



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 2850/2023
Enquiries: Andisiwe Kunaka
Tel: 012 482 3293
Date: 15 February 2024

PROSPECTIVE BIDDERS

RFB 2850/2023: REQUEST FOR HARDWARE MAINTENANCE AND SUPPORT FOR A PERIOD OF THREE (3) YEARS FOR KWAZULU-NATAL DEPARTMENT OF COOPERATIVE GOVERNANCE AND TRADITIONAL AFFAIRS (COGTA)

Bidders are invited to submit tender for RFB 2850/2023: Request for Hardware Maintenance and Support for a period of three (3) years for KwaZulu-Natal Department of Cooperative Governance and Traditional Affairs (COGTA)

A Non-Compulsory briefing session: Date: 23 February 2024; Time: 11:00 (South African Time)

Place: Online (MS Teams). Bidders are requested to indicate in writing on the below email address of their intention to attend the briefing session, following which a link will be shared via email to allow attendance of the briefing session. Send email to Andisiwe.kunaka@sita.co.za

The final date for **clarification questions** is **01 March 2024**.

The **closing date** for bid submission is **13 March 2024**

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 Tender Office, 459 Tsitsa Street, Erasmuskloof, Pretoria, 0105 at 11h00am on the Bid closing date.

- ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS

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

- In the correct format as one original document.

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)

- BID PRICING SCHEDULE

Bidders will complete the bid pricing schedule in the Excel spreadsheet format provided.

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 Office, 459 Tsitsa Street, Erasmuskloof, Pretoria, 0105 at 11h00 on the Bid closing date	

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

Yours sincerely



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Mphikeleli Radebe
Manager: Central Region (Acting)

Cc: SITA Tender Office