



SITA SOC Ltd, 459 Tsitsa Street, Erasmuskloof, Pretoria, South Africa • PO Box 26100, Monument Park, 0105, South Africa  
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Our Ref: RFQ 1028  
Enquiries: Bolekwa Moea  
Tel: 021 442 8474  
Date: 19 October 2021

Appointment of a service provider for the upgrade of the video conferencing solution in the boardrooms at the Department of the Premier (DoTP), Cape Town with maintenance and support for 3 years.

### PROSPECTIVE BIDDERS

**INC21226886 – RFQ 1028: Procurement of provider for the upgrade of the video conferencing solution in the boardrooms at the Department of the Premier (DoTP), Cape Town with maintenance and support for 3 years**

Bidders are invited to submit tender for RFQ1028: Procurement of provider for the upgrade of the video conferencing solution in the boardrooms at the Department of the Premier (DoTP), Cape Town with maintenance and support for 3 years.

The **Closing Date** for bid submission is **09 November 2021**.

Briefing session of Friday 22nd Oct 2021 @ 09h30 at 7<sup>th</sup> Floor, 4 Dorp street, Cape Town CBD

#### Notes to the bidders:

- Bidders should submit their bid responses strictly through gCommerce (best experienced through google Chrome) using the following link:  
<https://ww1.gcommerce.gov.za/iss/login.aspx>
- You must ensure that you are registered on the CSD and that all your company details have been updated on the CSD.
- To obtain log in details please call 012 482 2373 or alternatively send an email to [tumelo.mokgadi@sita.co.za](mailto:tumelo.mokgadi@sita.co.za) with the company MAAA number.
- If you encounter any system related challenges please call 012 482 2373. The help desk only operates from Monday to Friday between 08h00 am to 16h00 pm (closed on Public Holidays)
- gCommerce training will be conducted on Microsoft Teams every Wednesday 9h00-11h00 (except public holidays) [Click here to join the meeting](#)
- Should you need additional training, please send an email to [tumelo.mokgadi@sita.co.za](mailto:tumelo.mokgadi@sita.co.za)

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Mr MB Tsika: **Chairperson**; Mr L Keyise: **Executive Caretaker**<sup>1</sup>; Ms JM Morwane; Mr AR Murray; Mr TF Phiri; Mr MK Kgauwe<sup>2</sup>;  
Mr A Pretorius: **Chief Financial Officer (Acting)**<sup>3</sup>  
Ms V Xaxa: **Company Secretary**

<sup>1</sup>Executive Director; <sup>2</sup>Executive Director (on secondment); <sup>3</sup>Executive Director

- Please allocate sufficient time to complete your submission as queries may take up to 3 business days to resolve.
- Ensure that you print your submission report and click on **"SUBMIT REQUEST"** on step 7 before the closing date and time. Bid will not be considered if not submitted before closing time.
- Please note that there is a possibility of unexpected downtime and this can be unique to a specific bidder. Please call the helpdesk to be assisted with such issues.
- **Hand delivered or emailed documents will not be accepted.**

The platform is accessible 24 hours a day, 7 days a week. If the bid is **late**, the system automatically closes for submission at 11:00am.

Public Opening will not be held.

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
Electronic submission on the gCommerce platform/system	

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

Yours sincerely

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**Yandiswa Citi**  
**Procurement Manager (Acting)**