



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 3090-2025
Enquiries: Nontombi Jantjie
Tel: +27 12 482 3922
Date: 06 May 2025

PROSPECTIVE BIDDER

Bidders are invited to submit a tender for **RFB 3090-2025: REQUEST FOR PROFESSIONAL SERVICES AND TECHNICAL MAINTENANCE AND SUPPORT OF MICROFILM ARCHIVING SERVICES FOR A PERIOD OF FIVE (05) YEARS.**

Publication date is 06 May 2025.

A **Compulsory Virtual Briefing Session** will be held onsite on **14 May 2025 at 10:00am** at the address below:

Place: Microsoft Teams – **Bidders to request link to attend Compulsory Virtual Briefing Session**

The final date for **clarification questions** is **21 May 2025.**

The **closing date** for bid submission is **02 June 2025 at 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 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 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.

- 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 indicated in the Invitation to bid document.

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

- **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 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: Nontombi.Jantjie@sita.co.za

Yours sincerely,


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Bongeka Malinga

Senior Manager: Strategic Procurement (Acting)