



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

Our Ref: RFB 2533-2021
Enquiries: Reuben Voster
Tel: 051 409 5102
Date: 21 January 2022

PROSPECTIVE BIDDERS

RFB 2533-2021 (INC21724499) Appointment of a Service Provider for the provision of 24 hours Physical Security at SITA FS Bloemfontein offices for a period of thirty-seven (37) months.

Bidders are invited to submit tender for RFB 2533-2021 (INC21724499) Appointment of a Service Provider for the provision of 24 hours Physical Security at SITA FS Bloemfontein offices for a period of thirty-seven (37) months.

Non-Compulsory Briefing session to be held as follows:

Date: 28 January 2022

TIME: 11:00 am

VENUE: Virtual - Microsoft Teams

kindly RSVP (reuben.voster@sita.co.za) before 26 January 2022 at 16h30 pm via email for the link

The **Closing Date** for bid submission is **11 February 2022**.

Notes to the bidders:

- You must ensure that you are registered on the CSD and that all your company details have been updated on the CSD.
- The following will apply for this Bid:

- **CLOSING OF BIDS**

Bidders must submit their Bid responses through TENDER OFFICE, PONGOLA IN APOLLO, 459 TSITSA STREET, ERASMUSKLOOF, PRETORIA (HEAD OFFICE) at 11h00 am on the Bid Closing date.

Mr L Keyise: **Interim Managing Director and Executive Director**
Mr MK Kgauwe: **Chief Financial Officer and Executive Director (seconded)**,
Mr A Pretorius: **Chief Financial Officer (Acting) and Executive Director**
Ms M Le Roux: **Company Secretary (Acting)**

- **ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS**

Submission of bid response: The bidder has submitted a bid response documentation pack –

- (i) that was delivered at the correct address and within the stipulated date and time as specified in the “Invitation to Bid” cover page, and;
- (ii) in the correct format as one original document.

- **BID PRICING SCHEDULE**

Bidders will complete the bid pricing schedule in the Excel spreadsheet format provided, include this as part of the submission documents.

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:

Manner of submission	Bidder to tick ✓ to indicate that the bid response has been submitted in this sequence
Responses through TENDER OFFICE, PONGOLA IN APOLLO, 459 TSITSA STREET, ERASMUSKLOOF, PRETORIA (HEAD OFFICE) at 11h00 am on the Bid Closing date	

All queries to this bid must be submitted in writing to the following email address: **reuben.voster@sita.co.za**.

Yours sincerely



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Athini Ndungane
(Acting) Procurement Manager