



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: RFQ2853-2023
Enquiries: Lungile Sibiya
Tel: +27 12 482 2006
Date: 2024-02-14

PROSPECTIVE BIDDERS

RE: Invitation for RFB 2853-2023: PROCUREMENT, MAINTENANCE AND SUPPORT OF ROUTERS AND NETWORK SWITCHES FOR THE DEPARTMENT OF HOME AFFAIRS FOR PERIOD OF 60 MONTHS.

Bidders are invited to submit bids for **RFB2853-2023: Procurement, maintenance and support of routers and network switches for the Department of Home Affairs**. There will be a Non - Compulsory briefing session which will be conducted virtually. The briefing session will take place as follows:

Non - Compulsory Briefing Session will be held as follows:

Date: 22 February 2024

Time: 10:00 am (South African Time)

[Click here to join the meeting](#)

The final date for **clarification questions** is **29 February 2024**.

The closing date for bid submission is 11 March 2024.

Notes to the bidders:

- Bidders must ensure that they are registered on the National Treasury's Central Supplier Database (CSD) and that all 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) before 11:00am 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:

Mr S Dzengwa (Managing Director: Acting) Mr MK Kgauwe (Chief Financial Officer),
PH Attorneys (Company Secretary: Acting)

- (ii) in the correct format as one original document, one copy, and two electronic copies on memory stick / USB.

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.

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
One (1) Original file inclusive of RFB Document, Technical/ Functional Response and Pricing/ Costing.	
One (1) Hard copy inclusive of RFB Document, Technical/ Functional Response and Pricing/ Costing.	
One (1) Electronic copy on USB in Portable Document Format (PDF) of the RFB Document, and Technical/ Functional Response.	
One (1) Electronic copy on USB in Portable Document Format (PDF) of the Pricing/ Costing	

It is the Bidder's responsibility to ensure that the information on the electronic copy is the same as in the hard copies, also, information in the original file must also be the same as in the copied files. To ensure that the electronic copies are not damaged, the bidder must submit the USB's in a sealed padded envelop and it must be attached to the hard copy and be clearly marked as follows: RFB Number, RFB Description, RFB Closing Date and the Bidder's Name and contact Details including Postal Address.

The original copy must be **signed in ink** by an authorised employee, agent or representative of the bidder and each and every page of the proposal shall contain the initials of same signatories. Bidders shall submit proposal responses in accordance with the prescribed manner of submission as specified above.

All queries to this bid must be submitted in writing to the following email address:

Lungile.sibiya@sita.co.za.

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Ms L Abrahams (Dr), Mr M Mnisi, Mr L Keyise, Ms L Mseme, Ms R Naidoo

Executive Directors:

Mr S Dzengwa (Managing Director: Acting) Mr MK Kgauwe (Chief Financial Officer),
PH Attorneys (Company Secretary: Acting)

RESTRICTED

Yours sincerely

A handwritten signature in black ink, appearing to be 'Bongeka Malinga', is written over a horizontal dotted line. The signature is stylized with a large 'A' and a long horizontal stroke.

Bongeka Malinga

Manager: Strategic ICT Projects

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

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