



## UNIVERSITY OF THE FREE STATE REQUEST FOR PROPOSALS

UNIVERSITY OF THE FREE STATE INVITES EXPERIENCED AND SUITABLE QUALIFIED SERVICE PROVIDERS TO TENDER FOR  
THE FOLLOWING SERVICE:

TENDER NO	SERVICES DESCRIPTION	COMPULSORY INFORMATION SESSION	CLOSING DATE AND TIME
PU5000/011	Supply and Delivery of Catering Supplies, Products and Small Equipment for the University of the Free State	Compulsory Online Briefing Session will be held on the 09 <sup>th</sup> November 2023 at 10H00  Click on the below URL link:  <a href="https://bitly.ws/Zdmf">https://bitly.ws/Zdmf</a>	16 <sup>th</sup> November 2023 at 23H59 (midnight)

The University of the Free State hereby invites suitable qualified service providers to submit proposal in response to the Request for Proposals (RFP) regarding catering supplies.

Interested service providers are kindly requested to visit the PURCO SA website at [www.purcosa.co.za](http://www.purcosa.co.za) and UFS website for all the required information. The RFP document will only be available electronically at [www.purcosa.co.za](http://www.purcosa.co.za) from 02<sup>nd</sup> November 2023 until 23H59 (mid-night) on 16<sup>th</sup> November 2023.

### Purchasing of Tender Documents

Tender documents can be purchased on the PURCO SA website. In order to download the tender document, the steps below should be followed:

- ☐ Visit [www.purcosa.co.za](http://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 is concluded.

Only Document related queries and electronic submission of tender documents contact person: Gololosegang Legoete, PURCO SA via e-mail: [Gololosegang.Legoete@purcosa.co.za](mailto:Gololosegang.Legoete@purcosa.co.za)

**Tender submissions will be electronic. No hard copy, faxed or e-mailed submissions will be accepted.**

**The closing date and time for receipt for the tender is on 23H59 (mid-night) on 16<sup>th</sup> November 2023. Further information will be shared at the Compulsory Information Session regarding the closing submission.**

**Compulsory Briefing Session**

An online compulsory information session will be facilitated via Microsoft Teams on 09<sup>th</sup> November 2023 from 10:00 to 11:00.

It is requested that the person who is to complete the tender document, be present during the information session so as to get the relevant information pertaining to the completion of the tender document.

The University of the Free State is committed to both the principle and practical implementation of a Procurement Policy of Broad-Based Black Economic Empowerment (BBBEE).

Queries via email only:

Bongani Machobane - [bongani.machobane@purcosa.co.za](mailto:bongani.machobane@purcosa.co.za)

Gololosegang Legoete - [gololosegang.legoete@purcosa.co.za](mailto:gololosegang.legoete@purcosa.co.za)