



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 3210/2025**
Enquiries: Mantsie Mabiletsa
Tel: +27 12 367 3406
Date: 03-03-2026

PROSPECTIVE BIDDERS

RFB 3210/2025: REQUEST FOR BID FOR THE ACQUISITION OF SUITABLE OFFICE SPACE FOR SITA RUSTENBURG THROUGH AN OPERATING LEASE AGREEMENT FOR A PERIOD OF FIVE (5) YEARS.

Bidders are invited to submit tender for request for bid for the acquisition of suitable office space for SITA Rustenburg through an operating lease agreement for a period of five (5) years.

Non-compulsory virtual briefing session will be held as follows:

Date: 09 March 2026

Time: 11:00am South African Telkom Time

Place: Microsoft Teams meeting

Join: <https://teams.microsoft.com/meet/39798455130006?p=Plh6cQtbs7T1WnNsTs>

Meeting ID: 397 984 551 300 06

Passcode: GS72Nu2U

The **Closing Date** for bid submission is **30 March 2026 @ 11:00 am (South African Time)**.

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 to: www.suppliers.sita.co.za.

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), Ms C Le Grange (Interim Chief Financial Officer)

Company Secretary:

Ms. B Laka

ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS

Submission of bid response: The bidder has submitted a bid response documentation pack –

- (a) Bidders must submit an original proposal in an electronic version of the original via email;
- (b) The proposal must be signed by an authorised employee, agent or representative of the bidder.

The proposal must bear the initials of the signatory at the bottom of every page as an indication that the bidder has familiarised itself with the terms and conditions of this RFQ document;

(c) Faxed will not be accepted;

(d) Bidders shall submit proposal responses in accordance with the prescribed manner of submission as specified in this document. Failure to comply with the bid submission requirements will lead to disqualification;

(e) Bidders are required to submit all returnable documents/information together with their Bids/proposals on or before the closing time and date of the Bids/proposals;

(f) All services supplied in accordance with the bidder’s proposal must be in accordance with all applicable legal requirements in terms of South African law, policies and regulations;

(ii) in the correct format as one original document.

BID PRICING SCHEDULE

Bidders will complete the bid pricing schedule in the Excel spreadsheet format provided and bidder to fill information on the yellow areas only.

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
Returnable will be as per Bid Submission Instructions indicated on the Bid Document	

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

Yours sincerely

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Pitsi Mashamaite
Procurement Manager: Northern Region (Acting)