INVITATION TO BID

PSiRA invites suitable service providers to submit bids for the following services:

Bid No.	Description	Preference Point System	Bid Document Fee	Closing Date
PSiRA/2025/RFB/26	APPOINTMENT OF A SERVICE PROVIDER FOR THE IMPLEMENTATION AND MAINTENANCE OF THE ELECTRONIC RECORDS AND DOCUMENT MANAGEMENT SYSTEM FOR A PERIOD OF 36 MONTHS.	**80/20**	No Fee	09 April 2026 @ 11h00

Collection of Bid Document

Bid Documents will be made available from PSiRA Website and National Treasury; Office of Chief Procurement Officer, e-tender website.

Submission of Bids:

Sealed and clearly marked bids (indicating the Bid Reference No. i.e. PSiRA/2025/RFB/XX) must be deposited in the PSiRA Head Office tender box located at the following address before the closing date: 420 Witch Hazel Avenue, Eco Glades, Block B2 - Eco Park, Centurion, Pretoria

Opening of bids:

Received bids will be opened in public on the closing date at 11h30.

Please Note:

- Virtual Compulsory Briefing Session: 24 March 2026 at 10:00
- Briefing session link:
https://teams.microsoft.com/l/meetup-join/19%3ameeting_MTYyM2JmYjUtYzk4OS00MzJlLWFkYzgtODQwOTBlZWZiZDQ1%40thread.v2/0?context=%7b%22Tid%22%3a%223ebbb76c-63ea-4470-ac2b-f6370b3b7690%22%2c%22Oid%22%3a%226948adeb-931f-4898-895b-341480d8783a%22%7d

- Bids should be submitted at the correct address, before or on the closing date and time. No late bids will be accepted under any circumstances. Only original bid documents will be accepted. No e-mailed or posted copies will be accepted. Bidders may make use of courier services and have to confirm bid acknowledgement with SCM office, (before the closing date).

Minimum Requirements: All compulsory forms contained in the bid documentation must be completed and signed in full. National Treasury CSD (Central Supplier Database Report) must be attached. Failure to comply with the above-mentioned conditions may invalidate your bid.

Enquiries: **bids@psira.co.za** **OR** Supply Chain Management Office at 012 003 0524/0519

PSiRA is not obliged to accept the lowest or any bid thereof and reserves the right to withdraw this bid.