



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 2857/2023
Enquiries: Pitsi Mashamaite
Tel: +27 12 291 8012
Date: 2024-03-13

PROSPECTIVE BIDDERS

RFB 2857-2023: PROVISION OF CLEANING AND HYGIENE SERVICES AT SITA LIMPOPO OFFICES FOR A PERIOD THIRTY-SIX (36) MONTHS

Bidders are invited to submit tender for RFB 857/2023: Provision of cleaning and hygiene services at SITA Limpopo offices for a period thirty-six (36) months.

Non-Compulsory virtual briefing session will be held as follows:

Date: 22 March 2024

Time: 11:00 am (South African Time)

Place: Virtual- through Microsoft Teams

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 397 834 620 054

Passcode: AMagTS

[Download Teams](#) | [Join on the web](#)

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The **Closing Date** for bid submission is **8 April 2024 @ 11:00 am (South African Time)**.

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 to:

SITA Tender Office-459 Tsitsa Street, Erasmuskloof, Pretoria, 0105

ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS

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

Non-Executive Directors:

Mr K Pillay (Chairperson), Ms L Petlele (Deputy Chairperson), Ms N Pietersen, Ms K Sibanda,
Ms L Abrahams (Dr), Mr M Mnisi, Mr L Keyise, Ms L Mseme, Ms R Naidoo

Executive Directors:

Mr S Dzungwa (Managing Director: Acting) Mr MK Kgauwe (Chief Financial Officer),
PH Attorneys (Company Secretary: Acting)

- (a) Bidders must submit an original proposal in hard copy and an electronic version of the original using a flash drive (USB);
- (b) The proposal must be signed by an authorised employee, agent or representative of the bidder. The proposal must bear the initials of the signatory at the bottom of every page as an indication that the bidder has familiarised itself with the terms and conditions of this RFB document;
- (c) Faxed or e-mailed bids will not be accepted;**
- (d) Bidders shall submit proposal responses in accordance with the prescribed manner of submission as specified in this document. Failure to comply with the bid submission requirements will lead to disqualification;
- (e) Bidders are required to submit all returnable documents/information together with their Bids/proposals on or before the closing time and date of the Bids/proposals;
- (f) All services supplied in accordance with the bidder's proposal must be in accordance with all applicable legal requirements in terms of South African law, policies and regulations;
- (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 and bidder to fill information on the yellow areas only.

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
1 Original hard copy (inclusive of RFB Document, Annexure 1 and SBD3-Price Response)	
One (1) electronic copies in USB in Portable Document Format (PDF). -(inclusive of RFB Document, Annexure 1-Bid Specification and SBD3-Price Response)	

All queries to this bid must be submitted in writing to the following email address:

Pitsi.mashamaite@sita.co.za

RESTRICTED

Yours sincerely



14/03/2024

Mantsie Mabiletsa

Procurement Manager (Acting): Northern Region

Non-Executive Directors:

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Ms L Abrahams (Dr), Mr M Mnisi, Mr L Keyise, Ms L Mseme, Ms R Naidoo

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