



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 3252 -2026  
(ERP391014)  
Enquiries: Athini Ndungane  
Tel: +27 21 442 8545  
Date: 29 May 2026

## REQUEST FOR BID

### PROSPECTIVE BIDDERS

#### RFB3252-2026: (ERP NUMBER 391014)- REQUEST FOR BID FOR THE PROCUREMENT OF 244 ADOBE ACROBAT PRO EDITION LICENSES FOR THE WCG DEPARTMENT OF HEALTH AND WELLNESS FOR A PERIOD OF TWO YEARS

Bidders are invited to submit tender for RFB3252-2026: Request for Bid for The Procurement Of 244 Adobe Acrobat Pro Edition Licenses for The WCG Department of Health and Wellness for A Period of Two Years.

1. The **Publication Date** for the RFB is **29 May 2026** and the **closing date** for RFB submission is **23 June 2026** at 11:00 a.m.
2. A Compulsory virtual briefing session will be held on **05 June 2026** at 12:00 p.m. via <https://teams.microsoft.com/meet/317607942245342?p=9cNszM4au5N9x9c5cg>
3. **Notes to the bidders:**

Bidders must ensure they are registered on the Central Supplier Database and that all its company details have been updated on the CSD.

The following will apply for this Bid:

- **CLOSING OF BIDS** - Bidders must submit their Bid responses at [https://suppliers.sita.co.za/OA\\_HTML/AppsLocalLogin.jsp](https://suppliers.sita.co.za/OA_HTML/AppsLocalLogin.jsp)
- **BID PRICING SCHEDULE** - Bidders will complete the bid pricing schedule in the Excel spreadsheet format provided.

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
The SITA-Supplier Oracle ERP portal is accessible on the URL link as follows: <a href="https://suppliers.sita.co.za/OA_HTML/AppsLocalLogin.jsp">https://suppliers.sita.co.za/OA_HTML/AppsLocalLogin.jsp</a>	

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

#### Non-Executive Directors:

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

#### Executive Directors:

Mr Magatho Mello (Managing Director), Ms Carmen Le Grange (Interim Chief Financial Officer)

#### Company Secretary:

Ms. B Laka

Yours sincerely

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**Pitsi Mashamaite**  
**Procurement Manager (Acting)**  
**CC/ Tender office**

**Non-Executive Directors:**

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