



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: RFA 2809/2023

Enquiries: Lunathi Mqalo

Tel: +27 12 482 2665

Date: 2023-09-22

PROSPECTIVE BIDDERS

RFA 2809/2023: REQUEST TO ESTABLISH AN ACCREDITATION PANEL FOR RECRUITMENT AGENCIES & HEADHUNTING FIRMS FOR EXECUTIVES, SENIOR MANAGEMENT & ICT SCARCE SKILLS POSITIONS.

Service Providers are invited to submit a response for RFA 2809/2023: REQUEST TO ESTABLISH AN ACCREDITATION PANEL FOR RECRUITMENT AGENCIES & HEADHUNTING FIRMS FOR EXECUTIVES, SENIOR MANAGEMENT & ICT SCARCE SKILLS POSITIONS.

The **final date for clarification questions** is **11 October 2023**.

The **closing date for bid submission** is **17 October 2023 at 11H00**.

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 SITA Erasmuskloof (459 Tsitsa Street) at 11h00am 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;

Non-Executive Directors:

Mr K Pillay (Chairperson), Ms L Petlele (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)

- ii. in the correct format as one original document, one copy and one memory stick / USB.

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.	

The following contact details are applicable:

- (a) For general enquiries contact Lunathi.Mqalo@sita.co.za
 (b) For technical enquiries contact Puleng.Mnguni@sita.co.za

Yours sincerely



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 Siphamandla Mbhele

Manager: Transversal Contracts

Non-Executive Directors:

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