



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 2688/2022  
Enquiries: Mandla Nhlabathi  
Tel: 012 482 2030  
Date: 15 November 2022

## PROSPECTIVE BIDDERS

**RFB 2688-2022: Request to appoint a service provider for a provisioning of Public Relations, Corporate Communications (Internal and External) and Related Services to SITA for a period of three (3) years.**

Bidders are invited to submit tender responses for RFB 2688-2022: Request to appoint a service provider for a provisioning of Public Relations, Corporate Communications (Internal and External) and Related Services to SITA for a period of three (3) years.

### NOTE: THE NON-COMPULSORY SITE VISIT WILL BE HELD AS FOLLOWS:

**Date:** 25 November 2022

**Time:** 10:00AM (South African Time)

**Place:** Microsoft teams (Request a link from [mandla.nhlabathi@sitaco.za](mailto:mandla.nhlabathi@sitaco.za))

The **Closing Date** for bid submission is **06 December 2022**.

### Notes to the bidders:

- You must ensure that you are registered on the CSD and 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 11h00am on the Bid closing date 06 December 2022.

#### - 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.

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#### 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, Mr W Vukela, Ms L Mseme, Ms J Morwane, Mr M Ratshimbilani

#### Executive Directors:

Mr MK Kgauwe (Managing Director: Acting), Mr A Pretorius (Chief Financial Officer: Acting)  
Ms Makwena Mohlabi (Company Secretary)


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 11h00am on the Bid closing date 06 December 2022	

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

Yours sincerely



**Denga Ravele**

**Manager: Tactical Sourcing**

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