



# REQUEST FOR PROPOSALS (RFP)

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TENDER NO: SPU - SPU-VC-42591-2022  
PROVISION OF MANAGED PRINT SERVICES  
FOR SOL PLAATJE UNIVERSITY

Invitation to Tender

Sol Plaatje University in collaboration with Purchasing Consortium of Southern Africa (PURCO SA) requests proposals from suitably qualified and experienced service providers for the Provision of Managed Printing Services.

Non-Compulsory clarification meeting/session/briefing on Friday, 28 October 2022 strictly at 10h00 to 11h00. Meeting will be held online via Microsoft Teams.

Link for the non-compulsory information session is as follows: <https://bit.ly/3CA0iWM>

## NOTICE FOR TENDERS

Tender documents can be purchased at a non-refundable fee of R 1,150.00 (VAT included) on the PURCO SA website.

In order to download the tender document, the steps below should be followed:

- Visit [www.purcosa.co.za](http://www.purcosa.co.za)
- If you have not yet registered your Company on the PURCO SA website, do so now.
- Click on required RFP in the block provided for Tenders and RFP's.
- Click on the pay now button.
- System will make documentation available for downloading, immediately after payment was concluded.

Submission and Closing Date of Tender Documents:

The closing date and time for receipt for SPU-VC-42591-2022, Thursday, 23 November 2022 at 23:59 hrs. via the PURCO SA website. Submission link is in the tender document.

NB: Shortlisted prospective Bidders will be subjected to a vetting process. NO FAXED OR LATE DOCUMENTS WILL BE ACCEPTED.

Contact person(s) for documents only: Ms. Pozisa Makonco; PURCO SA; tel. (011) 545 0969, e-mail: [pozisa.makonco@purcosa.co.za](mailto:pozisa.makonco@purcosa.co.za) copying Mr. Tshepo Mampuru; PURCO SA; tel. (011) 545 0950, e-mail: [tshepo.mampuru@purcosa.co.za](mailto:tshepo.mampuru@purcosa.co.za)

Shortlisted Tenderers may be given the opportunity to make presentations to Sol Plaatje University and will be advised of the date and time.

Sol Plaatje University reserves its right to proceed with this request for proposal in full, in parts or not at all and call for a new RFP in the event of an unsatisfactory reply to this RFP invitation.

The conditions of tender, tender instructions, detail regarding the non-compulsory briefing meeting and detail regarding the tender evaluation requirements are stated in the Tender Documents.