



**BID NO: RFB 25/23**

**REQUEST FOR BID:**

**APPOINTMENT OF A SERVICE PROVIDER WITH EXTENSIVE KNOWLEDGE AND HANDS-ON EXPERIENCE IN WRITING, EDITING, PROOFREADING, AND DESIGNING INTEGRATED ANNUAL REPORTS FOR A PERIOD OF THREE (03) YEARS**

**CLOSING DATE: 18 APRIL 2024 @11:00**

**ISSUED BY:**

Ithala SOC Limited  
Kingsmeads Office Park  
North Tower  
28 Somtseu Road  
Durban, 4001

**PROCUREMENT ENQUIRES:**

Supply Chain Management Unit  
Email: [tenders\\_ltd@myithala.co.za](mailto:tenders_ltd@myithala.co.za)  
Tel: 031 366 2500

**Name of Bidder:** .....

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).

**REQUEST FOR PROPOSAL**

**ITHALA SOC LIMITED, KINGSMEADS OFFICE PARK, 28 SOMTSEU ROAD, DURBAN, 4001**

Hereinafter referred to as ("Ithala")

BID NUMBER: **RFB 25/23**

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CLOSING DATE: **18 APRIL 2024**

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TIME: **11h00**

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DESCRIPTION: **APPOINTMENT OF A SERVICE PROVIDER WITH EXTENSIVE KNOWLEDGE AND HANDS-ON EXPERIENCE IN WRITING, EDITING, PROOFREADING, AND DESIGNING INTEGRATED ANNUAL REPORTS FOR A PERIOD OF THREE (03) YEARS**

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MANDATORY BRIEFING:

Yes

No

The attention of bidders is specifically drawn to the provisions of the Conditions of Contract, which are included in the documents. All bids as advertised will remain valid for 120 days from the bid closing date. For any further enquiries, please contact Ithala SOC Limited: [tenders\\_ltd@myithala.co.za](mailto:tenders_ltd@myithala.co.za)

**TABLE OF CONTENTS**

C.1	Tender Notice and Invitation to Tender	04
C.2	Introduction	08
C.3	Conditions of Bid and Contract	09
C.4	Certificate of Authority to Sign a Bid	19
C.5	Procurement Timelines	22
C.6	Terms of Reference	23
C.7	Ithala Price Schedule	27
C.8	Evaluation Process and Criteria	29
C.9	Functionality Evaluation	31
C.10	Tax Clearance Requirements	34
C.11	Integrity Declarations	35
C.12	Preference Claim Form	38
C.13	Deviations from Request for Bid	42
C.14	Bid Summary and Details	43

## C.1 TENDER NOTICE AND INVITATION TO TENDER

### RFB 25/23 - APPOINTMENT OF A SERVICE PROVIDER WITH EXTENSIVE KNOWLEDGE AND HANDS-ON EXPERIENCE IN WRITING, EDITING, PROOFREADING, AND DESIGNING INTEGRATED ANNUAL REPORTS FOR A PERIOD OF THREE (03) YEARS

#### Availability of documents:

Bid documents will be available from Monday to Friday between 08h00 and 16h00 starting on **Monday, 25 March 2024**.

#### Technical and administrative queries:

Queries relating to these documents may be addressed in writing only quoting the Bid No. for attention: Supply Chain Management Unit by email to **tenders\_LTD@myithala.co.za**

#### Submission of Bids:

The proposals may be submitted in sealed envelopes delivered at ITHALA SOC Limited, **28 Somtseu Road North Towers, Kingsmead Office Park, Durban, 4000** and should be deposited in the box located at the reception. Or via Email on **tenders\_LTD@myithala.co.za**, the **RFB number and tender description** MUST be clearly indicated on the subject line of the email. **It is the responsibility of each bidder when submitting by email to submit early and files can be submitted as parts in order to cater for the 10 MB capacity of the email. A “we transfer” link is acceptable or any other form of electronic submission, provided the information email is sent before the closing time.**

The closing date and time for receipt of tenders is **18 APRIL 2024 @11:00**

**IT IS THE RESPONSIBILITY OF EACH PROSPECTIVE BIDDER TO ARRIVE EARLY TO SUBMIT A BID AS THEY WILL BE REQUIRED TO FOLLOW BUILDING SECURITY PROTOCOLS OF REGISTRATION. ITHALA WILL NOT BE RESPONSIBLE FOR BIDDERS WHO ARRIVE LATE AND CLAIM THAT THEY WERE HELD AT SECURITY FOR REGISTRATION, WHICH WILL NOT BE ACCEPTED AS A REASON FOR LATE ARRIVAL OR LATE SUBMISSION.**

Telegraphic, telephonic, telex, facsimile, 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. Bid with obvious deviation from the requirements, will be eliminated. Tenders will be expected to submit returnable documents on the original tender issued by ITHALA and written in black ink. This tender document may not be reproduced.

**PART A  
INVITATION TO BID**

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	<b>RFB 25/23</b>	CLOSING DATE:	<b>18 APRIL 2024</b>	CLOSING TIME:	<b>11:00</b>
DESCRIPTION	<b>THE APPOINTMENT OF A SERVICE PROVIDER WITH EXTENSIVE KNOWLEDGE AND HANDS-ON EXPERIENCE IN WRITING, EDITING, PROOFREADING, AND DESIGNING INTEGRATED ANNUAL REPORTS FOR A PERIOD OF THREE (03) YEARS</b>				
<b>BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)</b>					
ITHALA SOC LIMITED KINGSMEADS OFFICE PARK NORTH TOWER 28 SOMTSEU ROAD DURBAN 4001					
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO</b>			<b>TECHNICAL ENQUIRIES MAY BE DIRECTED TO:</b>		
CONTACT PERSON	<b>Nokuthokoza Mbhele</b>		CONTACT PERSON		
TELEPHONE NUMBER	<b>031 366 2502</b>		TELEPHONE NUMBER		
FACSIMILE NUMBER	<b>N/A</b>		FACSIMILE NUMBER		
E-MAIL ADDRESS	<b>tenders_ltd@myithala.co.za</b>		E-MAIL ADDRESS		
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REG. NUMBER					
SUPPLIER COMPLIANCE STATUS	TAX COMPLIANCE SYSTEM PIN:		<b>OR</b>	CENTRAL SUPPLIER DATABASE No:	MAAA

