



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 2807/2023
Enquiries: Audrey Matlapeng
Tel: 012 482 2339
Date: 26 September 2023

PROSPECTIVE BIDDER

RFB 2807/2023: APPOINTMENT OF A MICROSOFT LICENSE SOLUTION PROVIDER (LSP) FOR SITA, TO ADMINISTER THE MICROSOFT LICENSE ENROLMENT FOR THE SUB-150 LICENSES FOR A PERIOD OF THREE (03) YEARS

Bidder is invited to submit tender for: RFB 2807/2023: appointment of a Microsoft license solution provider (LSP) for SITA, to administer the Microsoft license enrolment for the sub-150 licenses for a period of three (03) years).

There will be no briefing session

The final date for **clarification questions** is **02 October 2023**.

The **closing date** for bid submission is **10 October 2023**.

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:

Mr K Pillay (Chairperson), Ms L Pettele (Deputy Chairperson), Ms N Pietersen, Ms K Sibanda,
Ms L Abrahams (Dr), Mr M Mnisi, Mr L Keyise, Ms L Mseme, Ms R Naidoo

Executive Directors:

Dr BA Mabaso (Managing Director) Mr MK Kgauwe (Chief Financial Officer),
Mr T.V Mphaphuli (Company Secretary: Acting)

RFB 2807/2023: APPOINTMENT OF A MICROSOFT LICENSE SOLUTION PROVIDER (LSP) FOR SITA, TO ADMINISTER THE MICROSOFT LICENSE ENROLMENT FOR THE SUB-150 LICENSES FOR A PERIOD OF THREE (03) YEARS

CLOSING OF BIDS

Bidders must submit their Bid responses through the tender box at Erasmuskloof (459 Tsitsa Street) at 11h00 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 one original document, two copies and a copy on memory stick.

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 responses 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 11h00 on the Bid closing date.	

All queries to this bid must be submitted in writing to the following email address:
audrey.matlapeng@sita.co.za

Yours sincerely



.....
Hlamalani Shipalana

Manager: Framework Contracts