



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

Our Ref: RFA829_2022
Enquiries: Reabetswe Nzimande
Date: 16 August 2022

PROSPECTIVE BIDDERS

RFA829_2022: APPOINTMENT OF EXTERNAL LEGAL FIRMS TO PROVIDE PROFESSIONAL LEGAL ASSISTANCE TO SITA ON “AS AND WHEN REQUIRED” BASIS – “REFRESH”.

Bidders are invited to submit tender for RFA829_2022: Appointment of External Legal firms to provide Professional Legal Assistance to SITA on “as and when required” basis – “Refresh”.

Non-Compulsory Virtual Briefing session to be held as follows:

Date: 23 August 2022

Time: 10:00 AM

Place: MS Teams

Note: Non-Compulsory Briefing Session will be done virtually.

Join on your computer or mobile app

[Click here to join the meeting](#)

Meeting ID: 312 448 044 495

Passcode: Ff8QAB

[Download Teams](#) | [Join on the web](#)

The **Closing Date** for bid submission is **14 September 2022 at 11h00**.

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 following will apply for this Bid:

- CLOSING OF BIDS

Bidders must submit their Bid responses through the tender box at SITA Head Office, 459 Tsitsa Street, Erasmuskloof, Pretoria, 0048, Gauteng at 11h00 AM on or before the Bid Closing date.

- ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS

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

Non-Executive Directors:

Ms M Mosidi (Chairperson), Ms S Bvuma (Dr) (Deputy Chairperson), Ms S Moonsamy, Ms N Pietersen, Ms Z Hill, Ms O Ketsekile, Mr T Ratshitanga (Dr), Mr R Ramabulana, Mr W Vukela, Ms L Mseme, Ms J Morwane, Mr M Ratshimbilani

Executive Directors:

Mr MK Kgauwe (Managing Director: Acting), Mr A Pretorius (Chief Financial Officer: Acting)
Ms Makwena Mohlabi (Company Secretary)

- (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;
- (ii) in the correct format as one original document, one copy and a copy on memory stick.

The published bid 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:

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 11h00 AM on the Bid Closing date	

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

Yours sincerely



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Kevin Govender

Senior Procurement Manager: Panels and Transversal Contracts

Date: 16 August 2022

Non-Executive Directors:

Ms M Mosidi (Chairperson), Ms S Bvuma (Dr) (Deputy Chairperson), Ms S Moonsamy, Ms N Pietersen, Ms Z Hill, Ms O Ketsekile, Mr T Ratshitanga (Dr), Mr R Ramabulana, Mr W Vukela, Ms L Mseme, Ms J Morwane, Mr M Ratshimbilani

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