



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: RFB2842-2023  
Enquiries: Lungile Sibiya  
Tel: +27 12 482 2006  
Date: 2024-01-24

## PROSPECTIVE BIDDERS

**RE: Invitation for RFB 2842-2023: APPOINTMENT OF A SERVICE PROVIDER FOR A SUPPLY OF VARIOUS COMPUTER LABELS FOR ALL SITA DATA CENTRES FOR A PERIOD OF THREE (03) YEARS.**

Bidders are invited to submit bids for **RFB2842-2023: Appointment of a Service provider for the supply of various Computer Labels for All SITA Data Centres for a period of three (03) years**. There will be a Non-Compulsory briefing session which will be conducted virtually. The briefing session will take place as follows:

**A Non-Compulsory Briefing Session will be held as follows:**

**Date: 05 February 2024**

**Time: 10:00 am (South African Time)**

[Click here to join the meeting](#)

The final date for **clarification questions** is **12 February 2024**.

**The closing date for bid submission is 19 February 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

#### 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 N Tshenye (Managing Director: Acting) Mr MK Kgauwe (Chief Financial Officer),  
PH Attorneys (Company Secretary: Acting)

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;
- (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:

**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 N Tshenye (Managing Director: Acting) Mr MK Kgauwe (Chief Financial Officer), PH Attorneys (Company Secretary: Acting)

RESTRICTED

[Lungile.sibiya@sita.co.za.](mailto:Lungile.sibiya@sita.co.za)

Yours sincerely

  
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Bongeka Malinga

Manager: Strategic ICT Projects

**Non-Executive Directors:**

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