



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 3150-2025

Enquiries: Elelwani Mundalamo

Tel: 012 367 3995

Date: 18 September 2025

PROSPECTIVE BIDDERS

RFB 3150-2025- REQUEST FOR BID FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR THE PRODUCTION OF THE SITA ANNUAL REPORT, STRATEGIC PLAN, AND ANNUAL PERFORMANCE PLAN FOR A PERIOD OF THREE (3) YEARS

Bidders are invited to submit tender for **RFB 3150-2025**: request for bid for the appointment of a service provider for the production of the SITA annual report, strategic plan, and annual performance plan for a period of three (3) years.

A Non-Compulsory Virtual Briefing Session will be held on **25 September 2025** at **11h00am**.

The tender will close on **13 October 2025** at **11h00am**.

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 tender box at **Erasmuskloof (459 Tsitsa Street)** at **11h00 AM** 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 follows:

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

- **Envelope 1: RFB Document and Technical / Functionality Response**

The following must be included and submitted in a separate envelope:

- (i) One (1) original file excluding pricing; and
- (ii) One (1) electronic copy on USB memory stick/ flash drive in Portable Document Format (PDF) of the RFB Document and Technical / Functionality Response.

- **Envelope 2: Price Response**

The following must be included and submitted in a in a separate envelope:

- (iii) One (1) original file excluding Technical / Functionality Response; and
- (iv) One (1) electronic copy on USB memory stick/ flash drive in Portable Document Format (PDF) of pricing only.

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.

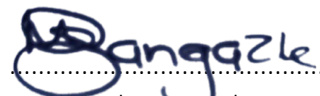
The published bid document is packaged as follows:

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
Responses through the tender box at Erasmuskloof (459 Tsitsa Street) at 11h00 AM on the Bid Closing date	

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

18 September 2025

Date

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