B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE	TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No	B-BBEE STATUS LEVEL SWORN AFFIDAVIT	[TICK APPLICABLE BOX] <input type="checkbox"/> Yes <input type="checkbox"/> No
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/ SWORN AFFIDAVIT (FOR EMES &amp; QSEs) MUST BE SUBMITTED FOR STATISTICAL RECORDS ONLY]</b>			
ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	ARE YOU A FOREIGN BASED SUPPLIER FOR <b>THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES, ANSWER THE QUESTIONNAIRE BELOW]

<b>QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS</b>	
IS THE ENTITY A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A BRANCH IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE A PERMANENT ESTABLISHMENT IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
DOES THE ENTITY HAVE ANY SOURCE OF INCOME IN THE RSA?	<input type="checkbox"/> YES <input type="checkbox"/> NO
IS THE ENTITY LIABLE IN THE RSA FOR ANY FORM OF TAXATION?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<b>IF THE ANSWER IS “NO” TO ALL OF THE ABOVE, THEN IT IS NOT A REQUIREMENT TO REGISTER FOR A TAX COMPLIANCE STATUS SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 BELOW.</b>	

**PART B  
TERMS AND CONDITIONS FOR BIDDING**

<b>1. BID SUBMISSION:</b>
1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
1.2. <b>ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED–(NOT TO BE RE-TYPED) OR IN THE MANNER PRESCRIBED IN THE BID DOCUMENT.</b>
1.3. THIS BID IS SUBJECT TO THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER SPECIAL CONDITIONS OF CONTRACT.
<b>2. TAX COMPLIANCE REQUIREMENTS</b>
2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VERIFY THE TAXPAYER'S PROFILE AND TAX STATUS.
2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) PIN MAY BE MADE VIA E-FILING THROUGH THE SARS WEBSITE WWW.SARS.GOV.ZA.
2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS CERTIFICATE TOGETHER WITH THE BID.

**RFB 25/23 - APPOINTMENT OF A SERVICE PROVIDER WITH EXTENSIVE KNOWLEDGE AND HANDS-ON EXPERIENCE IN WRITING, EDITING, PROOFREADING, AND DESIGNING INTEGRATED ANNUAL REPORTS FOR A PERIOD OF THREE (03) YEARS**

- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE TCS CERTIFICATE / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS PIN IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.
- 2.7 NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE, COMPANIES WITH DIRECTORS WHO ARE PERSONS IN THE SERVICE OF THE STATE, OR CLOSE CORPORATIONS WITH MEMBERS PERSONS IN THE SERVICE OF THE STATE.”

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID. NO BIDS WILL BE CONSIDERED FROM PERSONS IN THE SERVICE OF THE STATE.**

SIGNATURE OF BIDDER: .....

CAPACITY UNDER WHICH THIS BID IS SIGNED : .....

DATE: .....

## C.2 INTRODUCTION

ITHALA SOC Limited conducts deposit-taking activities in the Province of KwaZulu-Natal under an exemption from the licencing requirements of the Banks Act, Act 94 of 1990.

ITHALA SOC Limited is a 100% subsidiary of ITHALA Development Finance Corporation Limited, which is a Development Finance institution operating under the umbrella of the Department of Economic Development, Tourism and Environmental Affairs, its sole shareholder being the Provincial Government of KZN.

### **Our VISION is**

“To be an innovative and responsive banking and insurance institution owned by and serving the State and people of South Africa”

The purpose and key attributes underpinning Ithala’s vision have been articulated as follows. In pursuing its vision, Ithala will:

- Be a profitable entity;
- Promote the growth and development of our customers and communities;
- Provide innovative and inclusive banking and insurance products and services; and
- Operate nationally.

### **Our MISSION is:**

“To provide banking and insurance products and services focusing on corporate and retail customers”

ITHALA SOC Limited is committed to providing financial solutions to our customers through excellent customer service, dedicated staff and technologically-driven products, whilst adhering to sound governance practices and caring for the communities and their environment.

We strive for continuous improvement in our critical business areas and seek to establish relationships with suppliers that are equally passionate in their quest for better quality, price and service. By exceeding our requirements and expectations, you will not only ensure that we maintain the current business and positioning for future business within ITHALA SOC Limited.

### **Procurement Philosophy**

It is the policy of ITHALA SOC Limited, when purchasing goods and obtaining services, to follow a course of optimum value and efficiency by adopting best purchasing practices in supply chain management, ensuring that open and fair competition has prevailed, with due regard being to the importance of:

- a) The promotion, development and support of businesses from disadvantaged communities (small, medium, micro enterprises, as well as established businesses within those communities) in terms of its B-BBEE Policy.
- b) The promotion of national and regional local suppliers and agents before considering overseas suppliers; and
- c) The development, promotion and support for the moral values that underpin the above, in terms of ITHALA SOC Limited’s Business Ethics and Guidelines which requires that all commercial conduct be based on ethical and moral values and sound business practice. This value system governs all commercial behavior with ITHALA SOC Limited.



