



**REQUEST TO TENDER
TSHWANE UNIVERSITY OF TECHNOLOGY (TUT)
TENDER NO: TR 03/2021
MANAGED PRINT SOLUTION**

Tshwane University of Technology (TUT) seeks to appoint an accredited and qualified service provider(s) to provide managed print services for their staff and a fully managed print shop for their student environments. Service provider to provide centralised shared printing, scanning and photocopying services using multi-functional output devices.

Non-Compulsory Information Session

An online non-compulsory Information Session will be facilitated via Microsoft Teams on Monday, 16 August 2021 from 10:00-11:00

All potential tenderers to confirm their attendance for the online non-compulsory Information Session via email to Ms Lesego Mabidietsa MabidietsaL@tut.ac.za and Rosina Moota Rosina.Moota@purcosa.co.za by no later than **Thursday, 12 August 2021**. Upon receiving the email, tenderers will be invited to the online meeting.

Purchasing of Tender Documents

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
- 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.

Contact person for documents only: Ms Rosina Moota; PURCO SA; tel. (011) 545 0963 or e-mail: Rosina.Moota@purcosa.co.za

The closing date and time for receipt **TR 03/2021** is on **Friday, 03 September 2021 at 23:59 (midnight)**. Further information regarding electronic submission of tenders will be shared at the Non-Compulsory Information Session and via email after purchase of tender document.

Tshwane University of Technology (TUT) reserves the right not to accept the lowest tender or any tender in part or in whole. TUT reserves the right to award this tender to an empowerment company or may award this tender on condition that a joint venture with an empowerment company is formed. This will be added to the criteria when evaluating the tenders. TUT reserves the right to award this tender as a whole or in part without furnishing reasons.

The Tshwane University of Technology (TUT) is committed to broad-based black economic empowerment. We strive to comply with the provisions of all relevant legislation. Details are included in the bid.

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