



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 2558/2022
Enquiries: Muditambi Gangazhe
Tel: 012 482 3235
Date: 13 June 2022

PROSPECTIVE BIDDERS

RFB 2558/2022: Supply, installation, Configuration and Management of Email Cleansing Services to SITA and its clients for a period of two (2) years with an option to extend for a further three (3) years.

Bidders are invited to submit tender for **FB 2558/2022: Supply, installation, Configuration and Management of Email Cleansing Services to SITA and its clients for a period of two (2) years with an option to extend for a further three (3) years.**

Compulsory Briefing Session will be held as follows:

Date: 22 June 2022

Time: 10:00 am

Place: Microsoft Teams

NOTE: THE COMPULSORY BRIEFING SESSION WILL BE DONE VIRTUALLY. KINDLY RSVP (Muditambi.Gangazhe@sitaco.za) BEFORE THE **21 June 2022** AT 16H00 PM VIA EMAIL FOR THE LINK

The final date for **clarification questions** is **27 June 2022**.

The **closing date** for bid submission is **07 July 2022 at 11: 00 am**.

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

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)

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, two copies and a copy on memory stick.

- **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 am on the Bid closing date	

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

Yours sincerely



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Mpumelelo Nhlangulela
Senior Manager: Sourcing

Non-Executive Directors:

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