

**SAPO Joint Business  
Rescue Practitioners**

Messrs. Anoosh Rooplal; Juanito Damons

Email: [Anoosh.rooplal@sng.co.za](mailto:Anoosh.rooplal@sng.co.za)

[Juanito@damonsinc.co.za](mailto:Juanito@damonsinc.co.za)

**RFI NO : 24.25.01 Integrated Facilities Management**  
**DESCRIPTION : Managed Services – Integrated Facilities Management**  
**CLOSING DATE : 14 AUGUST 2024 AT 11:00AM**

**Dear Sir / Madam**

## **REQUEST**

SAPO seeks to find information in regard to Managed Services – Integrated Facilities Management, which will enable SAPO to effectively and efficiently manage its facilities across the country.

This Request for Information (RFI) may be followed by a Request for Proposal (RFP) with the aim of contracting suitable facilities management service providers.

Your company is therefore requested to provide information in regard to Managed Services – Integrated Facilities Management.

### **Submit responses electronically to:**

[Martin.Lekhuleni@postoffice.co.za/Thuto.Makgahlela@postoffice.co.za](mailto:Martin.Lekhuleni@postoffice.co.za/Thuto.Makgahlela@postoffice.co.za)

Submission Deadline: **14 August 2024 @11h00**

## **2. CONSULTATION PRIOR TO SUBMISSION OF INFORMATION**

Bidders shall consult, in writing, with the undernoted Post Office officials should there appear to be any discrepancy, ambiguity or uncertainty pertaining to the meaning or effect of any description, dimension, quality, quantity or any other information contained in this RFI. The Post Office undertakes to provide clarification in writing to all Bidders, provided that the request is received prior to the closing date and time for clarifications.

| OFFICIAL                                | Submission Method | CONTACT DETAILS  |
|---|-------------------|--|
| Martin Lekhuleni<br>Procurement Officer | Electronic        | <a href="mailto:Martin.Lekhuleni@postoffice.co.za">Martin.Lekhuleni@postoffice.co.za</a><br>(012) 845-2667 |

### 3. CLARIFICATIONS

- 3.1 Bidders are encouraged to submit clarification questions in writing to SAPO Officials mentioned above not later than **11H00** on **11 August 2024**. No further questions will be entertained after this period.
- 3.2 Oral communication or instruction by SAPO or its representative shall have no standing in this RFI unless and until they have been confirmed in writing.
- 3.3 SAPO accepts no responsibility for the failure of any bidder not receiving notifications or correspondence relating to this RFI.

#### 4. CONDITIONS OF RFI

**The South African Post Office reserves the right:**

- 4.1 to cancel and/or terminate the RFI process at any stage.
- 4.2 to use the information received from bidders to compile a proper specification for an RFP process.
- 4.3 to follow an open bidding process for the RFP and **NOT** limit the RFP process only to bidders who responded to this RFI.
- 4.4 to correct any mistakes at any stage of the bid that may have been in the RFI documents or occurred at any stage of the RFI process.

All enquiries shall be addressed, **in writing**, to the attention of the above-mentioned Post Office official.

Yours sincerely



-----  
**THUTO MAKGAHLELA**  
**SENIOR MANAGER: PROCUREMENT**