



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](http://www.sita.co.za)

Our Ref: RFB 3039-2024  
Enquiries: Mafiwa Malebatja  
Tel: +27 15 291 8133  
Date: 2025-03-14

## PROSPECTIVE BIDDER

RE: WO0000000019553: RFB 3039-2024 – PROVISION OF 24 HOURS PHYSICAL SECURITY GUARDING SERVICES AT STATE INFORMATION TECHNOLOGY AGENCY (SITA) POLOKWANE OFFICE FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

Bidders are invited to submit tender for RFB 3039-2024 – Provision of 24 Hours Physical Security Guarding Services at State Information Technology Agency (SITA) Polokwane Office for a period of Thirty-Six (36) Months.

Compulsory Physical Briefing Session & Site Visit: **YES**

DATE: 24 March 2025

TIME: 10H00 AM (SA Telkom Time)

VENUE: SITA Polokwane

29 Market Street

Polokwane

The **Closing Date** for bid submission is **08 April 2025 @ 11H00 AM**.

### 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

#### Non-Executive Directors:

Ms Sedzani Mudau(Chairperson), Mr Willie Vukela, Mr Willie Mathebula, Adv. Johannes Collen Weapond,  
Mr Omega Shelembe

#### Executive Directors:

Mr. G Reddy (Managing Director Acting), Mr. MK Kgauwe (Chief Financial Officer)

#### Company Secretary:

Ms. B Laka

RESTRICTED

Bidders must submit their Bid responses at **Pongola in Apollo, SITA Head Office, 459 Tsitsa Street, Erasmuskloof, Pretoria on or before 11H00 AM** on the Bid Closing date.

**ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS**

Submission of bid response: The bidder has submitted a bid response documentation pack –

(i) that was delivered at the correct physical 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.

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 address :Hand deliver at <b>Pongola in Apollo, SITA Head Office, 459 Tsitsa Street, Erasmuskloof, Pretoria on or before 11h00 am on the Bid Closing date</b> |                                                                                        |

All queries to this bid must be submitted in writing to the following email address:

[Mafiwa.Malebatja@sita.co.za](mailto:Mafiwa.Malebatja@sita.co.za).

Yours sincerely



Procurement Manager (Acting): Northern Region  
Mantsie Mabiletsa