



**RFI 04 - 2022/23**

**EXPRESSION OF INTEREST:**

**EXPRESSION OF INTEREST TO BE INCLUDED INTO A PANEL OF STATIONERY AND OFFICE MATERIAL & EQUIPMENT WHOLESALERS FOR THE SUPPLY AND DELIVERY OF SUCH EQUIPMENT AND MATERIALS FOR A PERIOD OF FIVE (5) YEARS, WITH AN OPTION TO RENEW FOR A FURTHER PERIOD OF TWO (2) YEARS**

**CLOSING DATE: 16 AUGUST 2022 AT 11H00**

**Issued by:**

Ithala SOC Limited  
15th Floor, Delta Towers  
303 Dr Pixley KaSeme Street  
Durban

**Procurement Enquires:**

Supply Chain Management Unit  
Email: [svmsibi@ithala.co.za](mailto:svmsibi@ithala.co.za)  
Tel: (031) 366 2579

For any complaints regarding our supply chain management abuses please email [fraudbox@ithala.co.za](mailto:fraudbox@ithala.co.za) or alternatively you can lodge an anonymous complaint at our toll-free hotline at 080 036 2546 or email [ithala@thehotline.co.za](mailto:ithala@thehotline.co.za).

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## PART 1 - LETTER OF INVITATION

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Ithala SOC Limited (Ithala), State Owned Company hereby invites proposals from suitably qualified panel of wholesalers for the supply and delivery of stationery, office materials & equipment for a period of five (5) years, with an option to renew for a further two (2) years. **The required whoesalers must have the brick & mortar shop and have financial capacity to demonstrate full functionality and ability to supply and deliver to Ithala SOC Ltd Head Office and its branches when required to do so.**

Please note the publication is to request the information of your services and offerings with the intention to shortlist or select wholesalers with whom Ithala SOC (Ltd) will enter into Commercial Agreements under the procedures described in this Expression of Interest (Eol) document or which may be extended to the shortlisted candidates.

The Eol consists of the following documents:

- Part 1 – Letter of Invitation
- Part 2 – Instructions
- Part 3 – Eol Requirements
- Part 4 – Financial Proposal
- Part 5 – Evaluation Criteria

In submitting any information or documentation requested above or any other information that may be requested pursuant to this Eol, you are consenting to the processing by Ithala SOC or its stakeholders of your personal information and all other personal information contained therein, as contemplated in the **Protection of Personal Information Act, No.4 of 2013 and Regulations promulgated thereunder (“POPI Act”)**. Further, you declare that you have obtained all consents required by the POPI Act or any other law applicable. Thus, you hereby indemnify Ithala against any civil or criminal action, administrative fine or other penalty or loss that may arise as a result of the processing of any personal information that you submit.

## **PART 2 - INSTRUCTIONS**

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### **2.1 Ithala SOC Limited**

ITHALA SOC Limited is a 100% subsidiary of Ithala Development Finance Corporation, which is a Development Finance institution operating under the umbrella of the Department of Economic Development, Tourism and Environmental Affairs and its sole shareholder being the Provincial Government of KwaZulu Natal (KZN). ITHALA SOC Limited operates within the confines of the KZN Ithala Limited Act, No 5 of 2013.

Ithala is a deposit taking institution, an authorized financial services provider, a registered credit provider and offers savings and loans products. As such Ithala is regarded as an accountable institution in terms of Schedule 1 to the Financial Intelligence Centre Act and must comply with all the prescribed obligations.

### **2.2 Contractual commitment**

This EoI is not a formal bid but an information gathering exercise only. No commitment of any kind, contractual or otherwise is guaranteed or is being promised. But Ithala SOC (Ltd) reserves the right to consider further proposals should the information responses yield positive results for business.

This EoI is an information-gathering and market-testing exercise. All respondents participate herein on the basis that it is providing information voluntarily to strengthen a potentially beneficial process for all stakeholders.

Any or all information submitted by any or all respondents may be used by Ithala SOC Limited, without the necessity of acknowledging the source, and without such entity gaining any rights in respect of such a solution, including but not limited to any intellectual property rights

Any information provided pursuant to this EoI process and any subsequent processes and/or engagement is not confidential but Ithala will use the information only in the course of its process of carrying out an investigation for this commodities.

