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Our Ref:	RFB-3221-2025
ERP Number:	RFB 203011
Enquiries:	Elelwani Mundalamo
Tel:	012 367 3995

PROSPECTIVE BIDDER

RFB-3221-2025/RFB 203011- REQUEST FOR BID FOR THE SUPPLY AND DELIVERY OF REFRESHMENT CONSUMABLES AT SITA GAUTENG BUILDINGS FOR A PERIOD OF 5 YEARS (60 MONTHS).

Prospective Bidders are invited to submit quotations for: RFB-3221-2025/RFB 203011- request for bid for the supply and delivery of refreshment consumables at SITA Gauteng buildings for a period of 5 years (60 months).

Please note that RFB-3221-2025/RFB 203011-will be required to be submitted electronically utilizing the link below, SITA has embarked on a journey on enabling Supply Chain Management wherein bid responses are to be published and submitted electronically using the ERP System.

Note that this request is authentic and bidders are encouraged to participate in the Automation project.

The link to access the ERP is below:

[Login](#)

The **closing date** for bid submission is **08 April 2026** at **11h00am**.

Notes to the bidders:

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), Ms C Le Grange (Interim Chief Financial Officer)

Company Secretary:

Ms. B Laka

The following will apply for this Bid:

ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS

Submission of bid response:

Bidders are required to submit a complete bid response documentation pack that meets the following conditions:

1. Bidders must ensure that they are registered on the CSD and ensure that all company details are updated on the CSD.
2. The bid response must be submitted through the ERP system. Responses will only be considered valid if submitted via the ERP platform, within the stipulated date and time as indicated on the "Invitation to Bid" cover page,
3. Documentation must be provided in the correct format and presented as original documents,
4. Bidders must complete the bid pricing schedule using the excel format provided and ensure that it is included as part of the response documentation pack in the correct format as an original document,
5. Bidders are required to record each line-item price directly within the designated ERP system as part of their submission.
6. Please use the link to attain the "**Sourcing Supplier User Guide**" to enable your company to navigate the system: <https://www.sita.co.za/content/erp-isupplier-ecatalogue-guidelines>

All queries to this bid must be submitted in writing to the following email address:
Elelwani.Mundalamo@sita.co.za

Yours sincerely



Muditambi Gangazhe

Manager: ICT Commodities