

**UNIVERSITY OF THE FREE STATE**  
**REQUEST FOR PROPOSAL RFP UE QQ 2/2024 SHOP 4**

**OPENING AND MANAGEMENT OF A PRINTING AND COPYING SERVICE IN**  
**SHOP 4 (±74,45m<sup>2</sup>) QWAQWA STUDENT CENTRE**  
**ON THE QWAQWA CAMPUS OF**  
**THE UNIVERSITY OF THE FREE STATE**

**OUR DEFINITION AND UNDERSTANDING OF A PRINTING AND COPYING SERVICE:**  
**HIGH QUALITY SERVICES IN - PRINTING; COPYING; BINDING AND FINISHING; DESIGN**  
**ASSISTANCE; SCANNING AND DIGITIZATION**

Suitable and qualified service providers interested in rendering the above-mentioned service (subject to the Policy and Procedures for Tenders and the Policy and Procedures for Purchases of the University of the Free State) are invited to purchase the RFP document and to submit it as **one (1) combined pdf document in the order that will be specified**, to University Estates' centralized email [quotations4UE@ufs.ac.za](mailto:quotations4UE@ufs.ac.za) with Reference RFP UE QQ 2/2024 Shop 4. The RFP document will be available electronically from 29 February 2024 to 14 March 2024.

If the document is too large to send by e-mail, the tenderer must send an e-mail with the link to WeTransfer, so that larger files can be downloaded and saved.

Compulsory Briefing Session: Wednesday 6 March 2024, 10:00 a.m. at Qwaqwa Student centre.

A non-refundable deposit of R250.00 is payable and a proof of EFT / deposit must be sent to the following.

Emails: [MoleliL@ufs.ac.za](mailto:MoleliL@ufs.ac.za) and [ElsHM@ufs.ac.za](mailto:ElsHM@ufs.ac.za) with email subject: RFP UE QQ 2/2024 Shop 4

Banking details

Bank: Absa Cheque Account: 1570850071; Branch: Brandwag; Branch Code: 632005  
Reference: 2-611-09467 Q2/2024  
RFP Available from: 29 February 2024 to 14 March 2024  
Closing date: 15 March 2024 at 10:00 a.m.  
Submission: [quotations4UE@ufs.ac.za](mailto:quotations4UE@ufs.ac.za)

Correspondence limited to shortlisted proposals only. Should you not be contacted by the University within 60 days of the closing date of the proposal, consider your proposal unsuccessful. Late proposals will be disqualified from the process. The University does not bind itself to accept any proposal and reserves the right to accept a proposal in part or not at all.

**Enquiries by e-mail only: [louwa1@ufs.ac.za](mailto:louwa1@ufs.ac.za)**