Ithala may cancel this EoI any time prior to the formal written agreement being executed.

Ithala reserves the right at its sole discretion, and at any time, to amend, deviate from, postpone, discontinue or terminate the transaction/procurement process without incurring any liability whatsoever to any other party.

### **2.3 Submission Format**

Bidders are required to submit a comprehensively detailed interest response in accordance with the submission format specified below and each schedule must be clearly marked.

#### **2.3.1 Cover Page:**

The cover page must clearly indicate the RFI Number, Description and the Name of the Service Provider and should at least cover the following items

#### **2.3.2 Item 1:**

The proposal must cover the following:

- Your understanding of the requirements.
- How the proposed solution will meet Ithala's business requirements.
- Full details of the proposed solution capabilities.

### 2.3.3 Item 2:

Technical Proposal in line with the Technical Evaluation Criteria in Part 5 of this Eol document.

### 2.3.4 Item 3:

Financial/ Price Proposal in line with Part 4 of this Eol document

## 2.4 Submission of Proposals

The closing date for the submission of proposals is **16 August 2022 at 11h00**. Duly completed proposals must be sealed in an envelope that is endorsed with the words “**RFI 04\_2022/23 EXPRESSION OF INTEREST TO BE INCLUDED INTO A PANEL OF STATIONERY AND OFFICE MATERIAL & EQUIPMENT WHOLESALERS FOR THE SUPPLY AND DELIVERY OF SUCH EQUIPMENT AND MATERIALS FOR A PERIOD OF FIVE (5) YEARS, WITH AN OPTION TO RENEW FOR A FURTHER PERIOD OF TWO (2) YEARS.** The envelope must be handed in at the Ithala reception desk located at:

#### Physical address

Ithala SOC Limited  
15<sup>th</sup> Floor, 303 Pixley KaSeme Street  
Durban  
4001

Late or incomplete proposals will not be accepted or considered and any proposal delivered to any address other than the address mentioned above will not be accepted. E-mailed proposals will also be accepted ([tenders\\_Ltd@ithala.co.za](mailto:tenders_Ltd@ithala.co.za)) However; proposers are requested to make one submission only, either a hard copy or emailed copy.

## 2.5 Queries and clarifications

Any additional information required which is not clarified in the specifications must be addressed in writing to ([tenders\\_Ltd@ithala.co.za](mailto:tenders_Ltd@ithala.co.za)). Additional information may be provided at Ithala’s discretion, who reserves the right to provide the same information to all other interested parties, should this enhance the submission.

Ithala reserves the right to request meetings with proposers to clarify responses or seek additional information to refine assessments.

Ithala reserves the right to conduct supplier due diligence prior to shortlisting or any time during this process and this may include site visits and requests for additional information.

## 2.6 Automatic Disqualification

If ever it is found that the bidder or person(s) acting on behalf of the bidder has, in the Eol or during the whole process of evaluation, selection, etc.:

- Misrepresented or altered material information in whatever way or manner;
- Promised, offered or made gifts, benefits to any Ithala employee;
- Canvassed, lobbied in order to gain unfair advantage;
- Committed fraudulent acts; and
- Acted dishonestly and/or in bad faith.

Such bidder and/or person(s) will automatically be disqualified from further participation in this process. Any attempts by the bidders to directly or indirectly canvas any member of Ithala’s personnel for support may result in disqualification of their bid/proposal.

**2.7 Proposal costs**

All costs and expenses incurred by the bidder relating to their participation in, and preparation of this proposal process shall be borne by the bidder exclusively.

**2.8 Validity period**

The proposals should remain valid for at least 90 days after the closing date.

**2.9 Important dates**

Release of Eol	18 July 2022
Last day to request for clarifications	12 August 2022
Closing date for submission of proposals	16 August 2022

**Ithala reserves the right to amend any date specified above. Any changes will be communicated to the interested parties.**

## **PART 3 - EOI REQUIREMENTS**

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### **PROPOSED SOLUTION**

#### **3.1 INTRODUCTION**

Ithala SOC Limited (Ithala) is a wholly owned subsidiary of Ithala Development Finance Corporation (Ithala DFC), which in turn is owned by the KZN Provincial Government.

