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Our Ref: 1107_WO93807 v1.0
Enquiries: Aletta Tshileu
Tel: +27 79 7553724
Date: 2026-05-05

Deputy Director General: Corporate Service
DEPARTMENT OF WATER AND SANITATION
Private Bag X313
Pretoria
0001

Dear Ms. ONV Fundakubi

QUOTATION FOR SITA MANAGEMENT FEE FOR BID SSP6204-2025

1. Introduction

This quotation serves to inform the Department of Water and Sanitation that SITA has recommended the award of bid SSP6204-2025 for the Electronic Employee File Tracking Software and Hardware with Maintenance and Support for a period of three (3) years with the amount of R772 758.31 (VAT including) to Metrofile (Pty) Ltd (2003/016054/07).

2. Background

As outlined in the procurement letter dated 09 April 2024, issued within the prescribed 10-day period and including the management fee structure, SITA shall invoice the department an amount equivalent to 5% of the bid transaction value.

3. Financial Implications

Description	Total
5% SITA Management Fee	R33 598.19
Total Excluding VAT	R33 598.19
VAT 15%	R5 039.73
Total Including VAT	R38 637.92

General Pricing Notes:

- On acceptance of this quote, a government order for **R38 637.92** (including VAT) must be provided by the department. Should the Government order not be received within 30 days, SITA reserves the right to issue an invoice for the services rendered.
- This quotation is valid until **05 June 2026**.
- All invoices are to be settled within 30 days as per the section for "Approval of expenditure" of the PFMA [Section 38(1) (f) and 76(4) (b)].

Non-Executive Directors:

Ms Sedzani Mudau (Chairperson), Mr Willie Vukela, Mr Willie Mathebula, Adv. Johannes Collen Weapond,

Mr Omega Shelembe

Executive Directors:

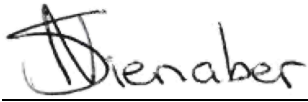
Mr Magatho Mello (Managing Director), Ms Carmen Le Grange (Interim Chief Financial Officer)

Company Secretary:

Ms. B Laka

Should there be any questions relating to the status of the request, kindly engage the CRM assigned to the department.

Sincerely,



Sandra Nienaber
Acting Head of Department: Products, Services and Solutions
SITA

5 May 2026

Date

On behalf of the Department of Water and Sanitation and duly
authorised thereto

Date