



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 3297-2026
Enquiries: Themba Leburu
Tel: +27 538 028 959
Date: 13 October 2026

REQUEST FOR BID

PROSPECTIVE BIDDERS

RFB 3297-2026 (ERP No: 523010): Request for bid for the appointment of a service provider to provide a suitable office space for SITA Kimberley through an operating lease agreement for a period of five (5) years.

Bidders are invited to submit tender for RFB 3297-2026 (ERP No: 523010).

1. The **Publication Date** for the RFB is **13 October 2026** and the **closing date** for RFB submission is **04 November 2026** at 11:00 a.m.

2. **Notes to the bidders:**

Bidders must ensure they are registered on the Central Supplier Database and that all its company details have been updated on the CSD.

The following will apply for this Bid:

- **CLOSING OF BIDS** - Bidders must submit their Bid responses at https://suppliers.sita.co.za/OA_HTML/AppsLocalLogin.jsp
- **BID PRICING SCHEDULE** - Bidders will complete the bid pricing schedule in the Excel spreadsheet format provided.

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
The SITA-Supplier Oracle ERP portal is accessible on the URL link as follows: https://suppliers.sita.co.za/OA_HTML/AppsLocalLogin.jsp	

All queries to this bid must be submitted in writing to the following email address: themba.leburu@sitacoza

Yours sincerely

Lebohang Matshasa
Procurement Manager
CC/ Tender office

Non-Executive Directors:

Prof Stella Bvuma (Chairperson), Ms. Siphumelele Dlungwane, Ms. Zimbini Hill, Ms. Nalini Maharaj, Mr. Willie Mathebula, Mr. Protas Phili, Mr. Rendani Ramabulana, Mr. Willie Vukela, Adv Johannes Collen Weapond

Executive Directors:

Mr. Magatho Mello (Managing Director), Ms. Yolande van Biljon (Chief Financial Officer)

Company Secretary:

Ms. Shirley Kgope (Acting)