**C.3 CONDITIONS OF BID AND CONTRACT**

	Conditions	Confirmation			
		Yes	No	Noted	If no, indicate deviation
<b>1.</b>	<b>GUIDELINE ON COMPLETION</b>				
1.1.	Bidders must indicate compliance or non-compliance on a paragraph-by-paragraph basis. Indicate compliance with the relevant bid requirements by marking the YES box and non-compliance by marking the NO box. If the contents of the paragraph only need to be noted, please mark the NOTED box. The bidder must clearly state if a deviation from these requirements are offered and the reason therefore. If an explanatory note is provided, the paragraph reference must be attached as an appendix to the bid submission. Bids not completed in the manner prescribed may be considered incomplete and rejected. Should bidders fail to indicate agreement/compliance or otherwise, ITHALA SOC Limited will assume that the bidder is not in compliance or agreement with the statement(s) as specified in this bid.				
1.2.	Proper bids for the services specified must be submitted. Bidders to clearly indicate option(s) they are bidding for and also the transaction model.				
<b>2.</b>	<b>ITHALA SOC LIMITED SERVICE LEVEL AGREEMENT/ CONTRACT</b>				
2.1	The Ithala Service Level Agreement will be the only contract signed by both parties and will form the basis of this contract. Ithala's standard terms and conditions will not be negotiated.				
<b>3.</b>	<b>ADDITIONAL INFORMATION REQUIREMENTS</b>				
3.1	During evaluation of the bids, additional information may be requested in writing from bidders. Replies to such request must be submitted, within 5 (five) working days or as otherwise indicated. Failure to comply, may lead to the bid being disregarded.				
<b>4.</b>	<b>CONFIDENTIALITY</b>				
4.1	The bid and all information in connection therewith shall be held in strict confidence by bidders and usage of such information shall be limited to the preparation of the bid.				
4.2	All bidders are bound by a confidentially agreement preventing the unauthorized disclosure of any information regarding ITHALA SOC Limited or of its activities to any other organization or individual. The bidders may not disclose any				

**RFB 25/23 - APPOINTMENT OF A SERVICE PROVIDER WITH EXTENSIVE KNOWLEDGE AND HANDS-ON EXPERIENCE IN WRITING, EDITING, PROOFREADING, AND DESIGNING INTEGRATED ANNUAL REPORTS FOR A PERIOD OF THREE (03) YEARS**

	Conditions	Confirmation			
		Yes	No	Noted	If no, indicate deviation
	information, documentation or products to other clients without written approval of the accounting authority or the delegate.				
<b>5.</b>	<b>INTELLECTUAL PROPERTY, INVENTIONS AND COPYRIGHT</b>				
5.1	Copyright of all documentation relating to this assignment belongs to ITHALA SOC Limited. The successful bidders may not disclose any information, documentation or products to other clients without the written approval of the accounting authority or the delegate.				
5.2	All the intellectual property rights arising from the execution of this Agreement shall vest in ITHALA SOC Limited and the service provider undertakes to honour such intellectual property rights and all future rights by keeping the know-how and all published and unpublished material confidential.				
5.3	In the event that the service provider would like to use any information or data generated in terms of the Services, the prior written permission must be obtained from ITHALA SOC Limited.				
5.4	ITHALA SOC Limited shall own all materials produced by the service provider during the course of, or as part of the Services including without limitation, deliverables, computer programmes (source code and object code), programming aids and tools, documentation, reports, data, designs, concepts, know-how and other information whether capable of being copyrighted or not ("IP") which IP ITHALA SOC Limited shall be entitled to freely cede and assign to parties nominated by ITHALA SOC Limited.				
<b>6.</b>	<b>PAYMENTS</b>				
6.1	Payment terms will be negotiated with the successful bidder before awarding the bid.				
6.2	ITHALA SOC Limited will pay the service provider for the service rendered in line with the contract. No additional amounts will be payable by ITHALA SOC Limited to the contractor				
6.3	The service provider shall from time to time during the duration of the contract, invoice ITHALA SOC Limited for the services rendered. No payment will be made to the service provider unless an invoice complying with section 20 of VAT Act No 89 of 1991 has been submitted to ITHALA SOC Limited.				
6.4	Payment shall be made into the bidder's bank account or per cheque payment normally 30 days after receipt of an				

**RFB 25/23 - APPOINTMENT OF A SERVICE PROVIDER WITH EXTENSIVE KNOWLEDGE AND HANDS-ON EXPERIENCE IN WRITING, EDITING, PROOFREADING, AND DESIGNING INTEGRATED ANNUAL REPORTS FOR A PERIOD OF THREE (03) YEARS**

	Conditions	Confirmation			
		Yes	No	Noted	If no, indicate deviation
	acceptable, valid invoice. (Banking details must be submitted as soon as this bid is awarded).				
6.5	The service provider shall be responsible for accounting to the appropriate authorities for its Income Tax, VAT or other moneys required to be paid in terms of applicable law.				
<b>7.</b>	<b>NON-COMPLIANCE WITH DELIVERY TERMS</b>				
7.1	As soon as it becomes known to the service provider that he will not be able to deliver the goods/services within the delivery period and/or against the quoted price and/or as specified, ITHALA SOC Limited must be given immediate written notice to this effect. ITHALA SOC Limited reserves the right to implement remedies as provided for in the SLA.				
<b>8.</b>	<b>WARRANTIES</b>				
8.1	The service provider warranties that:  It is able to conclude this Agreement to the satisfaction of ITHALA SOC Limited.				
8.2	Although the service provider will be entitled to provide services to persons other than ITHALA SOC Limited, the service provider shall not without the prior written consent of ITHALA SOC Limited, be involved in any manner whatsoever, directly or indirectly, in any business or venture which competes or conflicts with the obligations of the contractor to provide the Services.				
<b>9.</b>	<b>PARTIES NOT AFFECTED BY WAIVER OR BREACHES</b>				
9.1	The waiver (whether express or implied) by any Party of any breach of the terms or conditions of this Agreement by the other Party shall not prejudice any remedy of the waiving party in respect of any continuing or other breach of the terms and conditions hereof				
9.2	No favour, delay, relaxation or indulgence on the part of any Party in exercising any power or right conferred on such Party in terms of this Agreement shall operate as a waiver of such power or right nor shall any single or partial exercise of any such power or right under this Agreement.				
<b>10.</b>	<b>SUBMITTING BIDS</b>				
10.1	Supply Chain Management (SCM)				

