



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 3048 -2024  
Enquiries: Lungile Sibiya  
Tel: +27 12 482 2006  
Date: 2024-12-11

## PROSPECTIVE BIDDERS

**RE: INVITATION FOR RFB 3048 -2024: APPOINTMENT OF A REPUTABLE SERVICE PROVIDER TO PROVIDE CLEANING AND HYGIENE SERVICES TO SITA GAUTENG OFFICES (ERASMUSKLOOF, CENTURION, BETA, NUMERUS AND MEDICAL BATTALION) FOR A PERIOD OF FIVE (5) YEARS.**

Bidders are invited to submit bids for **RFB 3048-2024: Appointment of a reputable service provider to provide cleaning and hygiene services to SITA Gauteng offices (Erasmuskloof, Centurion, Beta, Numerus and Medical Battalion) for a period of five (5) years.** There will be a Compulsory site briefing sessions.

**On- site Compulsory Briefing Session will be held on the 24 January 2025 from 10:00am.** Bidders who wishes to attend the **On-site Compulsory Briefing session** needs to notify the responsible Specialist [Lungile.sibiya@sita.co.za](mailto:Lungile.sibiya@sita.co.za) also indicated in the Bid Document of attending the session. The details of the **Compulsory Physical Briefing session** will then be sent to those Bidders.

The final date for **clarification questions** is **31 January 2025.**

**The closing date for bid submission is 10 February 2025.**

### Notes to the bidders:

- Bidders must ensure that they are registered on the National Treasury's Central Supplier Database (CSD) and that all 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 Erasmuskloof (459 Tsitsa Street) before 11:00am on the Bid closing date.

## ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS

### Non-Executive Directors:

Ms. M Mosidi (Chairperson), Prof. S Bvuma (Deputy Chairperson), Ms. Z Hill, Ms. O Ketsekile, Mr. L Keyise,  
Ms. N Pietersen, Mr K Pillay, Mr. R Ramabulana, Mr. M Ratshimbilani, Ms K Sibanda, Mr. W Vukela

### Executive Directors:

Mr. S Dzengwa (Managing Director Acting), Mr. MK Kgauwe (Chief Financial Officer)

### Company Secretary:

Ms. B Laka

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.

## 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.

**Bidders must submit their bid responses as follows:**

(a) **Envelope 1: RFB Document and Technical / Functionality Response**

The following must be included and submitted in a in a separate envelope:

- (i) One (1) original file excluding pricing; **and**
- (ii) One (1) hard copy excluding pricing; **and**
- (iii) One (1) electronic copy on USB memory stick/ flash drive in Portable Document Format (PDF) of the RFB Document and Technical / Functionality Response.

(b) **Envelope 2: Price Response**

The following must be included and submitted in a in a separate envelope:

- (i) One (1) original file excluding Technical / Functionality Response; **and**
- (ii) One (1) hard copy excluding Technical / Functionality Response; **and**
- (iii) One (1) electronic copy on USB memory stick/ flash drive in Portable Document Format (PDF) of pricing only.

- (c) It is the Bidder’s responsibility to ensure that the information and contents on the electronic copies is the same as in the hard copies.
- (d) To ensure that the electronic copies are not damaged, the bidder must submit the USB’s (memory stick/ flash drive) in a sealed padded envelop and be clearly marked.
- (e) Bidders shall submit proposal responses in accordance with the prescribed manner of submission as specified above. **Failure to comply with the above instructions on submitting a proposal will lead to disqualification.**
- (f) The **RFB Responses** (hard and electronic copies) must be clearly marked as follows: Bidder’s Name & Contact Details, **RFB Number**, **RFB Description**, and Closing Date.
- (g) All Bids in this regard shall only be accepted if they have been placed in the tender box before or on the closing date and stipulated time.
- (h) Late bids shall not be considered.
- (i) The proposal must be signed by an authorised employee, agent or representative of the bidder. The proposal must bear the initials of the signatory at the bottom of every page as an indication that the bidder has familiarised itself with the terms and conditions of this **RFB document**.
- (j) Faxed or e-mailed bids will not be accepted.
- (k) Bidders shall submit proposal responses in accordance with the prescribed manner of submission as specified in this document. **Failure to comply with the bid submission requirements will lead to disqualification.**
- (l) Bidders are required to submit all returnable documents/information together with their Bids/proposals on or before the closing time and date of the Bids/proposals.

RESTRICTED


- (m) All services supplied in accordance with the bidder's proposal must be in accordance with all applicable legal requirements in terms of South African law, policies and regulations.

The original copy must be **signed in ink** by an authorised employee, agent or representative of the bidder and each and every page of the proposal shall contain the initials of same signatories. Bidders shall submit proposal responses in accordance with the prescribed manner of submission as specified above.

All queries to this bid must be submitted in writing to the following email address:

[Lungile.sibiya@sita.co.za](mailto:Lungile.sibiya@sita.co.za).

Yours sincerely

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Bongeka Malinga

Manager: Strategic ICT Projects