



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 2676/2022
Enquiries: Khanya Mkhonza
Tel: 012 482 3114
Date: 14 October 2022

PROSPECTIVE BIDDERS

Bidders are invited to submit tender for RFB 2676/2022: **PROVIDE DIESEL TO THE SITA SWITCHING CENTRES FOR A PERIOD OF THREE (3) YEARS WITH AN OPTION TO EXTEND FOR A FURTHER TWO (2) YEARS**

The bid will open from **14 October 2022** and **Close on 07 November 2022 at 11:00 am**. The clarifications and questions are from **14 October to 26 October 2022**.

The compulsory virtual briefing session will be held on the **20 October 2022 at 10:00 am** on MS Teams using the meeting ID details below:

Meeting ID: 310 808 863 217

Passcode: GzqkSS

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.

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. L Keyise (Managing Director), Mr. MK Kgauwe (Chief Financial Officer)
Ms. M Le Roux: 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 document, two copies of the original and a copy on memory stick (USB).

- **TECHNICAL MANDATORY REQUIREMENTS**

(i) Certification: diesel delivery Contractor requirement: Bidder must be registered with Department of Mineral Resources and Energy to buy, sell and deliver bulk diesel.

(ii) Bidder experience and capability requirements: Bidder must have executed diesel, delivery and replenishment services to at least one (1) customer during the past five (5) years with the capability to deliver a minimum of 300 litres of diesel in one delivery.

(iii) Bidder presence requirement: Bidder must ensure presence in each of the listed provinces indicated in the SITA Site Address list.

- **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.

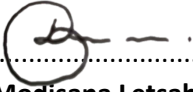
The published bid document is packaged as follows:

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 document, clearly marked as "original"	
Two (2) copies of the original, clearly marked as "copy"	
One (1) soft copy of the entire submission on memory stick (USB), with pricing in 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**.

Yours sincerely

A handwritten signature in black ink, consisting of a large, stylized 'L' followed by a horizontal line and a small dot.

Modisana Letsaba

Head of Department: Procurement (Acting)