

Walter Sisulu University, together with PURCO SA, invites suitably qualified and registered service providers to respond to the request for tenders for:

**PU 7811/007(TMS-WSU/2022)
PROVISION OF TRAVEL MANAGEMENT SERVICES**

- Interested service providers are kindly requested to visit the PURCO SA website at **www.purcosa.co.za** for all the required information.
- Tender documents will only be available electronically at **www.purcosa.co.za** from **05th September 2022**.

Purchasing of Tender Documents :

Tender documents can be purchased on the PURCO SA website. In order to download the tender document, the steps below should be followed:

- Visit **www.purcosa.co.za**
- If you have not yet registered your Company on the PURCO SA website, do so now
- Click on the required RFP in the block provided for Tenders and RFP's
- Click on the **pay now** button
- The system will make documentation available for downloading, immediately after conclusion of payment

Only Document related queries and electronic submission of tender documents contact person: Gololosegang Legoete, PURCO SA via e-mail: **gololosegang.legoete@purcosa.co.za**

Tender submissions will be electronic via the PURCO SA website using the following instruction:

*To submit your tender bid log in to the **purcosa.co.za** website using the username and password of the person who purchased the tender document.*

*Then go to **purcosa.co.za/my-tenders** to view your purchased tenders. You will also find the **'My purchased tenders'** link on your Supplier Hub or in the dropdown menu under your username. Click on the **'Submit bid'** link to submit your bid documents.*

Hard copy, faxed or e-mailed submissions will not be accepted.

The closing date and time for receipt for the tender is on 29 September 2022 at 23h59 (mid-night).

Further information will be shared at the Compulsory Information Session regarding the closing date and submission process.

ENQUIRIES VIA EMAIL ONLY:

Mr Bongani Machobane, e-mail: **bongani.machobane@purcosa.co.za**
or Mr Ntsikelelo Yena, e-mail: **nyena@wsu.ac.za**