



REQUEST TO TENDER

TSHWANE UNIVERSITY OF TECHNOLOGY (TUT)

Tshwane University of Technology in collaboration with the Purchasing Consortium Southern Africa hereby invites qualified, competent, and suitable service providers to submit bids as follows:

Bid No:	Project Description	Briefing Session	Tender Document Related Queries	Closing Date
1 TR 27-2026	Managed Print Services (MPS) for Staff and Students at the Tshwane University of Technology	Non-Compulsory Online Briefing Session will be held on Monday, 13 July 2026 at 10:00 – 11:00 Venue: MS Teams	Email Ms. Boipelo Setou at Boipelo.setou@purcosa.co.za and copy Ms. Bulelwa Rollom at RollomBM@tut.ac.za	Monday, 27 July 2026 at 23:59 (Online submission via the PURCO SA website)

All potential tenderers are to register to attend the non-compulsory online information session. Register at www.purcosa.co.za/tenders no later than **09h00 on Monday, 13 July 2026**. A confirmation email will be sent to tenderers with the MS Teams link.

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 and will be **available from Monday, 06 July 2026**, but will only be obtainable until **16:00 on Tuesday, 21 July 2026** – no tender documents will be available for purchase after this date.

The steps below should be followed for LOGIN OR REGISTER on the PURCO SA website:

1. Navigate to <https://purcosa.co.za>
2. Click on the 'Login or Register' button and select the appropriate option
3. Not registered on the website.
 - o Click 'Register here'
 - o Complete the form and click 'Create new account'
 - o Wait for the Account details email from PURCO SA. Check your spam filter if necessary.
 - o Click on the link in the email to login to the PURCO SA website and add a password.

The steps below should be followed to purchase the tender document on the PURCO SA website:

1. Under the Supplier Hub menu click on 'Open Tenders'
2. Select the tender and click on 'View'
3. Click on the 'Buy now' button
 - o You will be redirected to our payment gateway (Payfast) to make payment.
 - o If you encounter problems on the Payfast pages, go to www.payfast.co.za/contact for help.
 - o When your payment has been processed you will be automatically redirected back the PURCO SA Checkout page where you will find your purchased tender document/s

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.

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 tender document.

All shortlisted Tenderers will be subjected to vetting.

TUT reserves the right not to accept the lowest or any tender in part or in whole.