



Request for Bids Invitation

Prospective Bidders

RFB 2536-2021: ENHANCEMENT OF THE ENTERPRISE CONTENT MANAGEMENT (ECM) ENVIRONMENT AS WELL AS PROVIDE MAINTENANCE AND SUPPORT FOR THE SOFTWARE UTILISED WITHIN THE ECM ENVIRONMENT OF THE DTIC FOR A THREE (3) YEAR PERIOD

Providers must be registered on the Preferred Supplier Database.

There will be **compulsory briefing session** as follows:

COMPULSORY BRIEFING SESSION:

DATE: 17 FEBRUARY 2022

TIME: 10:00 AM

VENUE: MICROSOFT TEAMS

Kindly provide the RSVP by the 15 February 2022 via email for the link. (Emmah.mmatli@sita.co.za)

The **Closing Date** for bid submission is **3 MARCH 2022 @11H00 (SA Time)**.

Bidders should ensure that Bids are delivered in time at **Pongola in Apollo, SITA Head Office, 459 Tsitsa Street, Erasmuskloof, Pretoria.**

The bid box is accessible 24 hours a day, 7 days a week. If the bid is **late**, it will be stamped, recorded and returned to the bidder within seven (7) days from the bid closing date.

Due to Covid regulation, public opening has been suspended.

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:

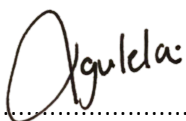
Manner of submission	Bidder to tick ✓ to indicate that the bid response has been submitted in this sequence
1 Original hard copy (inclusive of everything)	
1 Hard Copy (inclusive of everything)	
2 USBs for Part A of the Bid Document	
2 USBs for Part B (Pricing/Costing) of the bid document	

It is the Bidder's responsibility to ensure that the information on the electronic copy is the same as in the hard copies, also, information in the original file must also be the same as in the copied files. To ensure that the electronic copies are not damaged, the bidder must submit the USBs in a sealed padded envelop and it must be attached to the hard copy and be clearly marked as follows: RFB Number, RFB Description, RFB Closing Date and the Bidder's Name and contact Details including Postal Address.

The original copy must be **signed in ink** by an authorised employee, agent or representative of the bidder and each and every page of the proposal shall contain the initials of same signatories. Bidders shall submit proposal responses in accordance with the prescribed manner of submission as specified above.

All queries to this bid and RSVP for briefing session must be submitted in writing to the following email address: Emmah.mmatli@sita.co.za

Yours sincerely



Mpumelelo Nhlangulela

Senior Procurement Manager

Cc: SITA Tender Office