



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: RFB 3096/2025

Enquiries: Andisiwe Kunaka

Tel: 012 482 3293

Date: 12 May 2025

PROSPECTIVE BIDDERS

RFB 3096/2025: PROCUREMENT OF ATlassian DATA CENTRE LICENSES (JIRA, CONFLUENCE AND DRAW.IO)

Bidders are invited to submit tender for RFB 3096/2025: Procurement of Atlassian Data Centre Licenses (JIRA, Confluence and Draw.IO)

Non-Compulsory Physical Session

Not Applicable

All questions must be forwarded to the following email Andisiwe.Kunaka@sita.co.za before 23 May 2025 @ 16H30.

Closing date for bid submission is **05 June 2025**.

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 Erasmuskloof (459 Tsitsa Street) at 11h00 AM on the Bid Closing date.
 - **ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS**
Submission of bid response: The bidder has submitted a bid response documentation pack –

Non-Executive Directors:

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

Executive Directors:

Mr. G Reddy (Managing Director Acting), Mr. MK Kgauwe (Chief Financial Officer)

Company Secretary:

Ms. B Laka

- (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 follows: One (1) original file excluding pricing which must be submitted in a separate envelope; One (1) hard copy excluding pricing which must be submitted in a separate envelope; Two (2) electronic copies on USB memory stick/ flash drive in Portable Document Format (PDF) of the RFQ Document.**

- BID PRICING SCHEDULE

Bidders must complete the bid pricing schedule in the Excel spreadsheet format provided and include this as part their submission.

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 11h00 AM on the Bid Closing date	

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

Yours sincerely



Elelwani Mundalamo
Manager: ICT Commodities

Date **13 May 2025**

Non-Executive Directors:

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

Executive Directors:

Mr. G Reddy (Managing Director Acting), Mr. MK Kgauwe (Chief Financial Officer)

Company Secretary:

Ms. B Laka