



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: RFP 3173-2025  
Enquiries: Thato Meso  
Tel: 012 482 2595  
Date: 17 November 2025

## PROSPECTIVE BIDDERS

**RFP 3173-2025: REQUEST FOR PROPOSAL FOR THE PROCUREMENT, IMPLEMENTATION, INSTALLATION OF A TIME AND ATTENDANCE SYSTEM/SOLUTION WITH BIOMETRIC CAPABILITIES AND SOFTWARE INCLUDING MAINTAINANCE AND SUPPORT FOR A PERIOD OF THREE (3) YEAR.**

Bidders are invited to submit tender for **RFP 3173-2025: Request for Proposal for the procurement, implementation, installation of a time and attendance system/solution with biometric capabilities and software including Maintenance and Support for a period of three (3) years.**

**Compulsory Physical will be held as follows:**

**Date: 26 November 2025**

**Time: 10:00am**

**Place: (Bidder who wishes to attend the Compulsory physical briefing session needs to notify the responsible Specialist indicated in the Bid Document of attending the session. The details of the Compulsory briefing session will then be sent to those Bidders)**

The final date for **clarification questions** is **3 December 2025 at 16:30pm**

The **closing date** for bid submission is **12 December 2025 @ 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.
- 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

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

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#### 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

- (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:

**Note that a Two Envelope process will be followed and therefore bidders must submit as follows:**

- (a) **Envelope 1: RFP 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) Two (2) electronic copies 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
- (c) Two (2) electronic copies on USB memory stick/ flash drive in Portable Document Format (PDF) of pricing only.

**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 on the Bid closing date	

All queries to this bid must be submitted in writing to the following email address:  
[Thato.meso@sita.co.za](mailto:Thato.meso@sita.co.za)

Yours sincerely

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**Mphikeleli Radebe**

**Manager: Strategic Clients**

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