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Our Ref: 1107_WO93807 v2.0
Enquiries: Aletta Tshileu
Tel: +27 79 7553724
Date: 2026-06-05

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 inclusive) 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 **03 July 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:

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:

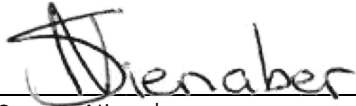
Mr. Magatho Mello (Managing Director), Ms. Carmen Le Grange (Interim Chief Financial Officer)

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 June 2026

Date

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

Date