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Our Ref:	RFB 3299 -2026
ERP Number:	RFB 534010
Enquiries:	Teboho Ndhlovu
Tel:	012 367 3834

PROSPECTIVE BIDDER

RFB 3299-2026/ ERP RFB **534010**: REQUEST FOR BID FOR THE PROCUREMENT OF SECURITY ACCESS CARDS, ACCESS CARD MATERIALS AND THE CLEANING KIT OF THE SMART CARD PRINTER FOR A PERIOD OF FIVE (5) YEARS.

Prospective Bidders are invited to submit quotations for: RFB 3299-2026: Request for bid for the procurement of security access cards, access card materials and the cleaning kit of the smart card printer for a period of five (5) years.

Please note that RFB 3299-2026/ ERP RFB 534010 will be required to be submitted electronically utilizing the link below, SITA has embarked on a journey on enabling Supply Chain Management wherein bid responses are to be published and submitted electronically using the ERP System.

Note that this request is authentic and bidders are encouraged to participate in the Automation project.

The link to access the ERP is below:

https://suppliers.sita.co.za/OA_HTML/OA.jsp?page=/oracle/apps/pos/onboard/webui/ProspRegPG&OA_HP=POS_GUEST_REG_HP&OASF=POS_SUPPREG_REGISTER&OAPB=POS_ISP_BRAND&oid=CB0FA7C16C8D33F8

The **closing date** for bid submission is **17 November 2026** at **11h00am**.

Notes to the bidders:

The following will apply for this Bid:

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. Yolande van Biljon (Chief Financial Officer)

Company Secretary:

Ms. Shirley Kgope (Acting)

ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS

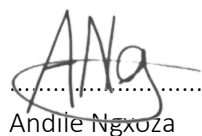
Submission of bid response:

Bidders are required to submit a complete bid response documentation pack that meets the following conditions:

1. Bidders must ensure that they are registered on the CSD and ensure that all company details are updated on the CSD.
2. The bid response must be submitted through the ERP system. Responses will only be considered valid if submitted via the ERP platform, within the stipulated date and time as indicated on the "Invitation to Bid" cover page,
3. Documentation must be provided in the correct format and presented as original documents,
4. Bidders must complete the bid pricing schedule using the excel format provided and ensure that it is included as part of the response documentation pack in the correct format as an original document,
5. Bidders are required to record each line-item price directly within the designated ERP system as part of their submission.
6. Please use the link to attain the "**Sourcing Supplier User Guide**" to enable your company to navigate the system: <https://www.sita.co.za/content/erp-isupplier-ecatalogue-guidelines>

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

Yours sincerely

A handwritten signature in black ink, appearing to read 'ANG', followed by a horizontal dotted line.

Andile Ngxoxa

Senior Manager: Tactical and Basic Sourcing