



Q&A FOR RFB 3257-2026/ERP 421015-REQUEST FOR BID FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR A SUITABLE OFFICE SPACE FOR SITA EAST LONDON THROUGH AN OPERATING LEASE AGREEMENT FOR A PERIOD OF FIVE (5) YEARS.

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Title:	REQUEST FOR BID FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR A SUITABLE OFFICE SPACE FOR SITA EAST LONDON THROUGH AN OPERATING LEASE AGREEMENT FOR A PERIOD OF FIVE (5) YEARS
Closing Date for questions / queries	08 July 2026 at 16:00

A: QUESTIONS AND ANSWERS

ITEM NO	QUESTION	RESPONSE
1.	My company has already registered for ERP ,I need to know how I find this ERP 421015 on my system. My company has already been registered on Portal..	Kindly follow the below steps The bidder needs to click on 'SITA Sourcing Supplier'>'Sourcing'>'Sourcing Home Page'. At the top left of the screen, you need to search for the RFB on the system. Change the search parameter from 'Title' to 'Number', on the text box next to it type in the ERP number and click on 'Go'. On the next page you need to click on the 'Negotiation Number' highlighted in blue. Once you do that you will be able to see all the documentation and you can download them one by one. From there you need to go to 'Actions' and select 'Create Bid' then click on 'Go' After you read and agree to the T & C's on the next page you will then be able to upload your documents, respond to the requirements, Finally put in your prices on the 'Line' tab.
2.	Refer to page 3 of 32-point 2.1 Scope of work Question : Is the 700m ² useable or GLA?	700m ² useable
3.	Refer to 4 of 32 – point (e) Tenant Installation Question : If we offer you a certain amount of Tenant Installation, but you exceed this amount due to the fact that you might require additional tenant installation, will SITA pay for the overrun? Question: Please can you provide us with your corporate image documentation so that we can calculate the TI amount accordingly.	2. The amount offered by the landlord must be sufficient to cover the minimum requirements as indicated in the bid specification Upload it from the SITA website

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	Question: Please can you provide us with your specific office needs requirements, how many or how big (m ²) must each office be, the open area, the canteen etc. etc	The office needs will be determined by the structure of the proposed building.
4.	<u>Refer to page 6 of 32 – point 3.2.2 – Must provide a unique reference number.</u> Question: Could you please clarify what you mean by a unique reference number?	Bidder to use easy referencing so that it is easier to locate the evidence in their response file and/or indicate on your table of content where specific evidence document is located.
5.	Refer to page 8 of 32 – point 1 Location of the property . Question: Could you please provide us with a locality map or specify the exact area you require? A 15 km radius covers a large area, including Gonubie, Mdantsane, Reeston, and Sunrise-on-Sea.	Locality map and location coordinates must be provided by the bidder as evidence to show where their proposed buildings is located.
6.	Refer to page 17 of 32 –Building Requirements - Ablutions Question: How many disabled toilets? Question: How many public toilets?	Minimum one for disabled persons, and minimum of 6 male and female toilets, however the final number will be influenced by the structure of the proposed building
7.	Refer to page 15 of 32 – point 3.3.1.10 – Water Supply Question: What size water tanks do you require?	The requirement is to ensure that there is consistent water supply to the SITA offices for consumption and ablutions (shared or dedicated to SITA) during water outages.
8.	Page 16 of 32 point 3.3.1.11 Power supply Question : Point (C) – do we provide the approved electrical layout plans with the bid or at handover, should we be the successful bidder. Question: Point (G) what size generator do you require? Question : If the power goes off what must run of the generator? Question: How many Staff will be at the new office accommodation? Question: Do you require a UPS as well?	Bidders follow and provide according to the bid specification requirements and also see the technical functionality requirements evidence required for the bid. The requirement is to ensure that there is consistent standby power supply to the office during power outages. The office power plugs and lights must run on the generator/and/or any form of standby power supplied ± 80 employees Adhere to the requirements of the bid
9.	Page 19 of 32 – point 3.3.1.26 – Regularity, Quality and Standards Question: Point (a) please forward SITA Policy. Question: Access Control – are we installing and providing it, or will SITA install their own access control? Question: Who pays for:	SITA policy/ies is/are not public document SITA will install its own access control to the office offered, if the building is in the office complex, SITA will only be responsible for the building/office space occupied not the complex

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	• Water and Electricity metered monthly as per usage • Refuse removal invoiced monthly • Internal Maintenance • External Maintenance • Internal Cleaning (she bins, office cleaner etc etc) • External Cleaning • Internal Security (CCTV cameras etc.) • Guard at proposed office space for SITA's exclusive use • Burglar alarm system installed • Monthly armed response linked to burglar alarm • External Security – for whole building • Rates and Taxes propionate • Fire charges - Municipal • Servicing of fire equipment • Pest Control • Sewerage invoiced monthly • Exterior and interior signage • Generator fuel as per usage 12. Question: Please can you provide us with a recording of the briefing session.	Water and Electricity metered monthly as per usage – <i>Tenant as per the norm/prorated</i> • Refuse removal invoiced monthly - Landlord • Internal Maintenance - <i>Tenant as per the norm excluding all that is specified in the bid specification document</i> • External Maintenance - <i>Landlord</i> • Internal Cleaning (she bins, office cleaner etc etc) - <i>Tenant (For SITA only office space)</i> • External Cleaning - <i>Landlord</i> • Internal Security (CCTV cameras etc.) <i>Tenant(For SITA only office space)</i> • Guard at proposed office space for SITA's exclusive use – <i>Tenant</i> External Security – for whole building – <i>Landlord</i> • Rates and Taxes - <i>Landlord</i> • Fire charges - Municipal - <i>Landlord</i> • Servicing of fire equipment – <i>landlord</i> • Pest Control - <i>landlord</i> • Sewerage invoiced monthly - <i>Landlord</i> • Exterior and interior signage – <i>Landlord</i> • Generator fuel as per usage – <i>Landlord</i> SITA recordings are not for public usage