



REQUEST TO TENDER UNIVERSITY OF PRETORIA (UP)

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

| Item | Bid No: | Project Description | Briefing Session | Tender Document Related Queries | Closing Date |
|------|------------|---|--|---|--|
| 1 | PU7210/072 | Supply landscaping and sports fields maintenance services for 5 years | Physical Compulsory Briefing Session will be held on : Thursday, 27 February 2025 from 10h00 – 11h00 Venue: University of Pretoria, Conference Centre 1-17 | Email Ms. Londiwe Hlophe at Londiwe.Hlophe@purcosa.co.za and copy Mr Garfield Theunis at garfield.theunis@up.ac.za | Thursday, 13 March at 23:59 (Online submission via the PURCO SA website) |

Note: A physical site visit for the project will follow directly after the respective briefing session.

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 Friday, 21 February 2025**, but will only be obtainable until **16:00 on Friday, 28 February 2025** – 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

The University of Pretoria (UP) 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 University of Pretoria (UP) 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.

UP reserves the right not to accept the lowest or any tender in part or in whole without furnishing reasons.