**TSHWANE UNIVERSITY OF TECHNOLOGY**

**Invitation to Tender**

**TR 04/2017 MANAGED PRINT SERVICES**

Tshwane University of Technology (TUT) seeks to appoint an accredited and qualified service provider to provide managed print services for their staffing print environment and student print environment. Service provider to provide centralised shared printing, scanning and photocopying/printing services using multi-functional output devices. The Managed Print Services needs to be provided to all TUT sites (Gauteng, KwaZulu-Natal, Western Cape, Mpumalanga and Limpopo Provinces).

**ONLY ONE COMPULSORY INFORMATION SESSION WILL BE HELD FOR TR 04/2017 AT:**

**Site:** Pretoria Campus, Staatsartillerie Road, Pretoria West

**Date:** Monday, 10th April 2017

**Time:** 11:00 to 12:00

**Venue:**  Building 4, Room 4-109, Pretoria Campus

Details regarding the compulsory information session should be studied in detail as non-compliance thereto will render offers invalid. The compulsory information session will commence at the time indicated and no person will be allowed to enter the venue afterwards.

**CLOSING DATE:** Tuesday, 25th April 2017 at 12:00

Tender documents can be purchased at a non-refundable fee of R 1,140.00 (VAT included) on the PURCO SA website. Documents will only be obtainable from the date of this publication.

**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 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.

**Technical and specifications related enquiries**: Mr Joel Mampa, TUT; e-mail: mampajn@tut.ac.za

**Contact person for documents only**: Ms Nyiko Sithole; PURCO SA; tel. (011) 545 0944 or e-mail: nyiko.sithole@purcosa.co.za

**Tender documents, in hard copy, must be placed in the tender box at the Tshwane University of Technology, Building 21 (basement next to Standard Bank ATM), Pretoria West Campus, Staatsartillerie Road, Pretoria West. Coordinates from Google (-25.741809,28.172413).**

The tender box is accessible 24/7.

**NB:** Shortlisted prospective Bidders will be subjected to a vetting process.

**NO FAXED, ELECTRONIC OR LATE DOCUMENTS WILL BE ACCEPTED.**