

REQUEST FOR PROPOSAL

PUR 6100/4: Storage and Archiving of Hardcopy and Electronic Documents

Closing date: 31/08/2018

PURCO SA invites all interested parties to submit tender proposals for the appointment of Service Provider/s for Storage and Archiving of Hardcopy and Electronic Documents for the PURCO SA membership.

Purpose

The purpose of this tender is to appoint service providers that will provide third-party Storage and Archiving of Hardcopy and Electronic Documents services.

PURCO SA Offices, Rosen Office Park, 8 Invicta Road, Erand Gardens X49, Midrand, 1682.

Tender documents can be purchased at a non-refundable fee of R1150.00 (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
- Register as a supplier under the verification of household income category and create a user account.
- 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.

RFP Schedule

Date	Action
10/08/2018	Document Availability
31/08/2018	Submission of Proposal by 12H00

All tender proposals must be submitted in a sealed envelope bearing the tender number, tender description and closing date in hard copy format as well as electronic copy on a Memory Stick. The sealed envelope must be placed in the tender box at the address detailed below:

PURCO SA Offices, Rosen Office Park, 8 Invicta Road, Erand Gardens X49, Midrand, 1682.

Only Tender Documents received by due date will be considered! No exceptions will be made for late submissions.

For enquiries please contact Tshepo Makgato at email address tshepo.makgato@purcosa.co.za or alternatively at 011 545 0962.