



29/06/2026

Request For Bidder Information Notice

The College intends on sourcing a Preferred Supplier for the following Goods and Services:

Request for Information Title & Requirement	Company Prospectus Deadline
Printer Management Services – Supplier Registration	07 August 2026

Description

The scope of works includes the provision of comprehensive Managed Print Services (MPS) across a multi-functional school campus environment. Services encompass the supply, installation, and maintenance of multifunction printing devices, print management software, and associated infrastructure. This includes the monitoring and optimisation of device utilisation, management of consumables, implementation of secure printing and user authentication, and provision of reporting and analytics on print usage and costs. The services are to be delivered in a reliable, efficient, and non-disruptive manner appropriate to an active educational environment, ensuring accessibility to both staff and students across administrative offices, academic departments, and shared high-volume areas such as computer laboratories and libraries.

Parties that wish to be included in the Bidders list must please complete this form using the below link.

It would be great if you can submit your response by 07 August 2026

Please complete the required information by the deadline dates indicated above. Enquiries must be made directly to procurement@stithian.com:

[Managed Print Services \(MPS\) – Request for Information \(RFI\) – Fill out form](#)

Please note:

- i) Submission of Company Documents by an interested Party does not constitute your automatic inclusion on the **Bidders List**;
- ii) Compilation of the Bidders List is done by the College in its sole and absolute discretion.
- iii) The College is entitled to add and remove bidders as deemed necessary in the circumstances;
- iv) The College reserves the right to compile the Bidders List based on specific requirements of each Scope of Work.
- v) Only bidders formally vetted and included on the Bidders List will be issued with an **RFP** Invitation.
- vi) No interested party shall have any claim against the College for actions taken by it in the procurement process; as such, any submission of Company Documents is made at your own risk.
- vii) The College will not be liable for any costs incurred in the submission of Company Documents.

Upcoming Tenders:

- i) Please review the College's website for upcoming requirements and sourcing events.
- ii) The Notices of upcoming tenders will be updated as required.