



**PSiRA**  
Private Security Industry Regulatory Authority

## INVITATION TO BID

PSiRA invites suitable service providers to submit bids for the following services:

| Bid No.           | Description   | Preference Point System | Bid Document Fee | Closing Date              |
|-------------------|---|-------------------------|------------------|---------------------------|
| PSiRA/2025/RFB/08 | APPOINTMENT OF SERVICE PROVIDER TO PROVIDE OFF-SITE STORAGE FACILITIES AND TO RENDER DOCUMENT MANAGEMENT SERVICES FOR PSiRA FOR A PERIOD OF 05 YEARS. | 80/20                   | No Fee           | 25 August 2025<br>@ 11h00 |

### Collection of Bid Document

Bid Documents will be made available from PSiRA Website and National Treasury; Office of Chief Procurement Officer, e-tender website.

### Submission of Bids:

Sealed and clearly marked bids (indicating the Bid Reference No. i.e. PSiRA/2025/RFB/XX) must be deposited in the PSiRA Head Office tender box located at the following address before the closing date: 420 Witch Hazel Avenue, Eco Glades, Block B2 - Eco Park, Centurion, Pretoria

### Opening of bids:

Received bids will be opened in public on the closing date at 11h30.

### Please Note:

- Virtual Compulsory Briefing Session: **11 August 2025 at 10:00**
- Briefing session link:  
[https://teams.microsoft.com/join/19%3ameeting\\_Mzg5ZTU2NjAtZjM3Zi00YWM5LTgzZTA4ZTVjOTg2OTVhMzRI%40thread.v2/0?context=%7b%22Tid%22%3a%223ebbb76c-63ea-4470-ac2b-f6370b3b7690%22%2c%22Oid%22%3a%223df91435-2d7a-4256-8dc5-85bb3da37a8d%22%7d](https://teams.microsoft.com/join/19%3ameeting_Mzg5ZTU2NjAtZjM3Zi00YWM5LTgzZTA4ZTVjOTg2OTVhMzRI%40thread.v2/0?context=%7b%22Tid%22%3a%223ebbb76c-63ea-4470-ac2b-f6370b3b7690%22%2c%22Oid%22%3a%223df91435-2d7a-4256-8dc5-85bb3da37a8d%22%7d)
- Only original bid documents will be accepted. No e-mailed or posted copies will be accepted.
- Bidders may make use of courier services and have to confirm bid acknowledgement with SCM office, (before the closing date).

**Minimum Requirements:** All compulsory forms contained in the bid documentation must be completed and signed in full. National Treasury CSD (Central Supplier Database Report) must be attached. Failure to comply with the above-mentioned conditions may invalidate your bid.

**Enquiries:** [bids@psira.co.za](mailto:bids@psira.co.za) OR Supply Chain Management Office at 012 003 0524/0519/ 0486

**PSiRA is not obliged to accept the lowest or any bid thereof and reserves the right to withdraw this bid.**