



SITA SOC Ltd, 459 Tsitsa Street, Erasmuskloof, Pretoria, South Africa • PO Box 26100, Monument Park, 0105, South Africa
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Invitation for RFP 3133-2025

Prospective Bidders

Bidders are invited to submit tenders for the **RFP 3133-2025**: request to publish a bid **Request for Proposal for the provision, installation, configuration including, maintenance and support of email cleansing solution to SITA and its clients for a period of five (05) years.**

There will be a non-compulsory briefing session which will be conducted virtually. The briefing session will take place on the **15 August 2025** at 11h00 am on the link: [Join the meeting now](#)

The **Closing Date** for bid submission is **extended** from 03 September 2025 to **10 September 2025 at 11:00am.**

Bidders should ensure that Bids are delivered on 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.

Public Opening will be held as follows:

at 12:00pm at Pongola in Apollo,
SITA Head Office, 459 Tsitsa Street,
Erasmuskloof, Pretoria.

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
Envelope 1: RFB Document and Technical / Functionality Response	
One (1) original file excluding pricing	
One (1) hard copy excluding pricing	
One (1) electronic copy on USB memory stick/ flash drive in Portable Document Format (PDF) of the RFP Document and Technical / Functionality Response.	
Envelope 2: Price Response	
One (1) original file excluding Technical / Functionality Response; and	
One (1) hard copy excluding Technical / Functionality Response;	
One (1) electronic copy on USB memory stick/ flash drive in Portable Document Format (PDF) of pricing only	

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. To ensure that the electronic copies are not damaged, the bidder must submit the USBs in a sealed padded envelop and it must be attached to the hard copy and be clearly marked as follows: RFP Number, RFP Description, RFP 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 emails: donald.selahle@sita.co.za.

Yours sincerely


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Nontombi Jantjie
Manager: Strategic ICT Projects (Acting)

Cc: SITA Tender Office