



SITA SOC Ltd, 459 Tsitsa Street, Erasmuskloof, Pretoria, South Africa • PO Box 26100, Monument Park, 0105, South Africa
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Our Ref:	RFB-3292-2026
ERP Number:	RFB 509011
Enquiries:	Andisiwe Kunaka
Tel:	012 367 3293

PROSPECTIVE BIDDER

RFB 3292-2026 / RFB 509011 REQUEST FOR THE PROCUREMENT AND SUPPLY OF COMPUTER LABELS FOR ALL SITA DATA CENTRES FOR A PERIOD OF FIVE (5) YEARS

Prospective Bidders are invited to submit quotations for: RFB 3292-2026/ RFB 509011 - Request for the procurement and supply of computer labels for all SITA data centers for a period of five (5) years

Please note that RFB 3292-2026/ RFB 509011 will be required to be submitted electronically utilizing the link below, SITA has embarked on a journey on enabling Supply Chain Management wherein bid responses are to be published and submitted electronically using the ERP System.

Note that this request is authentic and bidders are encouraged to participate in the Automation project.

The link to access the ERP is below:

https://suppliers.sita.co.za/OA_HTML/OA.jsp?page=/oracle/apps/pos/onboard/webui/ProspRegPG&OA_HP=POS_GUEST_REG_HP&OASF=POS_SUPPREG_REGISTER&OAPB=POS_ISP_BRAND&oid=CB0FA7C16C8D33F8

Non-Compulsory Briefing session

Non-Executive Directors:

Prof Stella Bvuma (Chairperson), Ms. Siphumelele Dlungwane, Ms. Zimbini Hill, Ms. Nalini Maharaj, Mr. Willie Mathebula, Mr. Protas Phili, Mr. Rendani Ramabulana, Mr. Willie Vukela, Adv Johannes Collen Weapond

Executive Directors:

Mr. Magatho Mello (Managing Director), Ms. Yolande van Biljon (Chief Financial Officer)

Company Secretary:

Ms. Shirley Kgope (Acting)

19 October 2026 @ 11H00

Microsoft Teams

All questions must be forwarded to the following email Andisiwe.Kunaka@sita.co.za before 23 October 2026 @ 16H30.

Closing date for bid submission is **30 October 2026**.

Notes to the bidders:

The following will apply for this Bid:

ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS

Submission of bid response:

Bidders are required to submit a complete bid response documentation pack that meets the following conditions:

1. Bidders must ensure that they are registered on the CSD and ensure that all company details are updated on the CSD.
2. The bid response must be submitted through the ERP system. Responses will only be considered valid if submitted via the ERP platform, within the stipulated date and time as indicated on the "Invitation to Bid" cover page,
3. Documentation must be provided in the correct format and presented as original documents,
4. Bidders must complete the bid pricing schedule using the excel format provided and ensure that it is included as part of the response documentation pack in the correct format as an original document,
5. Bidders are required to record each line-item price directly within the designated ERP system as part of their submission.
6. Please use the link to attain the "**Sourcing Supplier User Guide**" to enable your company to navigate the system: <https://www.sita.co.za/content/erp-isupplier-ecatalogue-guidelines>

All queries to this bid must be submitted in writing to the following email address: Andisiwe.kunaka@sita.co.za

Yours sincerely



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Teboho Ndlovu

Manager: Corporate Commodities