

Compulsory Physical Briefing Session

RFP 3173-2025

REQUEST FOR PROPOSAL FOR THE PROCUREMENT,
IMPLEMENTATION, INSTALLATION OF A TIME AND ATTENDANCE
SYSTEM/SOLUTION WITH BIOMETRIC CAPABILITIES AND
SOFTWARE INCLUDING MAINTAINANCE AND SUPPORT FOR A
PERIOD OF THREE (3) YEARS



Date: 26 November 2025

Presented by:

Part 1 (Administrative Matters): **Thato Meso**

Part 2 (Technical Matters): **Irene Kgokane**

Part 1: Acquisition Administration and Compliance matters



- ❖ Bid Identification
- ❖ Evaluation Criteria
- ❖ Submission of Bid Responses
- ❖ Disqualification of bids
- ❖ Bid Administration
- ❖ Questions and Answers

BID identification

Bid No	RFP 3173-2025
Bid Title	REQUEST FOR PROPOSAL FOR THE PROCUREMENT, IMPLEMENTATION, INSTALLATION OF A TIME AND ATTENDANCE SYSTEM/SOLUTION WITH BIOMETRIC CAPABILITIES AND SOFTWARE INCLUDING

Evaluation criteria

❖ Evaluations will be based on the following:

- ☐ Mandatory Administrative Responsiveness
- ☐ Technical Mandatory responsiveness
- ☐ Technical Functional Requirements
- ☐ Demonstration/ Presentation /Proof of Concept Requirements
- ☐ Special Conditions of Contract verification
- ☐ Costing and Preference evaluation

Submission of bid responses

❖ Note that a Two Envelope process will be followed and therefore bidders must submit as follows:

(a) **Envelope 1: RFP Document and Technical / Functionality Response**

❖ The following must be included and submitted in a in a separate envelope:

- (i) One (1) original file excluding pricing; and
- (ii) One (1) hard copy excluding pricing; and
- (iii) Two (2) electronic copies on USB memory stick/ flash drive in Portable Document Format (PDF) of the RFP Document and Technical / Functionality Response.

(a) **Envelope 2: Price Response**

❖ The following must be included and submitted in a in a separate envelope:

- (i) One (1) original file excluding Technical / Functionality Response; and
- (ii) One (1) hard copy excluding Technical / Functionality Response; and
- (iii) Two (2) electronic copies on USB memory stick/ flash drive in Portable Document Format (PDF) of pricing only.

Disqualification of bids

- ❖ Bidders shall be disqualified if they fail to:
 - Late bids will not be accepted.
 - Complete questionnaires in full,
 - Submit true and correct information,
 - Comply with all mandatory requirements. SBD 4 needs to be completed as per CSD information, and
 - Comply with prescribed response format.
 - Bidders must ensure that TCC is valid as per CSD report when submitting bid responses
- Failure to comply with mandatory documents shall lead to disqualification

BID Administration

PUBLISHED DATE	17 November 2025
VIRTUAL VENDOR BRIEFING SESSION	<p>Compulsory Physical Briefing Session will be held as follows:</p> <p>Date: 26 November 2025</p> <p>Time: 10:00am</p> <p>Place: SITA Erasmuskloof. Auditorium. Apollo Building.</p>
CLOSING DATE FOR QUESTIONS / QUERIES	<p>3 December 2025</p> <p>Submitted to: Thato.meso@sitaco.co.za</p>
RFB CLOSING DETAILS	<p>DATE: 12 December 2025</p> <p>TIME: 11:00 (SOUTH AFRICAN TIME)</p> <p>PLACE: TENDER OFFICE, PONGOLA IN APOLLO, 459 TSITSA STREET, ERASMUSKLOOF, PRETORIA (HEAD OFFICE)</p>
RFB VALIDITY PERIOD	200 DAYS FROM THE CLOSING DATE

RFB DOCUMENT

- ❖ Tender documents can be downloaded on the SITA website and National Treasury e-tender for free.

www.sita.co.za

www.treasury.gov.za (e-Tenders)

Thank You
Questions?

