



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 3246-2026  
Enquiries: Ronald Kgonyane  
Tel: 018 043 5118  
Date: 22 May 2026

## PROSPECTIVE BIDDER

### RFB 3246-2026: PROVISION OF 24 HOURS PHYSICAL SECURITY GUARDING SERVICES AT SITA NELSPRUIT OFFICE FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

Prospective Bidders are invited to submit quotations for RFB 3246-2026: provision of 24 hours physical security guarding services at SITA Nelspruit office for a period of thirty-six (36) months.

#### Compulsory Physical briefing session

Date: 05 June 2026

Time: 11:00 a.m. (South African Time)

Venue: SITA Nelspruit

Office Suite 503, Floor 5

The Pinnacle Building

1 Parkin Street

Nelspruit

1200

The **closing date** for bid submission is **12 June 2026**.

#### 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 below Link.**

#### Non-Executive Directors:

Ms Sedzani Mudau (Chairperson), Mr Willie Vukela, Mr Willie Mathebula, Adv. Johannes Collen Weapond,  
Mr Omega Shelembe

#### Executive Directors:

Mr Magatho Mello (Managing Director), Ms Carmen Le Grange (Interim Chief Financial Officer)

#### Company Secretary:

Ms. B Laka

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- SITA – ERP Oracle Portal on the link as follows: [Login](#)
- Step-by-step guide to navigate and respond to SITA transactions through the SITA Oracle-ERP:  
<https://www.sita.co.za/content/erp-isupplier-ecatalogue-guidelines>
- ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS  
Submission of bid response: The bidder has submitted a bid response documentation pack:
  - In the correct format as one original document.
- BID PRICING SCHEDULE  
Bidders will complete the bid pricing schedule in the Excel spreadsheet format provided

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
<b>Responses Must be submitted as follows</b> Bid responses must be submitted electronically via the SITA Supplier Oracle ERP System, which is accessible at <a href="http://www.suppliers.sita.co.za">www.suppliers.sita.co.za</a> All bid submissions must be completed and successfully submitted by 11:00 AM on the bid closing date	

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

Yours sincerely



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**Lebohang Matshasa**  
Manager: Provincial Procurement

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