



Invitation to Bid

Bid No: RFP 01/18

Ithala Development Finance Limited seeks to solicit the services of a service provider for the appointment of a specialist agency for creative, brand, marketing and communication services at Ithala Development Finance Corporation Limited.

Evaluation method for Bid RFP 01/18 will comprise of three (03) stages of evaluation: Stage One (01): Administrative compliance, Stage Two (02): Functionality. Functionality for points allocation will be evaluated and scored out of 100 points. Bidders should score a minimum of 70% (70 points) in order to be considered for further evaluation and Stage Three (03) will be Price and B-BBEE (80/20).

The physical address for collection of bid document is Ithala Development Finance Corporation Limited, 29 Canal Quay Road (for GPS use 29 Signal Road), Point Waterfront, Durban.

Bid documents will be available from Monday, 11 June 2018 to Friday, 15 June 2018, during office hours between 09:00 to 16:00; once a non-refundable fee of R300.00 has been paid into the Ithala Corporate Finance Account, namely ABSA, Branch Code: 634/926, Account Number: 4052677334, Reference No: RFP 01/18 and the name of the bidder. NB: No bid documents will be sold after 16:00 on Friday, 15 June 2018.

Briefing Session:

A compulsory briefing session meeting will be held as follows:

Date	Time	Site
Monday, 18 June 2018 NB: Compulsory	11:00	6th Floor Boardroom, Ithala Trade Centre, 29 Canal Quay Road (for GPS use 29 Signal Road), Point Waterfront, Durban

Submission: The proposals must be submitted in sealed envelopes delivered at Ithala, 29 Signal Road (GPS use 29 Signal Road), Point, Durban and should be deposited in the box (labelled tenders) located at the reception.

The closing time for receipt of tenders is Wednesday, 4 July 2018 at 14:00.

Telegraphic, telephonic, telex, facsimile, e-mail and late tenders will not be accepted. It is important to note that all bids lodged will be examined to determine compliance with the bidding requirements and conditions. Bids with obvious deviation from the requirements, will be eliminated.

Technical and administrative queries relating to these documents may be addressed in writing only, quoting Bid No: RFP 01/18, for attention: Supply Chain Management Unit by e-mail: smqana@ithala.co.za/tenders@ithala.co.za or contact Slindile Mqana at (031) 907-8698.

Bids may only be submitted on the original bid documentation that is issued by Ithala written in black ink. This bid document may not be reproduced.

Ithala does not bind itself to accept the lowest or any bid and considers any bid for appointment.