



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 2713/2022  
Enquiries: Khanya Mkhonza  
Tel: 012 482 3114  
Date: 06 March 2023

## PROSPECTIVE BIDDERS

Bidders are invited to submit tender for RFB 2713/2022: **PROVISIONING OF MAINTENANCE & SUPPORT SERVICES FOR THE COURT RECORDING ENVIRONMENT (CRT & SOS) (INCLUDING BREAK-FIXES)**

The bid will open from **06 March 2023** and **Close on 31 March 2023 at 11:00 am**. The clarifications and questions are from **06 March 2023 to 17 March 2023**.

The compulsory virtual briefing session will be held on the **13 March 2023 at 11:00 am** on MS Teams using the meeting ID details below:

Meeting ID: 370 085 534 906

Passcode: zzV3YQ

### 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.
- Bidders needs to note that if there are any reference made to GCommerce in the Bid Document it needs to be ignored.
- The following will apply for this Bid:

#### - **CLOSING OF BIDS**

Bidders must submit their Bid responses through the tender box at Tender Office, Pongola in Apollo, Erasmuskloof (459 Tsitsa Street) at 11h00 am on the Bid Closing date.

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#### Non-Executive Directors:

Ms. M Mosidi (Chairperson), Ms. S Bvuma (Dr) (Deputy Chairperson), Ms. S Moonsamy, Ms. N Pietersen, Ms. Z Hill, Ms. O Ketsekile, Mr. T Ratshitanga (Dr), Mr. R Ramabulana (Dr), Mr. W Vukela, Ms. L Mseme, Ms. J Morwane, Mr. M Ratshimbilani

#### Executive Directors:

Mr. MK Kgauwe (Managing Director: Acting), Mr. A Pretorius (Chief Financial Officer: Acting)  
Mr. TV Mphaphuli: (Company Secretary: Acting)

- **ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS**

Submission of bid response: The bidder must submit a bid response documentation pack:

- (i) 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 one original hard copy document and a copy on memory stick (USB).
- (iii) attendance of the compulsory briefing session.

- **TECHNICAL MANDATORY AND TECHNICAL FUNCTIONALITY REQUIREMENTS**

The technical mandatory requirements and technical functionality requirements are stipulated in section 6 and section 7, respectively, of the Bid Specification Document.

- **SPECIAL CONDITIONS OF CONTRACT REQUIREMENTS**

These are clearly stipulated in section Annexure A.2. of the Bid Specification Document.

- **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 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
One (1) original hard copy document	
One (1) soft copy of the entire submission on memory stick (USB), with pricing in both PDF and excel format	
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: [\*\*khanya.mkhonza@sita.co.za\*\*](mailto:khanya.mkhonza@sita.co.za).

Yours sincerely

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**Modisana Letsaba**  
**Head of Department: Procurement (Acting)**