



SITA SOC Ltd, 459 Tsitsa Street, Erasmuskloof, Pretoria, South Africa • PO Box 26100, Monument Park, 0105, South Africa
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Our Ref: WO70695
Enquiries: Aletta Tshileu
Tel: +27 79 755 3724
Date: 2025-10-31

Acting Director: ICT Applications and Business Solutions

DEPARTMENT OF WATER AND SANITATION

Private bag X313

Pretoria

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Dear Ms. T. Gabela

RE: REQUEST TO PROCURE AN ELECTRONIC FILE TRACKING SYSTEM FOR HUMAN RESOURCES REGISTRY

SITA hereby acknowledges receipt of the tasking letter dated 03 September 2025, and SCM required documentation received on 29 October 2025, from the Department of Water and Sanitation, for the procurement of the Electronic File Tracking System for the Human Resources Registry.

A service request was registered on the SITA Information Technology Service Management System with Reference Number: WO70695.

SITA conducted a preliminary assessment of your request to ensure adherence, in accordance with SITA Procurement directives and all relevant legislative requirements, for SITA to proceed with the request to ensure compliance, it was established during this process that the proof of investment, for example Contract or Purchase Order is outstanding.

To expedite the procurement process, SITA hereby requests that DWS submit the required documentation at the earliest possible chance.

Please note that the anticipated duration to complete the procurement event, based on the estimated value of R700 000.00, is 90 working days. This timeline will commence from the date of Bid Specification approval.

RESTRICTED

SITA will be recovering for the effort spent in the fulfillment of DWS's procurement request as per the table below.

Agency and drop-shipment transactions mark-up				
		SITA <u>contracts</u> on behalf of the customer (Drop-shipment)	<u>Annual renewal</u> of existing contracts (Licenses)	SITA <u>recommends</u> to the customer (Agency)
<i>Bids Below</i>	<i>R10 000 000</i>	6%	4%	5%
<i>Bids Over</i>	<i>R10 000 000</i>	5%	3%	4%
<i>Bids Over</i>	<i>R30 000 000</i>	4.5%	2.5%	3.5%
<i>Bids Over</i>	<i>R50 000 000</i>	4%	2%	3%
<i>Bids Over</i>	<i>R100 000 000</i>	3.5%	2%	2.5%

Should you have any questions regarding this request, please contact the Client Relationship Manager (CRM) assigned to the DWS, Ms. Aletta Tshileu, at **079 755 3724**.

You are kindly requested to sign the acknowledgment of receipt of this letter and return a copy to your CRM.

Yours sincerely,



31 October 2025

Ms. Reshoketswe Monareng
Senior Manager: SPCHD Cluster

Date:

Acknowledgement of Receipt on behalf of the Department.

Signature on behalf of the department



13/11/2025

Full Names: Date: **Ms. Tozama Gabela**

Date:

Title: Acting Director: ICT Applications and Business Solutions

Non-Executive Directors:

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

Executive Directors:

Mr. G Reddy (Managing Director Acting), Mr. MK Kgauwe (Chief Financial Officer)

Company Secretary:

Ms. B Laka