Ithala is a deposit taking institution, an authorized financial services provider, a registered credit provider and offers savings and loans products. As such Ithala is regarded as an accountable institution in terms of Schedule 1 to the Financial Intelligence Centre Act and must comply with all the prescribed obligations.

#### **3.2 BACKGROUND**

- I. The Public Finance management Act promotes economy, efficiency, effectiveness and transparency in the use of state resources. Consequently, a key duty, amongst others, of the Accounting Authorities in terms of PFMA is to establish and maintain an appropriate procurement and provisioning system which is fair, equitable, transparent, cost-effective and competitive.
- II. In an attempt to keep up with the tenets of the PFMA, Ithala is engaging in an open public expression of interest for the wholesale shops to avail themselves in enabling Ithala to procure stationery and other office material and equipment directly from them.

#### **3.3 SCOPE OF WORK**

Terms of Reference for the inclusion in to a panel of wholesale shop owners for the provision of stationery items, office materials and equipment to Ithala SOC Ltd within KwaZulu Natal.

#### **3.4 BUSINESS STRATEGY**

Ithala has embarked on a redesign, rebuild and remodel strategy to enhance its market position in the banking industry within KZN, which will achieve aggressive customer acquisition during the short to medium term.

In achieving this strategy procurement is tasked with identifying market opportunities to leverage its buying power and thus contribute to cost savings and value proposition for the company. Buying directly from the wholesalers for commodities that are of low value but high volume like stationery and commodities of high value but low volume like office equipment & materials could be of commercial benefit to Ithala.

#### **3.5 PROPOSED SCOPE**

Ithala Seeks to appoint a panel of wholesalers who own shops that will be responsible for the following:

- Enable Ithala to buy directly from them stationery items that will be identified by Ithala in line with what Ithala utilizes for inventory to our business.

- As a corporate business sometimes we require certain corporate items to be procured for the purpose of marketing and branding of our company, as such there are items which we may determine that we need to buy from the wholesale shop, like mugs, bags, rulers, etc. which we may require for them to be branded.
- The wholesalers must enable Ithala to buy some office material & equipment which might be identified as required by business, like office bin, high back chairs, shredders, etc.
- As Ithala is a government institution the wholesaler should enable Ithala to buy on issuance of a Purchase Order (PO) and payment after delivery within 30 days of submission of a valid invoice.
- The wholesale shop being offered for this interest must already be in business owned or already rented by the proposer, **no intentions to rent** will be acceptable because acceptance into the panel does not guarantee a purchase of any item of any quantity and does not intend to promise any purchase of any item or quantity.

## **PART 4 – FINANCIAL PROPOSAL**

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### **4.1. COMMERCIAL PROPOSAL**

The bidder has to undertake full responsibility of providing sound and commercially viable enabling environment that will assist Ithala to achieve targeted cost savings.

The proposer must also enable Ithala to benefit from the sale prices that will be available from the store at the time of purchase.

Ithala must not be subjected to a different pricing structure. The applicable prices will be the same prices as at the time of purchase.

### **4.2. PRICING SCHEDULE**

As this is a panel, no financial proposal is required to be submitted, but a price list of items sold by the store should be provided with unit prices. It is understandable that the prices will only be applicable at the time of purchase.

## PART 5: EVALUATION CRITERIA

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### 5.1 Evaluation of proposals

The purpose of the Eol is to obtain a complete set of salient information pertaining to the bidding parties. The proposals will accordingly be used to evaluate whether, at Ithala's discretion, an interested party qualifies to proceed to the next stage of this process. All bidding parties will be advised in writing of Ithala's decision, which will be final. No correspondence will be entered into pertaining to the evaluation process, the decisions taken and reasons thereof.

### 5.2 Evaluation Criteria

The evaluation will be based on full compliance with the mandatory requirements and the site visit requirements. The evaluation will be conducted in 2 phases, as follows:

#### Phase 1: Mandatory Requirements

All bid responses that do not meet all the Mandatory Technical Requirements will be disqualified, and will not be considered for further evaluation on the Other Technical Requirements. The Mandatory Technical Requirements are as follows:

#	Mandatory Requirement	Comply	Not Comply
1	Company registration documentation as proof of business ownership		
2	Provide proof of business physical address (utility bill or lease agreement)		
3	Inventory list of items sold in the shop relevant to our requirements		
4	Pictures or photos of the front of the shop with visible branding of the shop. Inside of the shop where inventory items can be visible in a neat and organized manner.		

