



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 3144-2025
Enquiries: Nokwanda Wasa
Tel: 012 482 3004
Date: 08 September 2025

PROSPECTIVE BIDDERS

RFB 3144-2025: PROCUREMENT OF KOFAX SCANNING SOFTWARE LICENSES, PROFESSIONAL SERVICES, MAINTENANCE AND SUPPORT OF THE KOFAX PRODUCT FOR THE DEPARTMENT OF DEFENCE (DOD) SOUTH AFRICAN MILITARY HEALTH SERVICE (SAMHS) FOR A PERIOD OF THREE (3) YEARS.

Bidders are invited to submit a tender for **RFB 3144-2025: Procurement of Kofax scanning software licenses, professional services, maintenance and support of the Kofax product for the Department of Defence (DOD) South African Military Health Service (SAMHS) for a period of three (3) years.**

Compulsory Virtual Briefing Session

Date: 19 September 2025

Time: 11:00am

Venue: [Join the meeting now](#)

Meeting ID: 310 686 162 584

Passcode: 9uv62SY9

The final date for **clarification questions** is **26 September 2025.**

The **closing date** for bid submission is **06 October 2025 @11:00am.**

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 bidders need to note that if there are any reference made to GCommerce in the Bid Document it needs to be ignored.

Non-Executive Directors:

Ms Sedzani Mudau (Chairperson), Mr Willie Vukela, Mr Willie Mathebula, Adv. Johannes Collen Weapond,
Mr Omega Shelembe

Executive Directors:

Mr. G Reddy (Managing Director Acting), Mr. MK Kgauwe (Chief Financial Officer)

Company Secretary:

Ms. B Laka

RFB 3144-2025: PROCUREMENT OF KOFAX SCANNING SOFTWARE LICENSES, PROFESSIONAL SERVICES, MAINTENANCE AND SUPPORT OF THE KOFAX PRODUCT FOR THE DEPARTMENT OF DEFENCE (DOD) SOUTH AFRICAN MILITARY HEALTH SERVICE (SAMHS) FOR A PERIOD OF THREE (3) YEARS.

- The following will apply for this Bid:

- **CLOSING OF BID**

The bidder must submit their bid responses through the tender box at SITA Erasmuskloof (459 Tsitsa Street) at 11:00am on the bid closing date.

ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS

Note that a Two Envelope process will be followed and therefore bidders must submit 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 RFP 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.

- **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.

The bid document is packaged as follows:

The bidder 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 11h00am on the Bid closing date.	

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

Nokwanda.wasa@sita.co.za

Yours sincerely,

RFB 3144-2025: PROCUREMENT OF KOFAX SCANNING SOFTWARE LICENSES, PROFESSIONAL SERVICES, MAINTENANCE AND SUPPORT OF THE KOFAX PRODUCT FOR THE DEPARTMENT OF DEFENCE (DOD) SOUTH AFRICAN MILITARY HEALTH SERVICE (SAMHS) FOR A PERIOD OF THREE (3) YEARS.

Name and surname : Teboho Ndhlovu

Signature :

A handwritten signature in black ink, appearing to be 'Teboho Ndhlovu', enclosed within a large, horizontal oval shape.

Date : 09/09/2025