



SITA SOC Ltd, 459 Tsitsa Street, Erasmuskloof, Pretoria, South Africa • PO Box 26100, Monument Park, 0105, South Africa
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Our Ref: RFB 2680-2022
Enquiries: Yandiswa Citi
Tel: 043 700 8491
Date: 28 October 2022

REQUEST FOR BIDS:

PROSPECTIVE BIDDERS

RFB 2680-2022- ACQUISITION OF SUITABLE OFFICE SPACE FOR SITA CAPE TOWN OFFICE THROUGH AN OPERATING LEASE FOR A PERIOD OF FIVE YEARS.

Bidders are invited to submit tender for RFB 2680-2022- Acquisition of suitable office space for SITA Cape Town office through an operating lease for a period of five years.

Briefing session will be held on **02 November 2022** at 11:00am, email Yandiswa.citi@sitaco.co.za to RSVP. The **Publication date** for the bid is **28 October 2022** and the **Closing Date** for bid submission is **18 November 2022**.

Bidders should ensure that Bids are delivered in time at **Pongola in Apollo, SITA Head Office, 459 Tsitsa Street, Erasmuskloof, Pretoria**.

The bid box is accessible 24 hours a day, 7 days a week. If the bid is **late**, it will be stamped, recorded and returned to the bidder within seven (7) days from the bid closing date.

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
1 Original hard copy submission (inclusive of everything)	
1 Copy of the bid (inclusive of everything)	
1 CD/USB inclusive of all documentation	

It is the Bidder's responsibility to ensure that the information on the electronic copy is the same as in the hard copies, also, information in the original file must also be the same as in the copied files.

Non-Executive Directors:

Ms M Mosidi (Chairperson), Ms S Bvuma (Dr) (Deputy Chairperson), Ms S Moonsamy, Ms N Pietersen, Ms Z Hill, Ms O Ketsekile, Mr T Ratshitanga (Dr), Mr R Ramabulana, Mr W Vukela, Ms L Mseme, Ms J Morwane, Mr M Ratshimbilani

Executive Directors:

Mr MK Kgauwe (Managing Director: Acting), Mr A Pretorius (Chief Financial Officer: Acting)

To ensure that the electronic copies are not damaged, the bidder must submit the CD/USB in a sealed padded envelop and it must be attached to the hard copy and be clearly marked as follows: RFB Number, RFB Description, RFB Closing Date and the Bidder's Name and contact Details including Postal Address.

The original copy must be **signed in ink** by an authorised employee, agent or representative of the bidder and each and every page of the proposal shall contain the initials of same signatories. Bidders shall submit proposal responses in accordance with the prescribed manner of submission as specified above.

All queries to this bid must be submitted in writing to the following email address: yandiswa.citi@sitaco.co.za.

Yours sincerely

mr.voster

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Reuben Voster
Procurement Manager (Acting)

Cc: SITA Tender Office