



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

Invitation for RFB 3067/2024

Prospective Bidders

Bidders are invited to submit tenders for the **RFB 3067/2024**: request to publish a bid for **Procurement of three (03) year maintenance and support of VMware and software, including additional licenses.**

There will be a non-compulsory briefing session which will be conducted virtually. The briefing session will take place on the **21 February 2025** at 11h00 am on the link: [Join the meeting now](#)

The **Closing Date** for bid submission is **13 March 2025 at 11:00am.**

Bidders should ensure that Bids are delivered on time at **Pongola in Apollo, SITA Head Office, 459 Tsitsa Street, Erasmuskloof, Pretoria.**

The bid box is accessible 24 hours a day, 7 days a week. If the bid is **late**, it will be stamped, recorded and returned to the bidder within seven (7) days from the bid closing date.

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 hard copy excluding pricing which must be submitted in a separate envelope;	
One (1) Hard Copy excluding pricing which must be submitted in a separate envelope;	

One (1) Electronic copies on a memory stick or USB in Portable Document Format (PDF) of the RFB Document, and Technical/ Functional Response	
One (1) Electronic copies on a memory stick or USB in Portable Document Format (PDF) of the Pricing only	

It is the Bidder's responsibility to ensure that the information on the electronic copy is the same as in the hard copies, also, information in the original file must also be the same as in the copied files. To ensure that the electronic copies are not damaged, the bidder must submit the USBs in a sealed padded envelop and it must be attached to the hard copy and be clearly marked as follows: RFB Number, RFB Description, RFB Closing Date and the Bidder's Name and contact Details including Postal Address.

The original copy must be **signed in ink** by an authorised employee, agent or representative of the bidder and each and every page of the proposal shall contain the initials of same signatories. Bidders shall submit proposal responses in accordance with the prescribed manner of submission as specified above.

All queries to this bid must be submitted in writing to the following emails: donald.selahle@sita.co.za.

Yours sincerely

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Bongeka Malinga
Manager: Strategic ICT Projects

Cc: SITA Tender Office