



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 2882-2024
Enquiries: PAMHAI MHODZI
Tel: 012 482 2030
Date: 10 JUNE 2024

PROSPECTIVE BIDDERS

RFB 2882-2024 - Procurement of Employee Assistance Programme (EAP) professional services for three years.

Bidders are invited to submit tender responses for **RFB 2882-2024: Procurement of Employee Assistance Programme (EAP) professional services for three years.**

NOTE: NON - COMPULSORY BRIEFING SESSION IS APPLICABLE FOR THIS BID AS FOLLOWS:

Date: 21 June 2024

Time: 10:00AM (South African Time)

Venue:

https://teams.microsoft.com/l/meetupjoin/19%3ameeting_YzUzMGQ4N2MtODEzNS00NTU1LTk5NzUtOTBiY2lwMWM1YTYw%40thread.v2/0?context=%7b%22Tid%22%3a%2248cd572488c748c3a665945436edd7fc%22%2c%22Oid%22%3a%22a3f7a3f4-1b6e-4f20-9d37-9ea88176630f%22%7d or Request monica.mhodzi@sita.co.za for RSVP

The **Closing Date** for bid submission is **8 July 2024**.

Notes to the bidders:

- You must ensure that you are registered on the CSD, and 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 Erasmuskloof (459 Tsitsa Street) at 11h00am on the Bid closing date **8 July 2024**.

- **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 or postal address and within the stipulated date and time as specified in the “Invitation to Bid” cover page, and;

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:

Mr S Dzengwa (Managing Director: Acting) Mr MK Kgauwe (Chief Financial Officer),

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(ii) in the correct format as one original document, two copies and a copy on memory stick.

- **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 file inclusive of RFB Document, Technical/ Functional Response and Pricing/ Costing.	
One (1) Hard copy inclusive of RFB Document, Technical/ Functional Response and Pricing/ Costing.	
One (1) Electronic copy on USB in Portable Document Format (PDF) of the RFB Document, and Technical/ Functional Response.	
One (1) Electronic copy on USB in Portable Document Format (PDF) of the Pricing/ Costing	
Responses through the tender box at Erasmuskloof (459 Tsitsa Street) at 11h00am on the Bid closing date 8 July 2024	

All queries to this bid must be submitted in writing to the following email address:
monica.mhodzi@Sita.co.za

Yours sincerely



Andile Ngxoxa

Senior Manager: Tactical and Basic Sourcing

Non-Executive Directors:

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