



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 3104-2025  
Enquiries: Pitsi Mashamaite  
Tel: +27 12 291 8012  
Date: 2025-06-06

## PROSPECTIVE BIDDERS

### RFB 3104-2025- ACQUISITION OF SUITABLE OFFICE SPACE FOR SITA POLOKWANE THROUGH AN OPERATING LEASE AGREEMENT FOR A PERIOD OF FIVE (5) YEARS

Bidders are invited to submit tender for RFB 3104-2025: Acquisition of suitable office space for SITA Polokwane through an operating lease agreement for a period of five (5) years.

#### Non-Compulsory virtual briefing session will be held as follows:

Date: 18 June 2025

Time: 10:00 am (South African Time)

Place: Virtual- through Microsoft Teams

## Microsoft Teams [Need help?](#)

### [Join the meeting now](#)

Meeting ID: 373 449 642 626 5

Passcode: VQ27JC7u

The **Closing Date** for bid submission is **04 July 2025 @ 11:00 am (South African Time)**.

#### 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:

#### Non-Executive Directors:

Ms Sedzani Mudau(Chairperson), Mr Willie Vukela, Mr Willie Mathebula, Adv. Johannes Collen Weapond,  
Mr Omega Shelembe

#### Executive Directors:

Mr. G Reddy (Managing Director Acting), Mr. MK Kgauwe (Chief Financial Officer)

#### Company Secretary:

Ms. B Laka

## CLOSING OF BIDS

Bidders must submit their Bid responses to:

Tender Office-459 Tsitsa Street, Erasmuskloof, Pretoria, 0105

## ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS

Submission of bid response: The bidder has submitted a bid response documentation pack –

- (a) Bidders must submit an original proposal in hard copy and an electronic version of the original using a flash drive (USB);
- (b) The proposal must be signed by an authorised employee, agent or representative of the bidder. The proposal must bear the initials of the signatory at the bottom of every page as an indication that the bidder has familiarised itself with the terms and conditions of this RFB document;
- (c) **Faxed or e-mailed bids will not be accepted;**
- (d) Bidders shall submit proposal responses in accordance with the prescribed manner of submission as specified in this document. Failure to comply with the bid submission requirements will lead to disqualification;
- (e) Bidders are required to submit all returnable documents/information together with their Bids/proposals on or before the closing time and date of the Bids/proposals;
- (f) All services supplied in accordance with the bidder's proposal must be in accordance with all applicable legal requirements in terms of South African law, policies and regulations;
- (ii) in the correct format as one original document.

## BID PRICING SCHEDULE

Bidders will complete the bid pricing schedule in the Excel spreadsheet format provided and bidder to fill information on the yellow areas only.

RESTRICTED

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 RFB Document, Bid Specification and Price Response)	
One (1) electronic copies in USB in Portable Document Format (PDF). -(inclusive of RFB Document, Annexure 1-Bid Specification and SBD3-Price Response)	

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

Yours sincerely

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**Mantsie Mabiletsa**

**Procurement Manager (Acting): Northern Region**

**Non-Executive Directors:**

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