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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 3294-2026  
Enquiries: Donald Selahle  
Tel: +27 12 367 3548  
Date: 2026-10-01

## Prospective Bidders

**RE: INVITATION FOR RFB 3294-2026: APPOINTMENT OF A SPECIALIST SERVICE PROVIDER FOR ELECTRICAL AND MECHANICAL MAINTENANCE, REPAIRS, SUPPLY OF MATERIALS AND EQUIPMENT FOR A PERIOD OF SIXTY (60) MONTHS – SITA OFFICES**

Prospective Bidders are invited to submit quotations for RFB 3294-2026: The appointment of a specialist service provider for electrical and mechanical maintenance, repairs, supply of materials and equipment for a period of sixty (60) months – SITA offices

Please note that RFB 3294-2026 is an open bid process and bids will be required to be submitted electronically utilizing the link below, SITA has embarked on a journey on enabling Supply Chain Management wherein bid responses are to be published and submitted electronically using the ERP System.

**Note that this request is authentic and bidders are encouraged to participate in the Automation project.**

**The link to access the ERP is below:**

[https://suppliers.sita.co.za/OA\\_HTML/OA.jsp?page=/oracle/apps/pos/onboard/webui/ProspRegPG&OAH=POS\\_GUEST\\_REG\\_HP&OASF=POS\\_SUPPREG\\_REGISTER&OAPB=POS\\_ISP\\_BRAND&oid=CB0FA7C16C8D33F8](https://suppliers.sita.co.za/OA_HTML/OA.jsp?page=/oracle/apps/pos/onboard/webui/ProspRegPG&OAH=POS_GUEST_REG_HP&OASF=POS_SUPPREG_REGISTER&OAPB=POS_ISP_BRAND&oid=CB0FA7C16C8D33F8)

The **closing date** for bid submission is **26 October 2026** at **11h00am**.

**Compulsory briefing session will be held as follows:**

**Date: 12 October 2026**

**Time: 11:00 – 12H00 (South African Time)**

**Join: <https://teams.microsoft.com/meet/370676623586367?p=QhxegUrfyDJ6MZVFL>**

Meeting ID: 370 676 623 586 367

Passcode: N3Bh3oq6

### Non-Executive Directors:

Prof Stella Bvuma (Chairperson), Ms. Siphumelele Dlungwane, Ms. Zimbini Hill, Ms. Nalini Maharaj, Mr. Willie Mathebula, Mr. Protas Phili, Mr. Rendani Ramabulana, Mr. Willie Vukela, Adv Johannes Collen Weapond

### Executive Directors:

Mr. Magatho Mello (Managing Director), Ms. Yolande van Biljon (Chief Financial Officer)

### Company Secretary:

Ms. Shirley Kgope (Acting)

**Notes to the bidders:**

The following will apply for this Bid:

**ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS**

**Submission of bid response:**

Bidders are required to submit a complete bid response documentation pack that meets the following conditions:

1. Bidders must ensure that they are registered on the CSD and ensure that all company details are updated on the CSD.
2. The bid response must be submitted through the ERP system. Responses will only be considered valid if submitted via the ERP platform, within the stipulated date and time as indicated on the "Invitation to Bid" cover page,
3. Documentation must be provided in the correct format and presented as original documents,
4. Bidders must complete the bid pricing schedule using the excel format provided and ensure that it is included as part of the response documentation pack in the correct format as an original document,
5. Bidders are required to record each line-item price directly within the designated ERP system as part of their submission.
6. Please use the link to attain the "Sourcing Supplier User Guide" to enable your company to navigate the system: <https://www.sita.co.za/content/erp-isupplier-ecatalogue-guidelines>

All queries to this bid must be submitted in writing to the following email address:  
[Donald.Selahle@sitaco.co.za](mailto:Donald.Selahle@sitaco.co.za)

Yours sincerely



**Mphikeleli Radebe**  
**Manager: Strategic Clients**

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