



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](http://www.sita.co.za)

Our Ref: RFB 2917-2024  
Enquiries: Pumza Nqoma  
Tel: 012 482 0000  
Date: 12 August 2024

## PROSPECTIVE BIDDERS

**RFB 2917-2024** - Request to appoint a reputable service provider to establish a Travel Management Company to operate in-house at SITA Erasmuskloof to provide travel, car hire and accommodation to SITA countrywide for a period of five (5) years.

Bidders are invited to submit tender responses for **RFB 2917-2024** - Request to appoint a reputable service provider to establish a Travel Management Company to operate in-house at SITA Erasmuskloof to provide travel, car hire and accommodation to SITA countrywide for a period of five (5) years.

### NOTE:

A **Compulsory On-Site** Briefing Session will be held on **19 August 2024 at 10:00 AM**.

**Venue:** SITA, Erasmuskloof, 459 Tsitsa Street

The **Closing Date** for bid submission is **05 September 2024**.

### Notes to the bidders:

- You must ensure that you are registered on the CSD, and 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 11h00am on the Bid closing date **05 September 2024**.
  - **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 (i) or postal address and within the stipulated date and time as specified in the “Invitation to Bid” cover page, and;

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#### Non-Executive Directors:

Mr K Pillay (Chairperson), Ms L Petlele (Deputy Chairperson), Ms L Abrahams (Dr), Mr L Keyise, Mr M Mnisi, Ms L Mseme, Ms R Naidoo, Ms N Pietersen, Ms K Sibanda

#### Executive Directors:

Mr S Dzengwa (Managing Director: Acting), Mr MK Kgauwe (Chief Financial Officer)

#### Company Secretary:

Ms J Cornelius

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

- **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:**

<b>Manner of submission</b>	<b>Bidder to tick ✓ to indicate that the bid response has been submitted in this sequence</b>
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.	
Two (2) Electronic copy on USB in Portable Document Format (PDF) of the RFB Document, and Technical/ Functional Response.	
Two (2) Electronic copy on USB in Portable Document Format (PDF) of the Pricing/ Costing	
Responses through the tender box at Erasmuskloof (459 Tsitsa Street) at 11h00am on the Bid closing date <b>05 September 2024.</b>	

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

Yours sincerely



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**Andile Ngxoza**

**Senior Manager: Basic & Tactical Sourcing**