



SITA SOC Ltd, 459 Tsitsa Street, Erasmuskloof, Pretoria, South Africa • PO Box 26100, Monument Park, 0105, South Africa
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Our Ref: RFB 2672/2022
Enquiries: Nomfanelo Dyam
Tel: 012 482 3105
Date: 17 October 2022

DEAR PROSPECTIVE BIDDER

Bidders are invited to submit tender for RFB 2672/2022: APPOINTMENT OF A SERVICE PROVIDER FOR THE MAINTENANCE AND SUPPORT FOR THE BYTES PRINTERS AND OTHER EQUIPMENT AT THE BETA DATA CENTRE FOR A PERIOD OF THREE (3) YEARS.

The bid will be published on 17th October 2022 and will close on **Tuesday, November 08, 2022 at 11:00 am**. The clarifications and questions will be open from date of publishing till **28 October 2022**.

The compulsory virtual briefing session will be held on the **25 October 2022 at 10:00 am** on MS Teams, link on the RFB document or join using the meeting ID below:

Meeting ID: 346 871 556 000
Passcode: LiSysd

Notes to the bidders:

- Bidders must ensure that they are registered on the CSD and that all their company details have been updated on the CSD.
- Bidders need 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) **before or by 11h00 am** on the Bid Closing date. No late bids will be accepted.

- **ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS**

Submission of bid response: The bidder must submit a bid response documentation pack

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)

- (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 (1) original document, one (1) copy of the original, and two (2) electronic version copies of the original using a flash drive (USB) of which one will comprise of the pricing schedule in excel format.
 - (iii) Attendance of Compulsory Virtual Briefing session.
 - (iv) CSD registered and active.
- **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. **It is emphasised that the bidders must submit the pricing schedule on the USB in excel format**, failure to comply may lead disqualification.
 - **MANDATORY RETURNABLE DOCUMENTS**
 - (i) Cover letter
 - (ii) OEM and/or OSM accreditation letters
 - (iii) Previous similar experience
 - (iv) Proof of capabilities
 - (v) Pricing Schedule
 - **EVALUATION RETURNABLE DOCUMENTS**
 - (i) Proof of experience/training


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, with pricing	
One (1) copy of the original, both with pricing	
Two (2) USB's. 1 with the technical submission in PDF and 1 with the pricing submission 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:
Nomfanelo.dyam@sita.co.za.

Yours sincerely,


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Modisana Letsaba

HoD: Procurement (Acting)