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: RFB3310-2026/ERP 554011
Enquiries: Audrey Baloyi
Tel: 012 367 3339

PROSPECTIVE BIDDER

RFB 3310-2026/ERP 554011: THE APPOINTMENT OF A SERVICE PROVIDER TO SUPPLY, INSTALL, AND CONFIGURE TWENTY-EIGHT (28) JAVS RECORDER 9 COURT RECORDING TECHNOLOGY (CRT) SOLUTIONS INCLUDING MAINTENANCE AND SUPPORT FOR A PERIOD OF THIRTY-SIX (36) MONTHS.

Prospective Bidders are invited to submit quotations for: RFB 3310-2026/RFB 554011- The appointment of a service provider to supply, install, and configure twenty-eight (28) JAVS Recorder 9 Court Recording Technology (CRT) solutions including maintenance and support for a period of thirty-six (36) months.

Please note that RFB 3310-2026/RFB 554011 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:

Login

The closing date for bid submission is 08 December 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)
Acting Company Secretary:
Ms. Nontobeko Hendrick

ADMINISTRATIVE PRE-QUALIFICATION REQUIREMENTS

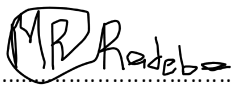
Submission of bid response:

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: audrey.baloyi@sita.co.za

Yours sincerely



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Mphikeleli Radebe
Manager: Strategic Clients