**RFB 25/23 - APPOINTMENT OF A SERVICE PROVIDER WITH EXTENSIVE KNOWLEDGE AND HANDS-ON EXPERIENCE IN WRITING, EDITING, PROOFREADING, AND DESIGNING INTEGRATED ANNUAL REPORTS FOR A PERIOD OF THREE (03) YEARS**

	Conditions	Confirmation			
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10.2	<p>An original copy <b>may</b> be delivered at the following address:</p> <p><b>28 Somtseu Road</b>  <b>North Towers</b>  <b>Kingsmead Office Park</b>  <b>Durban</b>  <b>4000</b></p> <p>At the reception in the Tender Bid box            Bids should be in a sealed envelope, marked with:</p> <p><input type="checkbox"/> Bid number: <b>RFB 25/23</b>  <input type="checkbox"/> Closing date: <b>18 April 2024 at 11:00</b>  <input type="checkbox"/> The name and address of the bidder</p>				
10.3	<p>Bids can also be <b>submitted via email on:</b>  <a href="mailto:tenders_ltd@myithala.co.za">tenders_ltd@myithala.co.za</a></p>				
<b>11.</b>	<b>LATE BIDS</b>				
11.1	<p>Late submissions will not be accepted. A submission will be considered late if it arrived one minute after <b>11:00</b> or any time thereafter. The bid (tender) box shall be locked at exactly 11:00 and bids arriving late will not be accepted under any circumstances. Bidders are therefore strongly advised to ensure that bids be dispatched allowing enough time for any unforeseen events that may delay the delivery of the bid.</p>				
<b>12.</b>	<b>MANDATORY BRIEFING SESSION AND CLARIFICATIONS</b>				
12.1	<p>Contact mandatory briefing will be conducted for this bid.  <b>Venue: N/A</b>  <b>Date: N/A</b>  <b>Time: N/A</b></p>	<b>Not Applicable</b>			
12.1.1	<p>Any clarification required by a bidder regarding the meaning or interpretation of the Terms of Reference, or any other aspect concerning the bid, is to be requested in writing (letter or e-mail).</p> <p>Please make reference to Tender Notice and Invitation to Tender page of this bid pack for contact details.</p> <p>The bid number should be mentioned in all correspondence. Telephonic requests for clarification will not be accepted. If appropriate, the clarifying information will be made available to all bidders by e-mail only.</p>				
<b>13.</b>	<b>FORMAT OF BIDS</b>				
13.1	<p>Bidders must complete all the necessary bid documents and undertakings required in this bid document. Bidders are</p>				

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	Conditions	Confirmation			
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	advised that their proposal should be concise, written in plain English and simply presented.				
<b>13.2</b>	Bidders are to set out their proposal in the following format:				
13.2.1	Part 1: Invitation to Bid & Introduction				
13.2.2	Part 2: RFB Summary and Details				
13.2.3	Part 3: Compliance to Special Conditions of Bid and Noting of Evaluation Criteria				
13.2.4	Part 4: SARS Tax Clearance Certificate(s)				
13.2.5	Part 5: Integrity Declarations				
13.2.6	Part 6: Mandatory Submission/ Requirements				
13.2.7	Part 7: Deviations from Request for Bid				
13.2.8	Part 8: Pricing Schedule.				
13.2.9	Part 9: Procurement Timelines				
13.2.10	Part 10 Annexures				
14.1	<b>PART 1: INVITATION TO BID (FORM C1)</b>				
14.2	<b>PART 2: RFB SUMMARY AND DETAILS (FORM C14)</b>				
14.2.1	Bidders must complete the table and sign the form Bid summary must be completed and indicate what returnable documents will be submitted.				
<b>14.3</b>	<b>PART 3: COMPLIANCE TO SPECIAL CONDITIONS OF BID AND NOTING OF EVALUATION CRITERIA (FORM C3)</b>				
14.3.1	Bidders must complete C3. Indicating compliance/non-compliance or noted. In case of non-compliance details and referencing to the specific paragraph is required.				
<b>14.4</b>	<b>PART 4: SARS TAX CLEARANCE CERTIFICATE (FORM C10)</b>				
14.4.1	The bidder must be compliance with SARS at the time of submission of tender and such information will be verified with Central Supplier Database (CSD) and on SARS eFiling. In case of a consortium/ joint venture, or where sub-contractors are utilised, each consortium/ joint venture member <b>must</b> be in compliance with SARS and the information will be verified for each party.				
14.4.2	Each party of the JV/Consortium and/or sub-contractor must complete and sign the Integrity declaration forms.				
<b>14.5</b>	<b>PART 5: (FORM C4 and C11) Certificate of Authority to Sign a Bid Integrity Declarations</b>				
14.5.1	Bidders must complete, sign and submit the Declaration form. A bidder must complete the relevant part of the document and it must indicate who is delegated to communicate or deal with ITHALA SOC Limited. Any other irrelevant sections to the tendering entity must be marked 'N/A'.				
14.5.2	A signed copy of the JV/Consortium agreement or an intent to enter into a JV/Consortium agreement must be included				

