
	Quality System Document		Doc No.	FI- 025	
	Main Title	Finance		Owner	DP Finance
	Sub-Title	REQUEST FOR APPROVAL FOR GOODS AND SERVICES FORM		Status	Current

1.0	Departments	All campuses within EMC.
2.0	Purpose	To regulate the process of acquiring approval from the applicable Deputy Principal prior to SCM sourcing quotations for goods and services.

CAMPUS / DIVISION:	SUPPLY CHAIN MANAGEMENT
REQUESTOR:	SESONA KIBI
DATE:	09 APRIL 2026
CAMPUS / DIVISIONAL MANAGER (SIGNATURE):	MS TUTANI 

PURPOSE OF THE REQUEST:

REQUEST FOR TENDER ADVERT

SPECIFICATIONS:

Request for 2 tenders to be advertised. Herewith detailed spec on the next page.

FI-025 REQUEST FOR APPROVAL FOR GOODS AND SERVICES FORM Version 1

BUDGET AVAILABLE:

YES

NO

GENERAL LEDGER:

APPROVED / NOT APPROVED

APPLICABLE DP:

COMMENTS:

DATE:

09/04/2026



An ISO 9001 and OHSAS 18001 certified organisation

Tender Number	Tender Description	Information Session Date and Time	Closing Date of Tender
PU (8215/036)	The Supply and Delivery of Multi-Function Photocopier/Printer Machines with Maintenance and Support for a Period Of 36 Months	22 April 2026 at 10h00 AM An online Non-Compulsory Information session will be facilitated via MS Teams. Please register to attend the non-compulsory information session on the PURCOSA Website: www.purcosa.co.za	04/05/2026 at 11h00. Tender submissions will be electronic. No hard copy, Faxed or e-mailed submissions will not be accepted.
PU (9212/135)	Supply and Delivery of Guarding Services for a Period of 36 Months	22 April 2026 at 12h00 PM An online Non-Compulsory Information session will be facilitated via MS Teams. Please register to attend the non-compulsory information session on the PURCOSA Website: www.purcosa.co.za	04/05/2026 at 11h00. Tender submissions will be electronic. No hard copy, Faxed or e-mailed submissions will not be accepted.

Experienced service providers are hereby invited to tender the below services:

NOTE: The preference point system for this Bid is 80/20, where 80 points is for price and 20 is for specific goals.

Tender documents can be obtained from the PURCO SA website www.purcosa.co.za from **13 April 2026**

TENDER DOCUMENTS are available in electronic format only and are available at a non-refundable fee of R1150.00 (VAT included).

To download the tender document, the steps below should be followed:

- Visit www.purcosa.co.za
- 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 conclusion of payment.

Address ALL QUESTIONS to Nyiko Sithole at email: nyiko.sithole@purcosa.co.za

Tender document enquiries : Ms. Zandile Nceka at Zandile.Nceka@purcosa.co.za

Late tenders will be disqualified from the bidding process.

Eastcape Midlands TVET College does not bind itself to accepting the lowest bid and reserves the right to accept the bid as a whole, in part or not at all. Eastcape Midlands TVET College is committed to both the principle and practical implementation of the Procurement Policy of Broad-Based Black Economic Empowerment (BBBEE). No facsimile, and/or late tenders will be accepted.

