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 3034-2024:
Enquiries: Yandiswa Citi
Tel: +27 12 367 3389
Date: 30 October 2024

REQUEST FOR BID

PROSPECTIVE BIDDERS

RFB 3034-2024: ACQUISITION OF SUITABLE OFFICE SPACE FOR SITA EAST LONDON THROUGH AN OPERATING LEASE AGREEMENT FOR A PERIOD OF FIVE (5) YEARS.

Bidders are invited to submit tender for RFB 3034-2024:: Acquisition of suitable office space for SITA East London through an operating lease agreement for a period of five (5) years..

The **Publication Date** for this RFB is **31 October 2024** and a non-compulsory virtual briefing session will be held on **05 November 2024** at **11:00 am** **Join the meeting now**.

The **closing date** for this RFB is **22 November 2024** at 11:00am.

1. **Notes to the bidders:**

   Bidders must ensure they are registered on the Central Supplier Database and that all its company details have been updated on the CSD.

   The following will apply for this Bid:

Bidders should ensure that Bids are hand delivered at Tender Office 459 Tsitsa Street, Erasmuskloof, Pretoria, 0105 on or before **11:00am 22 November 2024.**

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
1 Original hard copy submission (inclusive of everything)	
1 Copy of the bid (inclusive of everything)	
1 CD/USB inclusive of all documentation	

Non-Executive Directors:
Ms. M Mosidi (Chairperson), Prof. S Bvuma (Deputy Chairperson), Ms. Z Hill, Ms. O Ketsekile, Mr. L Keyise, Ms. N Pietersen, Mr K Pillay, Mr. R Ramabulana, Mr. M Ratshimbilani, Ms K Sibanda

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

Company Secretary (Acting):
Ms. N Green

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.

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

Yours sincerely

STapi
.....

Sindiswa Tapi
Senior Procurement Manager – Provinces (Acting)

CC/ Tender office