



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: **Mandatory  
Documentation**  
Enquiries: CRM  
Tel: +27 12 482 3000  
Date: 14 November 2023

ACCOUNTING OFFICERS  
ACCOUNTING AUTHORITIES OF PUBLIC ENTITIES  
CHIEF FINANCIAL OFFICERS OF DEPARTMENTS AND PUBLIC ENTITIES  
GOVERNMENT INFORMATION TECHNOLOGY OFFICERS  
HEADS OF SUPPLY CHAIN OF DEPARTMENTS AND PUBLIC ENTITIES  
CHIEF INFORMATION SECURITY OFFICERS IN GOVERNMENT

Dear Sir/Madam

**RE: IMPORTANT NOTICE - MANDATORY DOCUMENTATION (AGENCY TRANSACTIONS)**

This communication aims to raise **awareness** of the mandatory documentation that must be submitted to SITA when procuring through SITA (specifically for Agency transactions).

**1) What does the Agency transactions represent?**

Agency transactions represent the scenario whereby SITA procures goods and services on behalf of its Clients i.e. to procure Routers, Switches, Software Licences etc.

**2) Which mandatory documentation must be submitted to SITA?**

<b>Mandatory Documentation</b>	<b>Must be Submitted</b>
(a) Departments/Client Tasking Letter to SITA;	
(b) An Approved Business Case;	
(c) Departments/Client Budget Confirmation Letter;	
(d) Bid Specification Document (SITA Template);	
(e) Price Response Sheet (SITA template);	
(f) Demand Checklist (SITA template);	
(g) An approved Brand motivation (applicable only if Brand specific is required); and	
(h) Motivation letter for the Sole Source or Single Source Procurement (if applicable in cases of Sole Source or Single Source procurement is required).	

**Non-Executive Directors:**

Mr K Pillay (Chairperson), Ms L Petelele (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:**

Dr BA Mabaso (Managing Director) Mr MK Kgauwe (Chief Financial Officer),  
Mr T.V Mphaphuli (Company Secretary: Acting)

RESTRICTED

**RE: IMPORTANT NOTICE - MANDATORY DOCUMENTATION (AGENCY TRANSACTIONS)**

**3) Do you know what are the implications of incomplete documentation for procurement (Agency transaction)?**

**Results in the following being experienced:**

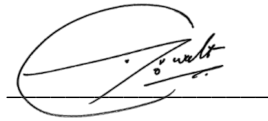
- (a) Sub-standard, inferior goods, or services that does not fully satisfy the requirements/needs of the client being delivered.
- (b) Non-compliance in the procurement processes and audit findings resulting in delays.
- (c) Cancellation of the procurement processes, which will have negative impact on the image of Client and service delivery.

**4) For more information**

If you do not have the SITA templates, please contact your Client Relationship Manager (CRM) to assist you.

Our partnership is extremely valuable to us.

Yours Sincerely,

A handwritten signature in black ink, appearing to read 'Fanie van der Walt', is written over a horizontal line.

**Fanie van der Walt**

**HOD: Demand Management**

**Supply Chain Management**

**SITA**