



SITA SOC Ltd, 459 Tsitsa Street, Erasmuskloof, Pretoria, South Africa • PO Box 26100, Monument Park, 0105, South Africa
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Our Ref: RFB 2692/2022
Enquiries: Tebogo Moloisane
Tel: 012 482 3106
Date: 12 December 2022

PROSPECTIVE BIDDERS

Bidders are invited to submit tender for **RFB 2692/2022: APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISIONING OF HARDWARE MAINTENANCE, SELECTED SOFTWARE SUPPORT AND REPLACEMENT ON WIDE AREA NETWORK (WAN) AND LOCAL AREA NETWORK (LAN) (LAN SERVERS) EQUIPMENT FOR SAPS FOR A PERIOD OF THREE (3) YEARS**

The **Closing Date** for bid submission is **03 February 2023 at 11:00 am**. The clarifications and questions are from **23 January 2023**.

The compulsory virtual briefing session and site visit will be held on the **18 January 2023 at 10:00 am**
Link : **MICROSOFT TEAMS MEETING**

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 365 985 081 164

Passcode: u7X4LB

[Download Teams](#) | [Join on the web](#)

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.
- Bidders needs to note that if there are any reference made to GCommerce in the Bid Document it needs to be ignored.
- The following will apply for this Bid:
 - **CLOSING OF BIDS**

Bidders must submit their Bid responses through the tender box at Tender Office, Pongola in Apollo, Erasmuskloof (459 Tsitsa Street) at 11h00 am on the Bid Closing date.

Non-Executive Directors:

Ms. M Mosidi (Chairperson), Ms. S Bvuma (Dr) (Deputy Chairperson), Ms. S Moonsamy, Ms. N Pietersen, Ms. Z Hill, Ms. O Ketsekile, Mr. T Ratshitanga (Dr), Mr. R Ramabulana (Dr), Mr. W Vukela, Ms. L Mseme, Ms. J Morwane, Mr. M Ratshimbilani

Executive Directors:

Mr. L Keyise (Managing Director), Mr. MK Kgauwe (Chief Financial Officer)
Ms. M Le Roux: Company Secretary (Acting)

- **ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS**

- a) Submission of bid response: The Bidder has submitted a bid response documentation pack –
 - 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;
 - in the correct format as one original document, two copies and a copy on memory stick.
- b) Attendance of briefing session: A Compulsory Virtual Briefing session will be held. The Bidder has to sign the briefing session attendance register using the same information (Bidder company name, Bidder representative).
- c) Registered Supplier. The Bidder is, in terms of National Treasury Instruction Note 3 of 2016/17, registered as a Supplier on National Treasury Central Supplier Database (CSD).

- **TECHNICAL MANDATORY REQUIREMENTS**

- a) The Bidder must comply with ALL the requirements as per section 6.2 below by providing substantiating evidence in the form of documentation or information, failing which it will be regarded as “NOT COMPLY”.
- b) The Bidder must provide a unique reference number (e.g. binder/folio, chapter, section, page) to locate substantiating evidence in the bid response. During evaluation, SITA reserves the right to treat substantiation evidence that cannot be located in the bid response as “NOT COMPLY”.
- c) The Bidder must complete the declaration of compliance as per section 6.3 below by marking with an “X” either “COMPLY”, or “NOT COMPLY” with ALL of the technical mandatory requirements, failing which it will be regarded as “NOT COMPLY”.
- d) The Bidder must comply with ALL the TECHNICAL MANDATORY REQUIREMENTS in order for the bid to proceed to the next stage of the evaluation.
- e) No URL references or links will be accepted as evidence.

- **SPECIAL CONDITIONS OF CONTRACT REQUIREMENTS**

The Bidder must accept all the Special Conditions of Contract (SCC) as stated in Section 7, Annexure A2 of the Bid Specification.

- **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
One (1) original document, clearly marked as “original”	
Two (2) copies of the original, clearly marked as “copy”	
One (1) soft copy of the entire submission on memory stick (USB), with pricing in excel format	
Responses through the tender box at Erasmuskloof (459 Tsitsa Street) at 11h00 am on the Bid Closing date	

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

Yours sincerely



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Modisana Letsaba

Head of Department: Procurement (Acting)