**NB: Please submit a proposal with evidence of the mandatory requirements as stated on the table above.**

### Phase 2 – Physical site visits to the shops

The bidder's proposal should respond comprehensively to the mandatory evaluation criteria. The physical site visits will be conducted to assess the information provided. The site visits evaluation criteria is set out below:

- i. The physical existence of the shop.
- ii. Appearance and aesthetic.
- iii. Management and staff compliment.

### 5.3 Acceptance into the panel

Upon acceptance of the Interest, the proposer will be subjected to registration on Central Supplier's Database as a vendor doing business with the state, should they not be registered.

The bidders will be required to complete and sign the Integrity declaration forms that will be provided by Ithala upon acceptance into the panel.

Ithala SOC reserves the right to accept or not accept the interest proposed

Upon acceptance of the proposal the bidder will be expected to sign a memorandum of understanding between itself and Ithala SOC

Below is a sample of items that are commonly utilized, but the list is not exhaustive

NO.	DESCRIPTION
1.	Arch lever file 25 in a box A4 Size
2.	Coin SEALEX ZIPPER BAGS, -100 mm X 110 mm x 40 MIC, 500 units per pack
3.	Silver KW-TRIO Stapler 76mm, 57122CP or equivalent -can staple 20 pages
4.	Tree line File Fasteners or equivalent, -10 boxes each box has 50 pcs - Size 14.6 x 8 x23.1cm

5.	Hanging Files, 25 in a box
6.	A4 Plastic Sleeves/Jackets, -packed in 100s
7.	Black Bic click medium ballpoint or equivalent  box of 60 units
8.	Folders associated Colours, 5 x 100 sheets per ream
9.	Staples pins Size: 26/6
10.	Red Bic click medium ballpoint or equivalent  box of 60
11.	Duracell AAA Batteries or equivalent Set of 4 in a pack
12.	AS Tidy File, -Ultra yellow -Lightweight files with flap -100 units in a per pack
13.	Clear packaging Tape, 40MMX50MM, 36 rolls in a box
13.	USB 8G
14.	Pilot Black Pen, 120 boxes Each box has 12 units
15	A5 Mandate Filing boxes, 15 in a pack - Kraft in colour - 235L x 85W x 155H
16	Accessible files - 20 in a pack  - Blue in color

17	<p>File fasteners, 50 in a pack</p> <ul style="list-style-type: none"> <li>- 80mm stainless steel file fasteners.</li> <li>- Package dimension - 210 x 150 x 80mm (L x W x H)</li> </ul>
18	Assorted Highlighters –
20	<p>Olivetti Ribbon – Model Machine PR2 Plus</p> <p>- 5 in a box</p>
21	<p>Sticky notes: Pack of 12 x 2 boxes</p> <ul style="list-style-type: none"> <li>- 120X No. 5654 – 01</li> <li>100 Pages 75 x 75 mm</li> </ul> <p>Yellow</p>
23	Ruler 30cm, 20 in a Pack
25	Pencil Stealer: 12 sticks in a pack
26	Pencil Sharpener: Deli Metal one hole
27	Spectrolight tube: GELSA, BLB TUBE – FTL042 T5 BLB 6W
28	<p>Desk cube refills white 100 x 100 mm</p> <p>- ( 10 cube per Box)</p>
29	<p>Rubber band: No. 32</p> <ul style="list-style-type: none"> <li>- of 10 X 100g Packages</li> </ul>
30	Air Duster – Pressurized: 6 in a Pack , 25 boxes =
31	<p>Pilot G-2 Black: 12 Boxes</p> <ul style="list-style-type: none"> <li>- 5 boxes of 12X12</li> </ul>
32	Fixed desk pens 10X30 boxes
34	Magic Tape – Scotch – invisible on most paper 1 roll = 18mm X 50 Meters