



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 2869/2024
Enquiries: Lelethu Manciya
Tel: 012 482 3293
Date: 06 May 2024

PROSPECTIVE BIDDERS

RFB 2869/2024 - RENEWAL OF OPENTEXT EDOCS SOFTWARE ANNUAL SUBSCRIPTION LICENSES, MAINTENANCE, AND SUPPORT FOR THE PRESIDENCY OF THE REPUBLIC OF SOUTH AFRICA FOR A PERIOD OF (3) YEARS.

Bidders are invited to submit tender responses for **RFB 2869/2024: Renewal of OpenText eDOCS software annual subscription licenses, maintenance, and support for the presidency of the republic of South Africa for a period of (3) years.**

NOTE: NON - COMPULSORY BRIEFING SESSION IS APPLICABLE FOR THIS BID AS FOLLOWS:

Date: 14 May 2024
Time: 11:00AM (South African Time)
Venue: Click here to join meeting ([Join the meeting now](#)) or Request lelethu.manciya@sita.co.za for RSVP

The **Closing Date** for bid submission is **31 May 2024**.

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, 459 Tsitsa Street, Erasmuskloof, Pretoria, 0105 at 11h00am on the Bid closing date 31 May 2024.

- **ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS**

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

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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),
Ms Bridget Laka (Company Secretary)

(i) that was delivered at the correct physical or postal 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, two copies and a copy on memory stick.

- BID PRICING SCHEDULE

Bidders will complete the bid pricing schedule in the Excel spreadsheet format provided, include this as part of the hard copy submission documents as well as a memory stick.

The published bid document is packaged as follows:

Bidders must submit their bid responses 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
One (1) Original file inclusive of RFB Document, Technical/ Functional Response and Pricing/ Costing.	
One (1) Hard copy inclusive of RFB Document, Technical/ Functional Response and Pricing/ Costing.	
One (1) Electronic copy on USB in Portable Document Format (PDF) of the RFB Document, and Technical/ Functional Response.	
One (1) Electronic copy on USB in Portable Document Format (PDF) of the Pricing/ Costing	
Responses through the tender box at Erasmuskloof (459 Tsitsa Street) at 11h00am on the Bid closing date 31 May 2024	

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

Yours sincerely



Andile Ngxoza
Senior Manager: Basic & Tactical Sourcing
Cc: SITA Tender Office

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