



SITA SOC Ltd, 459 Tsitsa Street, Erasmuskloof, Pretoria, South Africa • PO Box 26100, Monument Park, 0105, South Africa
Tel: +27 12 482 3000 • Fax +27 12 367 5151 • Reg. No 1999/001899/30 • www.sita.co.za

DEAR PROSPECTIVE BIDDER

Bidders are invited to submit a tender for **RFB 3216-2025: REQUEST FOR BID FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE ONCE-OFF REPLACEMENT OF THE EXISTING ELEVATOR AND THE PROVISION OF FIVE (5) YEARS OF MAINTENANCE SERVICES AT THE SITA ERASMUSKLOOF BUILDING.**

TECHNICAL, PRICING AND PREFERENCE POINTS REQUIREMENTS.

Please note that RFB 3216-2025 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:

[Login](#)

COMPULSORY SITE VISIT AND BRIEFING SESSION WILL BE HELD AS FOLLOWS:

Date: 11 March 2026

Venue: SITA Erasmuskloof Canteen, Pretoria.

Publication date is 25 February 2026.

The final date for **clarification questions** is **18 March 2026.**

The **closing date** for bid submission is **30 March 2026 at 11:00am.**

ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS

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

Non-Executive Directors:

Ms Sedzani Mudau(Chairperson), Mr Willie Vukela, Mr Willie Mathebula, Adv. Johannes Collen Weapond, Mr Omega Shelembe

Executive Directors:

Mr. G Reddy (Managing Director Acting), Ms Le Grange (Interim Chief Financial Officer)

Company Secretary:

Ms. B Laka

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 word 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:
Nontombi.Jantjie@sita.co.za

Yours sincerely,


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Bongeka Malinga

Manager: Strategic ICT Clients