



Invitation for Request for Bids (RFBs):

Prospective Bidders

Bidders are invited to submit bids for the **Provision of Captiva and Opentext Documentum Licenses with Maintenance and Support for the South African Police Service (SAPS) for a period of 36 months with an option to terminate after 18 months.**

A Non-Compulsory Vendor Briefing Session to be held as follows:

NON-COMPULSORY BRIEFING SESSION:

DATE: 30 November 2020

TIME: 11:00 AM

VENUE: Jitsi

The **Closing Date** for bid submission is **11 DECEMBER 2020 at 11:00am.**

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

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

Manner of submission	Bidder to tick √ to indicate that the bid response has been submitted in this sequence
1 Original hard copy (inclusive of everything)	
1 Hard Copy (inclusive of everything)	
2 USBs for Part A of the Bid Document	
2 USBs for Part B (Pricing/Costing) of the bid document	

RFB 2295-2020: PROVISION OF CAPTIVA AND OPENTEXT DOCUMENTUM LICENSES WITH MAINTENANCE AND SUPPORT FOR THE SOUTH AFRICAN POLICE SERVICE (SAPS) FOR A PERIOD OF 36 MONTHS WITH AN OPTION TO TERMINATE AFTER 18 MONTHS.

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 files. To ensure that the electronic copies are not damaged, the bidder must submit the USBs 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:

Muditambi.Gangazhe@sita.co.za

Yours sincerely


.....
Mpumelelo Nhlangulela
Senior Manager: Strategic Sourcing
Cc: SITA Tender Office