



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 2810-2023
Enquiries: Mafiwa Malebatja
Tel: +27 15 291 8133
Date: 2023-09-27

PROSPECTIVE BIDDERS

INC000024905213 – RFB 2810-2023: PROVISION OF 24 HOURS PHYSICAL SECURITY GUARDING SERVICES AT SITA POLOKWANE OFFICE FOR A PERIOD OF THIRTY-SIX (36) MONTHS AND 14 DAYS.

Bidders are invited to submit tender for RFB 2810-2023: Provision of 24 Hours Physical Security Guarding Services at SITA Polokwane Office for a Period of Thirty-Six (36) Months and 14 Days.

Non-Compulsory Virtual Briefing Session: **YES**

DATE: 10 OCTOBER 2023

TIME: 10H00

VENUE: MICROSOFT TEAMS

Link: [Click here to join the meeting](#)

Meeting ID: 347 642 696 36

Passcode: LCbKfq

The final date for **clarification questions** is 17 October 2023.

The **Closing Date** for bid submission is **25 October 2022 at 11H00am**.

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.
- The following will apply for this Bid:

- **CLOSING OF BIDS**

Bidders must submit their Bid responses through the tender box at SITA Erasmuskloof (459 Tsitsa Street) at 11h00am on the Bid closing date.

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:

Dr BA Mabaso (Managing Director) Mr MK Kgauwe (Chief Financial Officer),
Mr T.V Mphaphuli (Company Secretary: Acting)

- **ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS**

Submission of bid response: The bidder must submit 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, two copies and one copy 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 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
Responses through the tender box at Erasmuskloof (459 Tsitsa Street) at 11h00 on the Bid closing date	

All queries related to this bid must be submitted in writing to the following email address: **mafiwa.malebatja@sita.co.za**.

Yours sincerely,

STapi.....

Procurement Manager: Northern Region
Sindiswa Tapi

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