



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: RFB 2794-2023
Enquiries: Lungile Sibiya
Tel: +27 12 482 2006
Date: 2023-09-14

PROSPECTIVE BIDDERS

RE: Invitation for RFB 2803-2023: Supply And Install Of 2 (Two) Cut Sheet High-Speed Monochrome Printers Including Maintenance And Support For A Period Of (06) Six Years.

Bidders are invited to submit bids for **RFB 2803-2023: Supply And Install Of 2 (Two) Cut Sheet High-Speed Monochrome Printers Including Maintenance And Support For A Period Of (06) Six Years**. There will be a Non-Compulsory Briefing Session which will be conducted virtually. The briefing session will take place as follows:

A Non-Compulsory Virtual Briefing session to be held as follows:

Date: 21 September 2023
Time: 10:00 am (South African Time)
Location: [Click here to join the meeting](#)

The final date for **clarification questions** is **28 September 2023**.

The closing date for bid submission is 09 October 2023.

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.

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)

ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS

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, and;
- (ii) in the correct format as one original document, one copy, and two electronic copies on memory stick / USB.

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.

The published bid document is packaged as follows:

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
One (1) Original file inclusive of RFB Document, Technical/ Functional Response and Pricing/ Costing.	
One (1) Hard copy inclusive of RFB Document, Technical/ Functional Response and Pricing/ Costing.	
One (1) Electronic copy on USB in Portable Document Format (PDF) of the RFB Document, and Technical/ Functional Response.	
One (1) Electronic copy on USB in Portable Document Format (PDF) of the Pricing/ Costing	

It is the Bidder’s responsibility to ensure that the information on the electronic copy is the same as in the hard copies, also, information in the original file must also be the same as in the copied files. To ensure that the electronic copies are not damaged, the bidder must submit the USB’s in a sealed padded envelop and it must be attached to the hard copy and be clearly marked as follows: RFB Number, RFB Description, RFB Closing Date and the Bidder’s Name and contact Details including Postal Address

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.

Yours sincerely



.....

Bongekal Malinga

Manager: Strategic ICT Projects