

SOUTH AFRICAN POST OFFICE SOC LIMITED

Office of the Supply Chain Management

Physical Address

Corner Moreleta Street and
James Drive
Silverton
Pretoria, 0184

Postal Address

PO Box 4162
Pretoria, 0001
0001

Tel: (012) 845-2425

Email: Seatile.Makhokol@postoffice.co.za

RFP 22/22/36/ Supply a Property Management Solution for the Optimisation of The South African Post Office Property Portfolio

DESCRIPTION : Supply a Property Management Solution for the Optimisation of The South African Post Office Property Portfolio

CLOSING DATE : 15 February 2023 at 11:00AM

Dear Sir /Madam

SAPO Properties hereby invites interested prospective partners to submit proposals to appoint either a national and/or regionally-based Property Management companies to assist with manage and optimise the South African Post Offices property portfolio.

Your proposal should be addressed as follows:

**Group Executive: Supply Chain Management
Attention: Solly Gaybba (Acting Group Executive: SCM)
South African Post Office SOC Limited
Corner James Drive and Moreleta Street
SILVERTON
PRETORIA**

Documents must be placed in the 'Tender' Box inside the entrance gate to the Supply Chain Management's premises, at the address indicated above.

The tender box is accessible to the public 24 hours per day, 7 days per week. The measurements of the "tender box slot" are 450mm wide x 250mm high, and you must ensure that documents/files are not larger than the above dimensions. Files, which are too bulky (i.e. more than the above mentioned dimensions) must please be split into two or more files.

All enquiries shall be addressed, in writing, to the attention of the above-mentioned Post Office official and bidders should note that late documents will not be considered.

COMPULSORY BRIEFING SESSION AND SITE INSPECTION

Date and Time	Physical Address	
2023-01-31 11:00am	Virtual/Zoom	
Contact Person:	Names	Seatile Makhokolo and/or Bennett Maila
	Telephone Number	082 442 5820– Seatile Makhokolo 072 596 8078 – Bennett Maila
	Email addresses	Seatile.Makhokolo@postoffice.co.za/Bennett.Maila@postoffice.co.za

Yours sincerely



Seatile Makhokolo
SENIOR MANAGER: PROCUREMENT

Directors: Ms C vd Sandt (Acting Chairperson), Mr S Majombozi (Acting Dep-Chairperson); Ms N Ngonyama; Ms Y Myakayaka-Manzini, Ms N Pietersen, Mr S Nkese, Mr E Lekgau, Mr S Phillip, Ms N Mona (GCEO), Mr L Govender (AGCFO); Ms Z Ntsikeni (Acting GCOO); Mr D Dada (Company Secretary)
Reg Name: Suid-Afrikaanse Poskantoor (SOC) Ltd

• Registration number: 1991/005477/30, FSP 43462