	Conditions	Confirmation									
		Yes	No	Noted	If no, indicate deviation						
	indicating the percentage share of the entities in the agreement. Should the agreement be an intent, if awarded the bid, a fully signed JV/Consortium agreement must be submitted within 14 calendar days of an award letter, prior to the conclusion of an SLA. Failing to submit this JV/Consortium agreement Ithala reserves the right to withdraw the award letter.										
14.5.3	A bidder may sub-contract but not more than 25% of the total contract value, should the bidder intend to sub-contract more than 25% of the total contract value they must indicate as such in this tender document. The bidder must also outline what portion of services they intend to sub-contract and at what percentage do they intend to sub-contract those services. No bidder will be allowed to subcontract more than 25% of the core services of this tender.										
14.6	<b>PART 6: PREFERENCE POINT SYSTEM</b>										
14.6.1	<p><b>Completion of the attached preference points claim form (C12)</b></p> <p><b>Submission of proof of claim in line with the stipulated requirement in terms of preference procurement</b></p> <table border="1" style="margin-left: 20px;"> <tr> <td>More than 51% owned by Blacks as per the category on Table 1 on form C12</td> <td style="text-align: center;">20</td> </tr> <tr> <td>Less than 51% owned by Blacks as per the category on Table 1 on form C12</td> <td style="text-align: center;">10</td> </tr> <tr> <td>Zero ownership of the category indicated on Table 1 on form C12</td> <td style="text-align: center;">0</td> </tr> </table>	More than 51% owned by Blacks as per the category on Table 1 on form C12	20	Less than 51% owned by Blacks as per the category on Table 1 on form C12	10	Zero ownership of the category indicated on Table 1 on form C12	0				
More than 51% owned by Blacks as per the category on Table 1 on form C12	20										
Less than 51% owned by Blacks as per the category on Table 1 on form C12	10										
Zero ownership of the category indicated on Table 1 on form C12	0										
14.6.2	<p><b>Bidder to submit proof of B-BBEE status level of contributor:</b></p> <p>(a) the B-BBEE status level certificate issued by an authorised verification agency;</p> <p>(b) a sworn affidavit as prescribed by the B-BBEE Codes of Good Practice; or</p> <p>(c) any other requirement prescribed in terms of the Broad-Based Black Economic Empowerment Act;</p>										
14.6.3	<p>For a consortium or joint venture:</p> <p>A trust, consortium or joint venture must submit a consolidated B-BBEE certificate to indicate their status level in line with the BBBEE Code of Good Practice</p>	<b>NOT APPLICABLE</b>									
14.6.4	A copy of the joint venture / consortium agreement must be included.										
14.7	<b>PART 7: TECHNICAL SUBMISSIONS/ REQUIREMENTS (FORM C.8)</b>										

RFB 25/23 - APPOINTMENT OF A SERVICE PROVIDER WITH EXTENSIVE KNOWLEDGE AND HANDS-ON EXPERIENCE IN WRITING, EDITING, PROOFREADING, AND DESIGNING INTEGRATED ANNUAL REPORTS FOR A PERIOD OF THREE (03) YEARS

	Conditions	Confirmation			
		Yes	No	Noted	If no, indicate deviation
14.7.1	<ul style="list-style-type: none"> <li>• A valid tax clearance certificate.</li> <li>• Registration with the Central Suppliers Database (CSD) at the time of closing of bid;</li> <li>• The proposing entities are bona fide entities, registered in accordance with the laws of SA; and sole proprietary must also be in compliance.</li> <li>• Completed and signed Integrity declarations and there are no conflicts of interest which may impact on the tenderer's ability to perform the contract in the best interests of the employer.</li> <li>• Or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector.</li> </ul>				
14.8	<b>PART 8: DEVIATIONS FROM REQUEST FOR BID (FORM C13)</b>				
14.8.1	Please indicate deviations or modifications to this Request for Bid on form C13				
14.8.2	If no deviations are required, please mark the form "Nil" and sign				
14.9	<b>PART 9: PRICING SCHEDULE (FORM C7)</b>				
14.9.1	Any budget amount that may be indicated in this document shall be deemed to be a guide only and bidders are expected to submit a costing that is fair and reasonable.				
14.9.2	A proposed pricing schedule with one of the specified elements (fees and reimbursable costs) omitted from the costing, may be considered non-responsive.				
14.10	<b>PART 10: PROCUREMENT TIMELINES (FORM C5)</b>				
14.10.1	This part of a bid documents informs bidders when the bid process is expected to be finalised. It may not necessarily be followed.				
14.10.2	Terms of Reference are the requirements by Ithala. When a proposal is submitted, a bidder must be certain that TOR are understood and has the capacity to offer a specified service.				
14.11	<b>PART 11: ANNEXURES</b>				
14.11.1	Bidder must insert all their additional annexures in part 11. This can include professional registrations, insurances etc.				
14.12	<b>VAT</b>				
14.12.1	ITHALA SOC Limited is a VAT Vendor. Prices quoted must include VAT.				
14.12.2	ITHALA SOC Limited reserves the right to request the preferred bidder to register for VAT if the award is anticipated to be in excess of R1m for 12 consecutive months as the VAT Act requires.				

**RFB 25/23 - APPOINTMENT OF A SERVICE PROVIDER WITH EXTENSIVE KNOWLEDGE AND HANDS-ON EXPERIENCE IN WRITING, EDITING, PROOFREADING, AND DESIGNING INTEGRATED ANNUAL REPORTS FOR A PERIOD OF THREE (03) YEARS**

	Conditions	Confirmation			
		Yes	No	Noted	If no, indicate deviation
14.12.3	If the required service is anticipated to be in excess of R1m in revenue for the consecutive 12 months, the service provider must indicate their prices inclusive of VAT, even if the service provider is not a registered VAT vendor. The service provider will then be required to apply for VAT registration immediately after an award and no payment will be made to the service provider in respect of the services rendered until the VAT registration is finalised and proof to that effect is submitted to Ithala SOC.				
14.12.4	Should a non-VAT vendor be awarded and they fail to register for VAT immediately after an award and they demand to be paid, the payment will be made exclusive of VAT and the service provider will not have a right to claim for VAT for that processed payment should they register for VAT later on.				
14.12.5	No pro-rata or back payments will be made in respect of VAT for any service provider who registers for VAT after an award.				
<b>15.</b>	<b>PRESENTATIONS</b>				
15.1	ITHALA SOC Limited reserves the right to invite bidders for presentations before the award of the bid.				
15.2	If the date of the presentation meeting is not indicated in the bid document, at least three (3) working days' notice will be given to bidders required to attend.				
15.3	The presentation will be in line with the ToR and may affect the outcome of the evaluation assessment.				
<b>16.</b>	<b>NEGOTIATION</b>				
16.1	ITHALA SOC Limited has the right to enter into negotiation with a prospective bidder regarding any terms and conditions, including price(s), of a proposed contract.				
16.2	ITHALA SOC Limited shall not be obliged to accept the lowest or any quotation, offer or proposal. Furthermore, ITHALA SOC Limited reserves the right not to award the tender to highest ranking bidder in terms of PPPFA.				
16.3	All bidders will be informed whether they have been successful or not. A contract will only be deemed to be concluded when reduced to writing in a contract form signed by the designated responsible person of both parties.				
16.4	Documents submitted by bidders will not be returned.				
<b>17.</b>	<b>DOMICILIUM</b>				
17.1	The parties hereto choose <i>domicilia citandi et executandi</i> for all purposes of and in connection with the final contract as follows:				
17.2	<b>28 Somtseu Road North Towers Kingsmead Office Park Durban 4000</b>				



