



## REQUEST TO TENDER UNIVERSITY OF PRETORIA (UP)

University of Pretoria (UP) in collaboration with the Purchasing Consortium Southern Africa hereby invites qualified, competent, and suitable service providers to submit bids as follows:

Bid No:	Project Description	Briefing Session	Tender Document Related Queries	Closing Date
1 <b>PU8110/068</b>	Appointment of a Panel of Engineering Consultants: Lifts & Escalators (Vertical Transportation)	Non-Compulsory Information Session will be held on :  Thursday, 19 March 2026 from 10:00 – 10:45  Venue: MS Teams	Email Ms. Boipelo Setou at <a href="mailto:Boipelo.Setou@purcosa.co.za">Boipelo.Setou@purcosa.co.za</a>	<b>Thursday, 02 April 2026 at 23:59</b>  (Online submission via the PURCO SA website)
2 <b>PU8110/069</b>	Appointment of a Panel of Engineering Consultants: Land Surveying Services	Non-Compulsory Information Session will be held on :  Thursday, 19 March 2026 from 10:45 – 11:30  Venue: MS Teams	Email Ms. Boipelo Setou at <a href="mailto:Boipelo.Setou@purcosa.co.za">Boipelo.Setou@purcosa.co.za</a>	

### PURCHASING OF TENDER DOCUMENTS

Tender documents can be purchased at a non-refundable fee of R 1,150.00 (VAT included) on the PURCO SA website and will be **available from Monday, 16 March 2026**, but will only be obtainable until **16:00 on Thursday, 02 April 2026** – no tender documents will be available for purchase after this date.

The steps below should be followed for **LOGIN OR REGISTER** on the 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 the tender document 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](http://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

The University of Pretoria (UP) reserves the right to award this tender to an empowerment company or may award this tender on condition that a joint venture with an empowerment company is formed. This will be added to the criteria when evaluating the tenders.

The University of Pretoria (UP) is committed to broad-based black economic empowerment. We strive to comply with the provisions of all relevant legislation. Details are included in the tender document.

**All shortlisted Tenderers will be subjected to vetting.**

**UP reserves the right not to accept the lowest or any tender in part or in whole without furnishing reasons.**