



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 3257-2026/ERP
421015
Enquiries: Athini Ndungane
Tel: +27 21 442 8545
Date: 23 June 2026

REQUEST FOR BID

PROSPECTIVE BIDDERS

RFB 3257-2026/ERP 421015 -REQUEST FOR BID FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR A SUITABLE OFFICE SPACE FOR SITA EAST LONDON THROUGH AN OPERATING LEASE AGREEMENT FOR A PERIOD OF FIVE (5) YEARS

Bidders are invited to submit tender for RFB 3257-2026/ERP 421015.

The **Publication Date** for the RFB is **23 June 2026** and the **closing date** for RFB submission is **16 July 2026** at 11:00am. A **non-compulsory** virtual briefing session will be held on **07 July 2026** at 11:00am on this link <https://teams.microsoft.com/meet/342997807448198?p=I2GOKbJLHO4GTHQZvc>

1. Notes to the bidders:

Bidders must ensure they are registered on the Central Supplier Database and that all its company details have been updated on the CSD.

The following will apply for this Bid:

- **CLOSING OF BIDS** - Bidders must submit their Bid responses at https://suppliers.sita.co.za/OA_HTML/AppsLocalLogin.jsp
- **BID PRICING SCHEDULE** - Bidders will complete the bid pricing schedule in the Excel spreadsheet format provided.

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
The SITA-Supplier Oracle ERP portal is accessible on the URL link as follows: https://suppliers.sita.co.za/OA_HTML/AppsLocalLogin.jsp	<input type="checkbox"/>

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

Yours sincerely


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Yandiswa Citi
Procurement Manager
CC/ Tender office

Non-Executive Directors:

Prof Stella Bvuma (Chairperson), Ms. Siphumelele Dlungwane, Ms. Zimbini Hill, Ms. Nalini Maharaj, Mr. Willie Mathebula, Mr. Protas Phili, Mr. Rendani Ramabulana, Mr. Willie Vukela, Adv Johannes Collen Weapond

Executive Directors:

Mr. Magatho Mello (Managing Director), Ms. Carmen Le Grange (Interim Chief Financial Officer)

Company Secretary:

Ms. B Laka