



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 2791/2023
Enquiries: Nomfanelo Dyam
Tel: 012 482 3105
Date: 15 August 2023

DEAR PROSPECTIVE BIDDER

Bidders are invited to submit tender for **RFB 2791/2023: RENEWAL OF CITRIX LICENSES FOR THE DEPARTMENT OF EMPLOYMENT AND LABOUR, INCLUDING MAINTENANCE AND SUPPORT FOR A PERIOD OF TWELVE (12) MONTHS.**

The bid will be published on 18 August 2023 and will close on **Friday, 08 September 2023 at 11:00 am**. The clarifications and questions will be open from date of publishing till **28 August 2023**.

The non-compulsory virtual briefing session will be held on the **25 August 2023 at 10:00 am** on MS Teams, link on the RFB document or join using the meeting ID below:

Meeting ID: 348 415 634 503
Passcode: w5e2HZ

Notes to the bidders:

- Bidders must ensure that they are registered on the CSD and that all their 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 Tender Office, Pongola in Apollo, Erasmuskloof (459 Tsitsa Street) **before or by 11h00 am** on the Bid Closing date. No late bids will be accepted.

- ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS

Submission of bid response: The bidder must submit a bid response documentation pack
(i) 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;

Non-Executive Directors:

Mr K Pillay (Chairperson), Ms L Petlele (Deputy Chairperson), Ms N Pietersen, Ms K Sibanda,
Ms L Abrahams (Dr), Mr M Mnisi, Mr L Keyise, Ms L Mseme, Ms R Naidoo

Executive Directors:

Dr BA Mabaso (Managing Director) Mr MK Kgauwe (Chief Financial Officer),
Mr T.V Mphaphuli (Company Secretary: Acting)

- (ii) In the correct format as one (1) original document, two (2) copies of the original, and one (1) electronic version with all the copies of the original using a flash drive (USB).
 - (iii) Pricing schedule(s) provided in Excel and PDF format.
 - (iv) CSD registered and active.
- **BID PRICING SCHEDULE**
Bidders will complete the both worksheets of 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. **It is emphasised that the bidders must submit the pricing schedule on the USB in excel format**, failure to comply may lead disqualification.
- **MANDATORY RETURNABLE DOCUMENTS**
 - (i) Cover letter
 - (ii) OEM and/or OSM accreditation letters
 - (iii) Previous similar experience
 - (iv) Completed and signed Annex C: Addendum 1.
 - (v) Pricing Schedule
- **EVALUATION RETURNABLE DOCUMENTS**
 - (i) Project Plan
 - (ii) Technical Proposal
 - (iii) Pricing schedule
 - (iv) Preference points for specific goals and evidence

The published bid document is packaged as follows:

Bidders must submit their bid response 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 |
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| One (1) original document, with pricing | |
| Two (2) copy of the original, both with pricing | |
| One (1) USB's with the technical submission in PDF and the pricing submission in Excel and PDF format | |
| 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:
Nomfanelo.dyam@sita.co.za.

Yours sincerely,



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Pinky Hlungwani
Manager: Strategic Sourcing