**RFB 25/23 - APPOINTMENT OF A SERVICE PROVIDER WITH EXTENSIVE KNOWLEDGE AND HANDS-ON EXPERIENCE IN WRITING, EDITING, PROOFREADING, AND DESIGNING INTEGRATED ANNUAL REPORTS FOR A PERIOD OF THREE (03) YEARS**

	Conditions	Confirmation			
		Yes	No	Noted	If no, indicate deviation
<b>18.</b>	<b>COST OF BID PREPARATION</b>				
18.1	Bidders shall prepare and submit a bid at their own expense				
<b>19.</b>	<b>SITE INSPECTIONS</b>				
19.1	ITHALA SOC Limited reserves the right to do site inspections of bidders to establish suitability of premises, vehicles, etc. to perform services effectively and efficiently				
19.2	The site inspection may affect the outcome of the evaluation assessment.				
<b>20.</b>	<b>BID VALIDITY PERIOD</b>				
20.1	Bid will be valid for a period of <b>120 days</b>				
20.2	Hold the tender offer(s) valid for acceptance by the employer at any time during the validity period stated in the tender data after the closing time stated in the tender data.				
20.3	If requested by the employer, consider extending the validity period stated in the tender data for an agreed additional period.				
20.4	Accept that a tender submission that has been submitted to the employer may only be withdrawn or substituted by giving the employer's agent written notice before the closing time for tenders that a tender is to be withdrawn or substituted.				
<b>21.</b>	<b>ISSUE ADDENDA</b>				
21.1	If necessary, issue addenda that may amend or amplify the tender documents to each tenderer during the period from the date that tender documents are available until seven days before the tender closing time stated in the Tender Data. If, as a result a tenderer applies for an extension to the closing time stated in the Tender Data, the Employer may grant such extension and, shall then notify those tendering entities appearing on the attendance list				
21.2	Addenda will be issued to the shortlisted service provider's only and completed non-disclosure agreement.				
21.3	Acknowledge receipt of addenda to the tender documents, which the employer may issue.				
<b>22.</b>	<b>SUBMITTING OF FRAUDULENT DOCUMENTS</b>				
22.1	The bidder must declare any Partnership or JV arrangements when submitting the proposal				
22.2	All parties to the bid (JV or Partnership) must submit all the required returnable documents as per the requirement of the tender.				
22.3	In order to comply with security risk requirements, a bidder awarded a contract may only enter into a subcontracting arrangement with the approval of Ithala.				
22.4	Failure to comply with the above (22.1, 22.2 and 22.3) will disqualify the bidder or terminate the contract in whole or in				

**RFB 25/23 - APPOINTMENT OF A SERVICE PROVIDER WITH EXTENSIVE KNOWLEDGE AND HANDS-ON EXPERIENCE IN WRITING, EDITING, PROOFREADING, AND DESIGNING INTEGRATED ANNUAL REPORTS FOR A PERIOD OF THREE (03) YEARS**

	Conditions	Confirmation			
		Yes	No	Noted	If no, indicate deviation
	part and lthala will claim any applicable damages from the bidder.				
<b>23.</b>	<b>PROTECTION OF PERSONAL INFORMATION ACT (POPIA)</b>				
23.1	The bidder must be compliant with the Protection of Personal Information Act 4 of 2013.				
23.2	The bidder must have the necessary appropriate physical, technological, administrative and technical security measures to ensure the protection and confidentiality of personal information that it, or its employees, its contractors or other authorised individuals comes into contact with to prevent loss or damage, or unauthorized access, processing or destruction.				

**C.4 CERTIFICATE OF AUTHORITY TO SIGN A BID**

Indicate the status of the tenderer by ticking the appropriate box hereunder. The tenderer must complete the certificate set out below for the relevant category.

(I) COMPANY	(II) CLOSE CORPORATION	(III) PARTNERSHIP	(V) SOLE PROPRIETOR	(VI) JOINT VENTURES

**i. CERTIFICATE FOR COMPANY**

I, ....., chairperson of the Board of Directors of ....., hereby confirm that by resolution of the Board (copy attached) taken on ..... 20....., Mr/Ms ....., acting in the capacity of ....., was authorised to sign all documents in connection with this tender and any contract resulting from it on behalf of the company.

**Chairman:** .....

**As Witnesses:** .....

**Date:** .....

**ii. CERTIFICATE FOR CLOSE CORPORATION**

We, the undersigned, being the key members in the business trading as .....

..... Hereby authorise Mr/Ms ....., acting in the capacity of ....., to sign all documents in connection with the tender for Contract No ..... and any contract resulting from it on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

**Note:** This certificate is to be completed and signed by all of the key members upon whom rests the direction of the affairs of the Close Corporation as a whole.

**iii. CERTIFICATE FOR PARTNERSHIP**

We, the undersigned, being the key partners in the business trading as,  
 .....

..... Hereby authorise Mr/Ms.  
 .....

Acting in the capacity of ....., to sign all documents in connection with the tender for Contract No ..... and any contract resulting from it on our behalf.

NAME	ADDRESS	SIGNATURE	DATE

**Note :** This certificate is to be completed and signed by all of the key partners upon whom rests the direction of the affairs of the Partnership as a whole.

