. NB Physical Submission is compulsory.

### **PURCO SA Online Submission**

The Tenderer must also submit their proposals online via the PURCO SA website using the following link <https://purcosa.co.za/tender/12990>. The Online Tender Submissions Guide can be accessed at <https://purcosa.co.za/online-tender-submissions-guide>.

**Closing date: 01 July 2024 @ 12:00**

The tender awarded will be conditional and subject to successful negotiations and the signing of a written contract, failing which Unisa reserves the right to withdraw the tender and award the same to the next tenderer without having to repeat the tender process.

Unisa reserves the right to appoint, contract with and monitor the performance of any service provider it deems will offer the best service in line with its requirements, although it may not necessarily be the lowest Tenderer. Unisa also reserves the right, in its sole discretion, to re-advertise, not to retender or not to award the tender.

**Late submitted tenders will not be accepted or considered.**