



## REQUEST FOR PROPOSALS

### ICT: MANAGED PRINT SOLUTION

#### TENDER NO: WITS TENDER/2020:17

The ICT Department of the University of the Witwatersrand, Johannesburg in collaboration with Purchasing Consortium of Southern Africa (PURCO SA) requires tenderers to propose a solution for office automation printing and related services on a pay-as-you-use model (i.e. usage based on cost per page). The pricing model must be for a period of 60 months. The pay-as-you-use pricing model must include paper, toners, supply and servicing of multi-function printing devices (MFPD's), drums, parts, labour, setup/installation and configuration cost, software (including modification and integration), travel costs, project management costs, change management costs, training costs, management reporting costs and costs associated with technicians and paper runners on site.

The Printing Solution must cater to both Student and Staff members of the University, including but not limited to visitors.

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/procurement/> from **14h00 on Monday, 02 November 2020**.

Please ensure that you confirm your eligibility to tender by reviewing the criteria stated in the RFP documents.

Tenderers **MUST** register their intent to tender via e-mail to: [admin.tenders@wits.ac.za](mailto:admin.tenders@wits.ac.za) and [meshal.moonsamy@purcosa.co.za](mailto:meshal.moonsamy@purcosa.co.za) by no later than **Thursday, 05 November 2020**. Failure to register will result in tenderer's bid not being accepted.

**Non-Compulsory Briefing Session:** An online non-compulsory information session will be facilitated via Microsoft Teams on **Tuesday, 10 November 2020 from 13h00 to 14h00**. Tenderers will be invited upon receiving their confirmation of intent.

**The closing date and time for receipt for this RFP is on Thursday, 26 November 2020 at 23:59 hrs (mid-night).**

Shortlisted Tenderers may be given the opportunity to make presentations to the University and will be advised of the date and time. The 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 RFP, instructions, detail regarding the non-compulsory briefing meeting are stated in the RFP Data of the RFP Documents.

**Queries relating to this RFP can be addressed to:** Ms Meshal Moonsamy, e-mail: [meshal.moonsamy@purcosa.co.za](mailto:meshal.moonsamy@purcosa.co.za) and copied to [admin.tenders@wits.ac.za](mailto:admin.tenders@wits.ac.za)