**iv. CERTIFICATE FOR SOLE PROPRIETOR**

I, ....., hereby confirm that I am the sole owner of the

business trading as  
 .....

**Signature** of Sole owner: .....

As Witnesses:

1.....

2. ....

Date: .....

**v. CERTIFICATE OF AUTHORITY FOR JOINT VENTURES**

This Returnable Schedule is to be completed by **EACH member** of a joint venture submitting a tender.

We, the undersigned, are submitting this tender offer in Joint Venture and hereby authorise Mr/Ms.....,

Authorised signatory of the Company.....

Acting in the capacity of lead JV partner, to sign all documents in connection with the tender offer and any contract resulting from it on our behalf as a joint venture.

**NAME OF JV ORGANIZATION**.....  
.....

ADDRESS:.....  
.....  
.....  
.....  
.....

DULY AUTHORISED SIGNATORY NAME .....

DESIGNATION: .....

SIGNATURE: .....

DATE: .....

**C.5 PROCUREMENT TIMELINES**

<b>PROCUREMENT TIMELINE</b>	<b>DATE</b>	<b>TIME</b>
RFB Release Date	25 March 2024	12:00
Compulsory Briefing	N/A	N/A
Service Provider Bids Due	18 April 2024	11:00
*Completion of Bid Evaluations	26 April 2024	16:00
*Anticipated Contract Award	06 May 2024	16:00

**\*Indicative dates**

## C.6 TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO ASSIST WITH INTEGRATED ANNUAL REPORT FOR A PERIOD OF THREE (03) YEARS

### 1. PURPOSE

The purpose of this Request for Bid (“RFB”) is to appoint a service provider with extensive knowledge and hands-on experience in the design, writing, editing, and proof-reading of integrated annual reports for financial services and public sector entities to:

- 1.1 conduct a gap analysis and industry benchmarking of the approved 2022/23 integrated annual reports (integrated report, annual financial statements and remuneration report) against legislation, best practice reporting guidelines and frameworks, and banking industry peers;
- 1.2 based on the results of the gap analysis and benchmarking, prepare a framework (incl. templates) for the completion of the 2023/24, 2024/25 and 2025/26 integrated annual reports;
- 1.3 write, edit and proof-read the 2023/24, 2024/25 and 2025/26 integrated annual reports;
- 1.4 provide creative management and design services for the 2023/24, 2024/25 and 2025/26 integrated annual reports;
- 1.5 project manage the entire process outlined in 1.1 – 1.4 above.

### 2. INTRODUCTION

Ithala is a Durban-based, licensed financial services provider and registered credit provider and conducts its business through a banking exemption notice. Ithala is a wholly-owned subsidiary of the Ithala Development Finance Corporation (“IDFC”), a Stated-owned Entity (“SOE”), and listed as a public entity in terms of Schedule 3 of the Public Finance Management Act (Act No.1 of 1999) (“PFMA”) and has a financial year end of 31 March.

Ithala must within 120 days of the end of the financial year furnish the Prudential Authority with annual financial statements and, within 150 days of the end of the financial year furnish the KwaZulu-Natal Provincial Legislature with the integrated annual report.

Ithala has produced an integrated annual report in accordance with the Global Reporting Initiative (“GRI”) and the International Integrated Reporting Council (“IIRC”) Draft Framework published in July 2012, copies of the integrated annual reports are available at [www.myithala.co.za](http://www.myithala.co.za).

The integrated annual report must reflect the integrated thinking within Ithala about the resources it uses, its ongoing relationships with its key stakeholders, its business model, its outputs such as its products or services, and the impact that its products and services have on society, the environment and its key stakeholders.

The integrated annual report will be based on the recommended IIRC Integrated Reporting content elements, namely:

- Report profile, organizational overview and external environment;
- Business model;
- Governance;
- Opportunities and risks;
- Strategy and resource allocation;
- Performance; and
- Future outlook.

The service provider should ideally have experience in project managing, designing, writing, editing, and proof-reading integrated annual reports for financial services and public sector entities as they will be responsible for visualising data and converting (replacing) the text (narrative) and tables into relevant info graphics.

### **3. SCOPE OF WORK AND DELIVERABLES**

The price quoted must include itemized detail of costs/services to be provided namely, but not limited to:

- a) Write, edit and proof-read the 2023/24, 2024/25 and 2025/26 integrated annual reports respectively (separate annual financial statement, remuneration report and integrated report) in line with best practice.
  - 1) Conduct individual information gathering interviews with the board of directors, chief executive officer, chief financial officer and other members of the executive committee;
  - 2) Analyse documents, reports and other supporting information for the year under review;
  - 3) Preparing three creative concepts inclusive of a report theme, design and layouts for consideration based on: the material risks and opportunities, material issues and developments that emerged during the year under review, commitments and targets reported in the forward-looking statement of the previous reporting period;
  - 4) Typesetting and design of an approximately 200 page integrated annual reports in total (separate annual financial statement, remuneration report and integrated report) inclusive of covers;
  - 5) Giving effect to changes on the drafts of the 2023/24, 2024/25 and 2025/26 integrated annual reports;
  - 6) Providing the finance and business teams with templates to complete for the financial and business performance data i.e for inclusion in the separate integrated annual report;
  - 7) Visualise data and design all graphs, infographics, organograms and tables as well as a system for cross-referencing information.
- b) Co-coordinate collation of photos for the board of directors (10 people) and executive (12 people) taking into consideration travel requirements.
- c) Produce the 2023/24, 2024/25 and 2025/26 integrated annual reports; this should be compatible (readable) on all portable devices:
  - 1) Prepare 30 electronic copies of the 2023/24, 2024/25 and 2025/26 integrated annual reports on branded promotional USB drives (16 gig minimum size);
  - 2) Prepare 50 hardcopies of the 2023/24, 2024/25 and 2025/26 integrated annual report printed on quality paper.

