



SITA SOC Ltd, 459 Tsitsa Street, Erasmuskloof, Pretoria, South Africa • PO Box 26100, Monument Park, 0105, South Africa
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Our Ref: RFB 2308/2020
Enquiries: Mogau Sebothoma
Tel: 012 482 2061
Date: 11 November 2020

Request for Bid:

Prospective Bidders

RFB 2308/2020: The appointment of a service provider for the supply of Electronic Document Delivery system for a period of three (3) years.

Bidders are invited to submit tender for RFB 2308/2020: The appointment of a service provider for the supply of Electronic Document Delivery system for a period of three (3) years.

The Closing Date for bid submission is 11 December 2020 11:00AM.

Bidders should ensure that Bids are delivered in time at **Pongola in Apollo, SITA Head Office, 459 Tsitsa Street, Erasmuskloof, Pretoria.**

The bid box is accessible 24 hours a day, 7 days a week. If the bid is **late**, it will be stamped, recorded and returned to the bidder within seven (7) days from the bid closing date.

Public Opening will be held on **11 December 2020 at 12:00PM** at **Pongola in Apollo, SITA Head Office, 459 Tsitsa Street, Erasmuskloof, Pretoria.**

The published bid document is packaged as follows:

Bidders must submit their bid response as follows and must tick in the box to confirm if the bid response is submitted as such:

Mr O. Shelembe: **Acting Chairman**; Mr L. Keyise: **Executive Caretaker**; Mr A. Pretorius: **Acting Chief Financial Officer**
Ms. V. Xaxa: **Company Secretary**

Manner of submission	Bidder to tick ✓ to indicate that the bid response has been submitted in this sequence
One (1) Original hard copy excluding pricing which must be submitted in a separate envelope;	
One (1) Hard Copy excluding pricing which must be submitted in a separate envelope;	
Two (2) Electronic copies on compact disk (CD) in Portable Document Format (PDF) of the RFB Document, and Technical/ Functional Response	
Two (2) Electronic copies on compact disk (CD) in Portable Document Format (PDF) of the Pricing only	

It is the Bidder's responsibility to ensure that the information on the electronic copy is the same as in the hard copies, also, information in the original file must also be the same as in the copied file. To ensure that the electronic copies are not damaged, the bidder must submit the CDs in a sealed padded envelop and it must be attached to the hard copy and be clearly marked as follows: RFB Number, RFB Description, RFB Closing Date and the Bidder's Name and contact Details including Postal Address.

The original copy must be **signed in ink** by an authorised employee, agent or representative of the bidder and each and every page of the proposal shall contain the initials of same signatories. Bidders shall submit proposal responses in accordance with the prescribed manner of submission as specified above.

All queries to this bid must be submitted in writing to the following email address: responsible Mogau.sebothoma@sita.co.za

Yours sincerely

Approved / ~~Not Approved~~:

D Ravele

Denga Ravele

Senior Manager: Tactical Sourcing (Acting)

Cc: SITA Tender Office

12/11/2020

Date