



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: RFB 2581/2022
Enquiries: Lekoetsi Makwela
Tel: 012 482 3010
Date: 01 July 2022

PROSPECTIVE BIDDERS

RFB 2581-2022 APPOINTMENT OF A REPUTABLE STATIONERY SUPPLIER TO SUPPLY & DELIVER DURABLE, HIGH QUALITY STATIONERY CONSUMABLES TO SITA FOR A PERIOD OF 3 YEARS.

Bidders are invited to submit tender for **RFB2581-2022: APPOINTMENT OF A REPUTABLE STATIONERY SUPPLIER TO SUPPLY & DELIVER DURABLE, HIGH QUALITY STATIONERY CONSUMABLES TO SITA FOR A PERIOD OF 3 YEARS.**

The final date for **clarification questions** is **14 July 2022**.

The **closing date** for bid submission is **25 July 2022**.

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.
- 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 BIDS

Bidders 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;
- (ii) in the correct format as one original document, one copy and two copies on memory USB.

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 L Keyise (Interim Managing Director), Mr MK Kgauwe (Chief Financial Officer)
Mr. V. Mphaphuli: Company Secretary (Acting)

- **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.

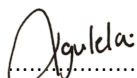
The published bid document is packaged as follows:

Bidders 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 11h00 on the Bid closing date	

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

Yours sincerely



Mpumelelo Nhlangulela

Head of Department: Procurement (Acting)

Non-Executive Directors:

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