



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 2801/2023

Enquiries: Gertrude Potts

Tel: 021 4428556

Date: 04 October 2023

Request for Quotations:

Prospective Bidders

RFB 2801/2023: REQUEST FOR ACQUISITION OF SUITABLE OFFICE SPACE FOR SITA CAPE TOWN THROUGH AN OPERATING LEASE AGREEMENT FOR A PERIOD OF FIVE (5) YEARS

Bidders are invited to submit tender for **RFB 2801/2023** Request for acquisition of suitable office space for SITA Cape Town through an operating lease agreement for a period of five (5) years.

A Compulsory MS Teams Virtual Briefing Session to be held 12 October 2023, Link will be provided upon request. Please email gertrude.potts@sitaco.za; for the link access before 11 October 2023 by 12pm.

The **Closing Date** for bid submission is **31 October 2023**.

Bidders should ensure that **Bids are submitted via hand delivery only to the Tender Office:**

SITA SOC Ltd
459 Tsitsa Street
Erasmuskloof
Pretoria

The published RFB document is packaged as follows:

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

Non-Executive Directors:

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

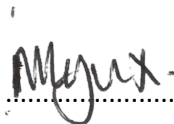
Executive Directors:

Dr BA Mabaso (Managing Director) Mr MK Kgauwe (Chief Financial Officer),
Mr T.V Mphaphuli (Company Secretary: Acting)

Manner of submission	Bidder to tick ✓ to indicate that the bid response has been submitted in this sequence
Hand Delivery or Courier Services Only	
RFB 2801/2023 Invitation to Bid	
SBD 3 Pricing Schedule	
Latest CSD Report	
Affidavit/ BEE Certificate	
Mandatory Requirements Documents	

All queries to this bid must be submitted in writing to the following email address: responsible gertrude.potts@sitaco.co.za .

Yours sincerely


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Xoli Moyane
Manager (Acting) SCM

Cc: SITA Tender Office