



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](http://www.sita.co.za)

Our Ref: **RFB 3014-2024**  
Enquiries: Lwazi Skwebu  
Tel: 012 482 0000  
Date: 02 October 2024

## PROSPECTIVE BIDDERS

### **RFB 3014-2024: REQUEST FOR APPROVAL OF PROCUREMENT FOR MICROSOFT SERVICES PROVIDER LICENSE AGREEMENT FOR PERIOD OF 3 YEARS.**

Bidders are invited to submit tender responses for **RFB 3014-2024: Request for Approval of Procurement for Microsoft Services Provider License Agreement for period of 3 years.**

A **Compulsory Briefing Session** will be held on **09 October 2024 at 11:00 AM.**

**Venue:** Microsoft Teams

**Link:** [Join the meeting now](#)

The **Closing Date** for bid submission is **28 October 2024.**

#### **Notes to the bidders:**

- You must ensure that you are registered on the CSD, and 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 11h00am on the Bid closing date **28 October 2024.**
  - **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;
  - **BID PRICING SCHEDULE**

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#### **Non-Executive Directors:**

Ms. M Mosidi (Chairperson), Prof. S Bvuma (Deputy Chairperson), Ms. Z Hill, Ms. O Ketsekile,  
Ms. N Pietersen, Mr. R Ramabulana, Mr. M Ratshimbilani

#### **Executive Directors:**

Mr. S Dzengwa (Managing Director Acting), Mr. MK Kgauwe (Chief Financial Officer)

#### **Company Secretary (Acting):**

Ms. N Green

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 file <u>excluding pricing</u> which must be submitted in <u>a separate envelope</u> .	
One (1) hard copy <u>excluding pricing</u> which must be submitted in <u>a separate envelope</u> .	
Two (2) electronic copies on USB memory stick/ flash drive in Portable Document Format (PDF) of the <u>RFB Document and Technical / Functionality Response</u>	
<u>Two (2) electronic copies on USB memory stick/ flash drive in Portable Document Format (PDF) of pricing only</u>	
Responses through the tender box at Erasmuskloof (459 Tsitsa Street) at 11h00am on the Bid closing date <b>28 October 2024</b> .	

All queries to this bid must be submitted in writing to the following email address:  
[lwazi.skwebu@sita.co.za](mailto:lwazi.skwebu@sita.co.za)

Yours sincerely



Muditambi Gangazhe

Senior Manager: Basic & Tactical Sourcing (Acting)