



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 2671/2022
Enquiries: Khanya Mkhonza
Tel: 012 482 3114
Date: 06 October 2022

PROSPECTIVE BIDDERS

Bidders are invited to submit tender for RFB 2671/2022: APPOINTMENT OF A SERVICE PROVIDER FOR THE SUPPLY AND DELIVERY OF PRE-PRINTED STATIONERY FOR SITA BETA DATA CENTRE FOR A PERIOD OF 3 YEARS

The **Closing Date** for bid submission is **02 November 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.
- Bidders needs to note that if there are any reference made to GCommerce in the Bid Document it needs to be ignored.
- The following will apply for this Bid:

- **CLOSING OF BIDS**

Bidders must submit their Bid responses through the tender box at Tender Office, Pongola in Apollo, Erasmuskloof (459 Tsitsa Street) at 11h00 am on the Bid Closing date.

- **ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS**

Submission of bid response: The bidder must submit a bid response documentation pack

- (i) 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 of the original and a copy on memory stick (USB).

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)
Ms. M Le Roux: Company Secretary (Acting)

- **TECHNICAL MANDATORY REQUIREMENTS**

(i) Bidder experience and capability requirements: Bidder must have supplied at least five (5) Pre-Printed papers to at least two (2) customers in the last five (5) years.

(ii) Storage facility: Bidder must have the capacity to store and supply all SITA printing environment with 1 million pages of pre-printed A4 80gsm bright white full colour Simplex or Duplex pages per month or when ordered.

(iii) Transportation ownership: Bidder must have their own transport, or a contract with a third-party transport/courier company.

- **SPECIAL CONDITIONS OF CONTRACT REQUIREMENTS**

These are clearly stipulated in section Annexure A.2. of the Bid Specification Document.

- **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
One (1) original document, with pricing in a separate envelope	
Two (2) copies of the original, with pricing in a separate envelope	
One (1) soft copy of the entire submission on memory stick (USB), with pricing in excel format	
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: khanya.mkhonza@sita.co.za.

Yours sincerely


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Modisana Letsaba
Head of Department: Procurement (Acting)