



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 3131-2025
Enquiries: Aphiwe Mtshetsha
Tel: +27214428572
Date: 06 August 2025

REQUEST FOR BID

PROSPECTIVE BIDDERS

RFB 3131-2025: ACQUISITION OF AN OFFICE ACCOMMODATION FOR SITA EAST LONDON IN EASTERN CAPE FOR A PERIOD OF FIVE YEARS.

Bidders are invited to submit tender for RFB 3131-2025: Acquisition of an office accommodation for SITA East London in Eastern Cape for a period of five years.

The **Publication Date** for this RFB is **06 August 2025** and a **virtual non-compulsory** briefing session will be held virtual via MS Teams on **14 August 2025 at 11:00am** [Join the meeting now](#)

The **closing date** for this RFB is **29 August 2025** at 11:00am.

1. Notes to the bidders:

Bidders must ensure they are registered on the Central Supplier Database and that all its company details have been updated on the CSD.

The following will apply for this Bid:

- **CLOSING OF BIDS** - Bidders must submit their responses at **459 Tsitsa Street, Erasmuskloof, Pretoria, 0105; before 11h00 am on 29 August 2025.**
- **BID PRICING SCHEDULE** - Bidders will complete the bid pricing schedule in the Excel spreadsheet format provided.

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 excluding pricing	
1 Copy of the bid	
1 price schedule	
2 electronic copies on USB	

All queries to this bid must be submitted in writing to the following email address:

Aphiwe.Mtshetsha@sita.co.za

Yours sincerely

Yandiwa Citi
Procurement Manager
CC/ Tender office

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