



## REQUEST FOR INFORMATION (RFI)

WITS 2026-08

### PRINT, SCAN, COPY AND OTHER RELATED SERVICES

The University of the Witwatersrand (Wits) currently utilises a Managed Print Services (MPS) solution across its campuses to support the printing, copying, scanning, and document management requirements of students, academic staff, professional staff, and other authorised users. The current Managed Print Services contract is approaching the end of its term, and the University has initiated a strategic review of its future printing and document management requirements. As part of this process, the University is undertaking a Request for Information (RFI) to better understand current market offerings, emerging technologies, commercial models, and best practices within the higher education sector.

The RFI forms part of the University's requirements gathering and market assessment process and is intended to inform the development of a future procurement strategy. Through this engagement, the University seeks to obtain information on innovative solutions and services that can enhance user experience, improve operational efficiency, strengthen security, support sustainability objectives, and provide flexible and cost-effective service delivery models. The University invites Original Equipment Manufacturers (OEMs) and other suitably qualified service providers to provide information on their capabilities, solution offerings, implementation approaches, support models, reporting capabilities, and commercial options relevant to a large and complex higher education environment.

Documents **MUST BE** downloaded from the University's website, in order to understand the scope and the requirements, <http://www.wits.ac.za/about-wits/tenders/> The documents will be available for downloading on **Monday, 29 June 2026 from 14h00.**

Queries must be posted on the PURCO SA website: <https://purcosa.co.za> Please note that additional information supplied to any one Respondent may also be provided to other Respondents via the PURCO SA website.

The University will respond to requests for clarification received up to 5 (five) Business Days before the Submission Date and Time. Information provided may be shared with all registered respondents.

**Briefing Session: There will be no briefing session for the RFI.**

**Submission Details:** The closing date and time for receipt of the RFI submission is on **Tuesday, 14 July 2026 at 23h59.** No late submissions will be accepted.

RFI submissions will be electronic via the **PURCO SA Website ONLY.** No hard copy, faxed, physical submissions or e-mailed submissions will be accepted by the University.

To submit your RFI Submission please log in to the <https://purcosa.co.za> website using the username and password of the individual who registered for the RFI Documents. Refer to Annexure C for a Detailed Guide.

The University reserves its right to proceed with this request for information in full, in parts or not at all and call for a new RFI in the event of an unsatisfactory reply to this RFI invitation. The conditions of RFI, instructions, detail regarding the briefing meeting are stated in the RFI Data of the RFI Documents.