



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

Invitation for RFB 2854-2023

PROSPECTIVE BIDDER

Bidders are invited to submit tenders for the **RFB 2854-2023: REQUEST FOR THE ESTABLISHMENT OF A 5-YEAR SUPPORT AND LICENSE SUBSCRIPTION AGREEMENT FOR THE SOFTWARE ASSET MANAGEMENT (SAM) CAPABILITY.**

A **Non-Compulsory Briefing Session** will be held online via Microsoft Teams on 29 February 2024, at 10H00am as follows:

Meeting ID: 361 437 773 92

Passcode: rXvQUB

The **Closing Date** for bid submission is **20 March 2024 at 11:00am**.

Bidders should ensure that Bids are delivered on time at **Pongola in Apollo, SITA Head Office, 459 Tsitsa Street, Erasmuskloof, Pretoria**.

Notes to the bidders:

- You must ensure that you are registered on the CSD and that all your company details have been updated on the CSD.
- The bidders need to note that if there are any reference made to GCommerce in the Bid Document it needs to be ignored.
- The following will apply for this Bid:
 - **CLOSING OF BID**

The bidder must submit their bid responses through the tender box at SITA Erasmuskloof (459 Tsitsa Street) at 11h00am on the bid closing date.

- **ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS**

Submission of bid response: The bidder has submitted a bid response documentation pack:

- (i) that was delivered at the correct physical or postal address and within the stipulated date and time as specified in the "Invitation to Bid" cover page, and;

Non-Executive Directors:

Mr K Pillay (Chairperson), Ms L Ptelele (Deputy Chairperson), Ms N Pietersen, Ms K Sibanda,
Ms L Abrahams (Dr), Mr M Mnisi, Mr L Keyise, Ms L Mseme, Ms R Naidoo

Executive Directors:

Mr S Dzengwa (Managing Director: Acting) Mr MK Kgauwe (Chief Financial Officer),
PH Attorneys (Company Secretary: Acting)

- (ii) in the correct format as one original document, one copy and two copies on memory stick / USB.
- **BID PRICING SCHEDULE**

Bidders will complete the bid pricing schedule in the Excel spreadsheet format provided, include this as part of the hard copy submission documents as well as a memory stick.

The bid document is packaged as follows:

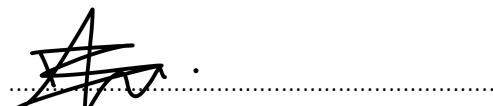
The bidder must submit their bid responses as follows and must tick in the box to confirm if the bid response is submitted as such:

Manner of submission	Bidder to tick ✓ to indicate that the bid response has been submitted in this sequence
Responses through the tender box at Erasmuskloof (459 Tsitsa Street) at 11h00am on the Bid closing date	

All queries to this bid must be submitted in writing to the following email address:

Nontombi.Jantjie@sita.co.za

Yours sincerely,



Bongeka Malinga

Manager: Strategic ICT Projects

Non-Executive Directors:

Mr K Pillay (Chairperson), Ms L Ptelele (Deputy Chairperson), Ms N Pietersen, Ms K Sibanda,
Ms L Abrahams (Dr), Mr M Mnisi, Mr L Keyise, Ms L Mseme, Ms R Naidoo

Executive Directors:

Mr S Dzengwa (Managing Director: Acting) Mr MK Kgauwe (Chief Financial Officer),
PH Attorneys (Company Secretary: Acting)