



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

QUESTIONS AND ANSWERS TO BIDDERS

DESCRIPTION	RFB 3185/2025: Request for Bid for the acquisition of suitable office Space for SITA Bloemfontein through an operating lease agreement for a period of five (5) years.
DATE	13 January 2026

THIS DOCUMENT SERVES TO ADDRESS QUESTIONS RAISED BY BIDDERS FOLLOWING THE BRIEFING SESSION. IT MUST BE READ IN CONJUNCTION WITH THE BID SPECIFICATION. ALL RESPONSES ARE ISSUED IN ACCORDANCE WITH SUPPLY CHAIN MANAGEMENT (SCM) PRINCIPLES AND IN FULL COMPLIANCE WITH THE PUBLIC FINANCE MANAGEMENT ACT (PFMA) AND SITA POLICIES.

1. When is the current lease expiring?

Answer: There is currently no lease in place.

2. When is the anticipated occupation date?

Answer: Occupation will commence once the Supply Chain Management (SCM) process has been finalised.

3. Where are the current SITA offices located in Bloemfontein? Please provide the address.

Answer: Fidel Castro Building, 1st Floor, Miriam Makeba Street, Bloemfontein (SITA Offices).

4. Can a bidder propose multiple properties to SITA? If so, how should this be submitted?

Answer: Yes. Bidders may propose multiple properties; however, each property must be submitted as a separate and complete bid submission, fully compliant with the bid specification requirements.



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5. The bid validity period is 200 days. What happens if the bid is not finalised within this period?

Answer: Should the bid not be finalised within the 200-day validity period, SITA will issue a formal request for an extension of validity to all responsive bidders. Bidders will have the discretion to either accept the extended validity period or formally withdraw their bids.

6. If a bidder has submitted a bid and, while the evaluation process is still underway, another client wishes to occupy the space, may the bidder withdraw?

Answer: Yes. A bidder may withdraw its bid by submitting a formal written notice to SITA, clearly indicating its intention to withdraw the bid from the evaluation process.

All other terms and conditions of the bid remain unchanged.

Issued by:

Sbongile Gwala

SCM-Buyer: State Information Technology Agency (SITA)