



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 2696-2022  
Enquiries: Mafiwa Malebatja  
Tel: +27 15 291 8133  
Date: 2022-11-22

## PROSPECTIVE BIDDERS

INC000022681584 - RFB 2696-2022: SUPPLY, INSTALL, CONFIGURE, SUPPORT AND MAINTENANCE OF SOFTWARE LICENSES AND SWITCHES, WIRELESS ACCESS POINTS & NETWORK MANAGEMENT SYSTEM FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

Bidders are invited to submit tender for RFB 2696-2022: Supply, Install, Configure, Support and Maintenance of Software Licenses and Switches, Wireless Access Points & Network Management System for a Period of Thirty-Six (36) Months.

**Compulsory Site Briefing (Failure to attend the Briefing Session the bidder will be disqualified on the entire process):**

**Date: 29 November 2022**

**Time: 09H00**

**Place: SITA Polokwane**

**Address: 600 Moolpark Building, 29 Market Street, Polokwane 0699**

The final date for **clarification questions** is 06 December 2022.

The **Closing Date** for bid submission is **13 December 2022 at 11H00am**.

### 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 through the tender box at SITA Erasmuskloof (459 Tsitsa Street) at 11h00am on the Bid closing date.

#### **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:**

Mr MK Kgauwe (Managing Director: Acting), Mr A Pretorius (Chief Financial Officer: Acting)  
Ms Makwena Mohlabi (Company Secretary)

- **ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS**

Submission of bid response: The bidder must submit 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, two copies and an electronic version of the original document in a flash drive (USB).

- **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.

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 on the Bid closing date	

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

Yours sincerely

*S. Tapi*.....

**Sindiswa Tapi**

**Procurement Manager: Regional**

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