



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 2733/2023

Enquiries: Muditambi Gangazhe

Tel: 012 482 3235

Date: 13 April 2023

## PROSPECTIVE BIDDERS

Bidders are invited to submit tender for **RFB 2733/2023: Provision of 24 Hours Physical Security Services at The Sita Gauteng (Centurion, Erasmuskloof, Beta, Numerus and Blenny) Offices for a period of 36 months**. There will be **Compulsory briefing session** which will be conducted physically. The briefing session will take place on the **20 April 2023 at 10h00am** at Sita Erasmuskloof; Auditorium, 459 TSITSA STREET, Pretoria.

The final date for **clarification questions** is **28 April 2023**.

The **closing date** for bid submission is **09 May 2023**.

### 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.
- Bidders need to note that if there are any reference made to GCommerce in the Bid Document it needs to be ignored.
- The following will apply for this Bid:

#### - CLOSING OF BIDS

Bidders must submit their Bid responses through the tender box at SITA Erasmuskloof (459 Tsitsa Street) at 11h00am 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 **one original document, one copy and two copies on memory stick / USB**.

#### 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:

Dr BA Mabaso (Managing Director) Mr MK Kgauwe (Chief Financial Officer),  
Mr TV Mphaphuli (Company Secretary: Acting)

- **BID PRICING SCHEDULE**

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.

Bidders must submit their bid responses 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 on the Bid closing date	

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

Yours sincerely



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**Bulelwa Makasi**  
**Senior Manager: Strategic Procurement (Acting)**

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