



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](http://www.sita.co.za)

Our Ref: RFB 3149-2025  
Enquiries: Nokwanda Wasa  
Tel: 012 482 3004  
Date: 20 October 2025

## PROSPECTIVE BIDDERS

**RFB 3149-2025: REQUEST FOR BID FOR THE PROVISION OF VMWARE LICENSES RENEWAL FOR A PERIOD OF 36 MONTHS FOR THE DEPARTMENT OF TOURISM.**

Bidders are invited to submit a tender for **RFB 3149-2025: Request for bid for the provision of VMWare licenses renewal for a period of 36 months for the Department of Tourism.**

### Compulsory Virtual Briefing Session

**Date: 29 September 2025**

**Time: 11:00am**

**Venue: [Join the meeting now](#)**

**Meeting ID: 384 210 458 736 9**

**Passcode: PC7Kz63m**

The final date for **clarification questions** is **31 October 2025.**

The **closing date** for bid submission is **07 November 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 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 11h00am on the bid closing date.

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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

## 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 follows:

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

**(a) Envelope 1: RFB Document and Technical Responses**

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 (1) electronic copies on USB memory stick/ flash drive in Portable Document Format (PDF) of the RFB 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 Responses; and
- (ii) One (1) hard copy excluding Technical Response; and
- (iii) Two (1) electronic copies on USB memory stick/ flash drive in Portable Document Format (PDF) of pricing only.

Bidders will complete the bid pricing schedule in the Excel spreadsheet format provided, include this as part of the hard copy submission documents.

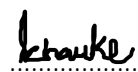
The bid document is packaged as follows:

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](mailto:Nokwanda.wasa@sita.co.za)

  
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Lesley Chauke

Acting Manager: ICT Commodities

21 October 2025.....

Date