UNIVERSITY OF KWAZULU-NATAL ™
INYUVESI YAKWAZULU-NATALI

# INVITATION TO BID

**THE UNIVERSITY OF KWAZULU-NATAL (UKZN) HEREBY INVITES SUITABLY QUALIFIED AND EXPERIENCED PRINTING SERVICE PROVIDERS TO SUBMIT COMPREHENSIVE BIDS FOR THE PROVISION OF HIGH-QUALITY, RELIABLE, AND EFFICIENT PRINTING AND RELATED SERVICES.**

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| **Bid Number** | RFB 19/25 (R) (PU8215/042) |
| **Bid Description** | Provision and supply of managed printing solution |
| **Bid Document Fee** | R1 150.00 (Non- Refundable) |
| **Bid Price and BBBEE** | 80/20 |
| **Compulsory Virtual Brieifing Session** | 12 November 2026 (09h:00-10h:00)<br>Register on https://purcosa.co.za/tender/19383 to get the MS Teams meeting link |
| **Optional site visit** | 13 November 2026 (10h:00)<br>Venue: Information & Communication Services (ICS) Boardroom, Dennis,<br>Shepstone Building, Level 5, 238 Mazisi Kunene Road, Howard College Campus<br>University of KwaZulu-Natal |
| **Tender documents available up to** | 13 November 2026 (23h:59) |
| **Bid Closing Date** | 04 December 2026 (12h:00) on PURCO SA Webiste<br>https://purcosa.co.za/online-tender-submissions-guide |

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| **Bid Number** | RFB 20/25 (R) (PU8215/043) |
| **Bid Description** | Provision and supply of on campus Bulk Printing facilites |
| **Bid Document Fee** | R1 150.00 (Non- Refundable) |
| **Bid Price and BBBEE** | 80/20 |
| **Compulsory Virtual Brieifing Session** | 12 November 2026 (10h:30-11h:30)<br>Register on https://purcosa.co.za/tender/19385 to get the MS Teams meeting link |
| **Optional site visit** | 13 November 2026 (10h:00)<br>Venue: Information & Communication Services (ICS) Boardroom, Dennis<br>Shepstone Building, Level 5, 238 Mazisi Kunene Road, Howard College Campus<br>University of KwaZulu-Natal |
| **Tender documents available up to** | 13 November 2026 (23h:59) |
| **Bid Closing Date** | 04 December 2026 (12h:00) on PURCO SA Webiste<br>https://purcosa.co.za/online-tender-submissions-guide |

**Instructions for purchasing the bid document: Bid documents, which are available in English only,can be purchased on the PURCO SA website from on 8 November 2026 until 13 November 2026 (12h:00). The company purchasing the tender document must be the same company submitting the bid.**

The steps below should be followed for LOG IN 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?

- Click 'Register here'
- Complete the form and click 'Create new account'
- Wait for the Account details email from PURCO SA. Check your spam filter if necessary.
- 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

- You will be redirected to our payment gateway (Payfast) to make payment.
- If you encounter problems on the Payfast pages go to www.payfast.co.za/contact for help.
- 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

Contact person for the purchase of tender documents only: Ms. Gayla Manganyi; PURCO SA; e-mail: gayla.manganyi@purcosa.co.za and copy Mr Kwazikwenkosi Dlamini, DlaminiK1@ukzn.ac.za

**UNIVERSITY OF KWAZULU-NATAL (UKZN) reserves the right not to accept the lowest tender or any tender in part or in whole. UKZN 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. UKZN reserves the right to award this tender as a whole or in part without furnishing reasons.The UNIVERSITY OF KWAZULU-NATAL (UKZN) 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. UKZN reserves the right not to accept the lowest or any tender.**