



01 November 2022

Our ref:

RFP UJ 72 2022 AS AND WHEN SUPPLY AND DELIVERY OF STATIONERY FOR 3 YEARS FOR THE UNIVERSITY OF JOHANNESBURG

Dear Sirs / Madams

You are hereby invited by the University of Johannesburg, to tender for the **AS AND WHEN SUPPLY AND DELIVERY OF STATIONERY FOR 3 YEARS FOR THE UNIVERSITY OF JOHANNESBURG** in the Annexure A document.

Your proposal must be in accordance with the Instructions for Tenderers, the Specifications, the Evaluation Criteria, and the Tender Briefing documents enclosed.

It is the responsibility of all Service Providers to ensure that their tender is submitted not later than the appointed date and time. All tenders must be submitted via the UJ Web Link provided below:

UJ Tender Web Submission Link: <https://www.uj.ac.za/Pages/tender.aspx>

Tender Number and Description: RFP UJ 72/2022 **AS AND WHEN SUPPLY AND DELIVERY OF STATIONERY FOR 3 YEARS FOR THE UNIVERSITY OF JOHANNESBURG**

Closing Date: 16 NOVEMBER 2022 at 12H00 (UJ Web Link)

Date for Briefing Meeting: 07 NOVEMBER 2022 at 14H00 Via Microsoft Teams . (to Join the meeting copy the link below)

https://teams.microsoft.com/l/meetup-join/19%3ameeting_NWM2MmU1OGMtNTFjNi00N2VlTlhNTAtMzM4NDc2MDdmZjNi%40thread.v2/0?context=%7b%22Tid%22%3a%22fa785acd-36ef-41bc-8a94-89841327e045%22%2c%22Oid%22%3a%228a2d3473-2679-4b72-a940-fbdf0034f893%22%7d

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 354 754 890 975

Passcode: CiJ6PJ

[Download Teams](#) | [Join on the web](#)

[Learn More](#) | [Meeting options](#)

Closing date for Clarification Questions: 11 NOVEMBER 2022 at 12:00pm

Anticipated completion date of the project: TBC

Please acknowledge receipt of this Invitation to tender and confirming your intention to submit a proposal as requested quoting the tender ref to the email address below.

Enquiries regarding this Invitation to tender should be addressed to *nlmajoe@uj.ac.za*.

Very Important:

- The Tender document must be read, signed, completed, and returned with all requested documentation.
- All documents MUST be electronically, using the link provided.
- No late submissions will be accepted.
- All communication REGARDING THIS TENDER, must be sent to the Tender Office *nlmajoe@uj.ac.za*.

Documents provided on this web page:

Invitation letter to External Stakeholders interested in participating in the tender process with all relevant dates.

Tender Document

Annexure A – BILL OF QUANTITIES

Annexure G – ST&Cs

Form of Tender

Instruction on how to upload your tender

Yours faithfully

Mr Neo Majoe