



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 3180/2025
Enquiries: Lesley Chauke
Tel: 012 482 2025
Date: 19 November 2025

PROSPECTIVE BIDDERS

RFB 3180/2025: REQUEST FOR THE APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT A BRAND AUDIT FOR SITA.

Bidder is invited to submit tender for RFB 3180/2025: REQUEST FOR THE APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT A BRAND AUDIT FOR SITA.

The **Closing Date** for bid submission is **03 December 2025**.

Notes to the bidder:

- 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 through the tender box at Erasmuskloof (459 Tsitsa Street) at 11h00 AM 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 follows:

(a) **Envelope 1: RFB Document and Technical / Functionality Response**

The following must be included and submitted in a separate envelope:

- (i) One (1) original file excluding pricing; and
- (ii) One (1) hard copy excluding pricing; and
- (iii) Two (2) electronic copies on USB memory stick/ flash drive in Portable Document Format (PDF) of the SSP Document and Technical / Functionality Response.

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), Mr. MK Kgauwe (Chief Financial Officer)

Company Secretary:

Ms. B Laka

(b) **Envelope 2: Price Response**

The following must be included and submitted in a in a separate envelope:

- (i) One (1) original file excluding Technical / Functionality Response; and
- (ii) One (1) hard copy excluding Technical / Functionality Response; and
- (iii) Two (2) electronic copies on USB memory stick/ flash drive in Portable Document Format (PDF) of pricing only.

- **BID PRICING SCHEDULE**

Bidders will complete the bid pricing schedule in the Excel spreadsheet format, include this as part of the hard copy submission documents as well as a memory stick.

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
Responses through the tender box at Erasmuskloof (459 Tsitsa Street) at 11h00 AM on the Bid Closing date	

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

Yours sincerely



Muditambi Gangazhe
Manager: ICT Commodities

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), Mr. MK Kgauwe (Chief Financial Officer)

Company Secretary:

Ms. B Laka