



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 3175-2025

Enquiries: Elelwani Mundalamo

Tel: 012 367 3995

Date: 11 November 2025

## PROSPECTIVE BIDDERS

### RFB-3175-2025 REQUEST FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE MAINTENANCE SUPPORT OF HVAC SYSTEMS AND INFRASTRUCTURE AT SITA PRETORIA SITES FOR PERIOD OF 36 MONTHS

Bidders are invited to submit tender for **RFB 3175-2025**: request for the appointment of a service provider to provide maintenance support of HVAC systems and infrastructure at SITA Pretoria sites for period of thirty-six 36 months.

Compulsory Virtual Briefing Session will be held on **24 November 2025** at **11h00am**. and it will close on **08 December 2025** at **11h00am**.

#### 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 follows:
- **Envelope 1: RFB Document and Technical / Functionality Response**

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#### 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

The following must be included and submitted in a separate envelope:

- (i) One (1) original file excluding pricing; and
- (ii) One (1) hard copy excluding pricing; and
- (iii) One (1) electronic copy on USB memory stick/ flash drive in Portable Document Format (PDF) of the RFB Document and Technical / Functionality Response.

- **Envelope 2: Price Response**

The following must be included and submitted in a in a separate envelope:

- (i) One (1) original file excluding Technical / Functionality Response; and
- (ii) One (1) hard copy excluding Technical / Functionality Response; and
- (iii) One (1) electronic copy on USB memory stick/ flash drive in Portable Document Format (PDF) of pricing only.

- **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
Responses through the tender box at Erasmuskloof (459 Tsitsa Street) at <b>11h00 AM</b> on the Bid Closing date	

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

Yours sincerely



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 Teboho Ndhlovu

**Manager: Corporate Commodities**

12 November 2025

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 Date

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