



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 2589/2022
Enquiries: Mandla Nhlabathi
Tel: 078 487 4619
Date: 22 June 2022

PROSPECTIVE BIDDERS

RFB 2589/2022: APPOINT A SERVICE PROVIDER FOR THE PRODUCTION OF THE SITA ANNUAL REPORT, STRATEGIC PLAN AND ANNUAL PERFORMANCE PLAN FOR A PERIOD OF THREE (3) YEARS.

Bidders are invited to submit tender for RFB 2589/2022: Appoint a service provider for the production of the SITA Annual Report, Strategic Plan and Annual Performance Plan for a period of three (3) years.

NOTE: NO VENDER BRIEFING SESSION WILL BE APPLICABLE FOR THIS BIDS.

The **Closing Date** for bid submission is **13 July 2022**.

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 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 one original document, two copies and a copy on memory stick.
 - **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.

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 (Dr), Mr. W Vukela, Ms. L Mseme, Ms. J Morwane, Mr. M Ratshimbilani

Executive Directors:

Mr. L Keyise (Managing Director), Mr. MK Kgauwe (Chief Financial Officer)
Mr.V.Mphaphuli.: Company Secretary (Acting)

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:
mandla.nhlabathi@Sita.co.za

Yours sincerely



Denga Ravele
Manager: Tactical Sourcing

Non-Executive Directors:

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