



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 2889/2024
Enquiries: Nonhlanhla Gama
Tel: 012 482 2543
Date: 14 June 2024

PROSPECTIVE BIDDERS

RFB 2889/2024 - RENEWAL OF LICENSES, MAINTENANCE AND SUPPORT SERVICES ON THE OPEN-TEXT ENTERPRISE CONTENT MANAGEMENT (ECM) SYSTEM FOR THE KZN DEPARTMENT OF TREASURY FOR A PERIOD OF THREE (3) YEARS.

Bidders are invited to submit tender for **RFB 2889/2024: RENEWAL OF LICENSES, MAINTENANCE AND SUPPORT SERVICES ON THE OPEN-TEXT ENTERPRISE CONTENT MANAGEMENT (ECM) SYSTEM FOR THE KZN DEPARTMENT OF TREASURY FOR A PERIOD OF THREE (3) YEARS.**

A Non-Compulsory Virtual Briefing Session: Date: 25 June 2024; Time: 10:00 am to 11:00 am (South African Time)

Place: Bidders are requested to indicate in writing on the below email address of their intension to attend the briefing session, via email to allow attendance of the **Non-Compulsory Virtual Briefing Session** . Send email to nonhlanhla.gama@sita.co.za

The final date for **clarification questions** is **02 July 2024**.

The **closing date** for bid submission is **12 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 **12 July 2024**.

- ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS

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

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),
Ms June Cornelius (Company Secretary)

- (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 a copy on memory stick.

- **BID PRICING SCHEDULE**

Bidder 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.

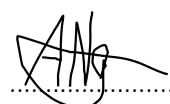
The published bid document is packaged as follows:

Bidder 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 12 July 2024	

All queries to this bid must be submitted in writing to the following email address:
nonhlanhla.gama@sita.co.za

Yours sincerely



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Andile Ngxoza

Senior Manager: Basic & Tactical Sourcing