



MAKING IT HAPPEN TOGETHER

ITHALA DEVELOPMENT FINANCE CORPORATION LIMITED

BID NO. RFP 115/11

APPOINTMENT OF A SERVICE PROVIDER FOR OFFICE AUTOMATION SERVICES AND SOLUTIONS

Proposals are hereby invited to provide a solution that will meet Ithala's print, copy, scan and fax requirements, at the same time implementing efficiencies that will ensure continuous service to Ithala's customers at all branches and service centres and standardized support and maintenance model for multifunction devices across the organization.

Prospective bidders are requested to attend a compulsory briefing session which will be held at Ithala Corporate Services Centre, 17 Isilo Drive, Umlazi on Thursday, 10 November 2011 at 11h00.

Bid documents will be available from Monday to Friday between 09h00 and 15h00 from Monday 07 November 2011 upon payment of a non-refundable fee of R250.00 strictly cash including vat.

Bid documents can be collected from:

Ithala Corporate Services Centre
17 Isilo Drive
V1317 Umlazi
P O Umlazi
4031

All enquiries may be addressed to: Mr Sabelo Mkwae, Tel: (031)907 8943, e-mail: smkwae@ithala.co.za

Closing date and time of this bid is Monday 21 November 2011 at 14h00.

Bids must be submitted in a sealed envelope, clearly labelled:

"BID NUMBER: RFP 115/11 - APPOINTMENT OF A SERVICE PROVIDER FOR OFFICE AUTOMATION SERVICES AND SOLUTIONS"

Bids must remain open for acceptance for a minimum of ninety (90) days, whilst the conditions of the bid pertaining to this contract are reflected in the appropriate documentation.

Bids must be placed in the bid box in the foyer of Ithala Corporate Services Centre Offices, Umlazi, before the aforementioned closing date and time.

Preference will be given to bidders who are in compliance and rated in terms of BBBEE.

Ithala does not bind itself to accepting the lowest or any bid.