### **4. ASSIGNMENT PERIOD**

The assignment is expected to commence seven 7 days after an issue of a purchase order and the expected duration is approximately three (3) months each year respectively as the final integrated annual report must be submitted to the KwaZulu-Natal Provincial Legislature by 31 August each year.

Please note that the first draft of the annual financial statements will only be supplied after an issue of a purchase order.



## 5. ITHALA SOC LIMITED RESERVED RIGHTS

- 5.1 Change any of the scheduled dates herein.
- 5.2 Ithala reserve the right to negotiate any aspect of the proposed fees and disbursements with the preferred service provider and shall not be bound to the fees and disbursements submitted by any service provider.
- 5.3 The lowest or any bid will not necessarily be accepted and Ithala reserves the right not to consider any proposal not suitably endorsed or comprehensively completed as well as the right to accept a proposal in whole or part. In addition, Ithala reserves the right to appoint more than one service provider/supplier as deemed necessary.
- 5.4 Use proposal information obtained through the internal investigation of the service provider's qualifications, experience, ability or financial standing, and any material or information submitted by the service provider in response to Ithala's request for clarifying information in the course of evaluation and selection under this RFB.
- 5.5 If, Ithala must terminate the contract for non-performance or is unable to maintain the support required, Ithala reserves the right, with the approval of the Bid Adjudication Committee ("BAC") to award a contract to the next highest ranked service provider of the original proposal submission within one (1) month of the award.

## 6. FUNCTIONALITY REQUIREMENTS

### 6.1 Cover letter.

The service provider must include a cover letter which indicates the full name and address of the firm that will perform the services described in this RFB. The cover letter should also indicate the state of incorporation of the service provider and list all licenses or accreditation obtained by the firm enabling it to operate. The cover letter should express the service provider's interest and serve as an executive summary of the proposal and should also include the identification of any and all sub-consultants or contractors of the service provider if any.

### 6.2 Description of the service provider's prior experience

Through a response to the specific requests below, the service provider should clearly state its skills and experience in a manner that demonstrates its capability to complete the service required.

### 6.3 Reference letters

The service provider should submit at least four (4) client traceable references expressly detailing their previous experience in dealing with services of this nature two (2) of which must be for a local or foreign controlled bank and, the other two (2) must be from Schedule 2 or 3 public entities as evidence of service provider's successful completion of similar projects with contact names, telephone number, email addresses, project description, project value, the level of service received, project start and end.

### 6.4 Previous accolades

The preferred service provider should highlight any similar projects which were prepared in accordance with the guidelines for integrated annual reports (GRI and IIRC Draft Framework) and were formally acknowledged as being best practice (recognised awards: Chartered Secretaries Southern Africa/JSE Integrated Reporting Awards, EY's Excellence in Integrated Reporting Awards.)

### 6.5 Approach and Methodology

Quotations must be clear and concise, comprehensive and directly address the specifics of the scope of work outlined in section 3 of this document.

The service provider should submit the methodology, key activities, approach and timeline in one integrated document.

The service provider must outline the expertise and competencies on offer and the submission should highlight the service providers understanding of the scope of work. The work plan should also cover work-steps with clearly defined timelines, milestones and deliverables.

The service provider must demonstrate how it will scrutinize and interpret various sub-sections of the draft reports and convert (replace) the text (narrative) and tables into relevant info graphics.

#### **6.6 Key team member list**

The organization chart must include all Key Team Members, their levels or category and titles for this engagement and the organisation they represent in the event of the “Joint Venture”. The service provider must list each Key Team Member and the percentage of time each Key Team Member will spend on this engagement.

#### **6.7 Resume of key team members**

The service provider is requested to provide the following information as detailed below:

- 6.7.1 The number and type of all Key Team Members with technical expertise dedicated to the team;
- 6.7.2 Resumes for all Key Team Members who will be assigned to perform the scope of services contained in this RFQ. The information provided from the resumes will be used as a key consideration in the selection process;
- 6.7.3 The team should also be managed by at least one (1) Team Leader;
- 6.7.4 The Key Team Members should demonstrate in their resumes experience relevant to the scope of work (integrated and sustainability report writing, editing, and proofreading, typesetting and design, data visualisation and info graphic design, investor relations, corporate communication and project management);
- 6.7.5 The Team Leader should have at a minimum of ten (10) years and the team members a minimum of five (5) years’ experience; and
- 6.7.6 The Team Leader must have general professional experience in a lead position of reporting writing, research, project management, skills transfer or capacity building and demonstrate strong relations in the market.

**Note:** Approach to the replacement of personnel when Ithala is dissatisfied with the performance of an individual assigned by the service provider.

### **7. FEE STRUCTURE**

Ithala reserves the right to negotiate any aspect of the proposed fees and disbursements with the preferred service provider and shall not be bound to the fees and disbursements submitted by any service provider.

**C.7 ITHALA PRICE SCHEDULE PROPOSED FEES**

<b>NAME OF BIDDER:</b> .....
<b>OFFER TO BE VALID FOR 120 DAYS FROM THE CLOSING DATE OF RFB 25/23.</b>

ITEM NO.	DESCRIPTION	NO. OF HOURS	RATES/HOUR	TOTAL
1	<b>Write, edit and proofread</b> the 2023/24, 2024/25 and 2025/26 integrated annual report		R	R
2	Co-ordinate collation of photos for the board of directors and executive members		R	R
3	Prepare 30 electronic copies of the 2023/24, 2024/25 and 2025/26 integrated annual report on branded promotional USB drives		R	R
4	Prepare 50 hardcopies of the 2023/24, 2024/25 and 2025/26 integrated annual report printed on quality paper		R	R
5	Other costs (list if applicable)		R	R
<b>SUB TOTAL (EXCL. VAT)</b>				R
<b>VAT @15%</b>				R
<b>TOTAL (INCL. VAT)</b>				R
<b>DISBURSEMENTS</b>				R
<b>GRANT TOTAL (INCL. VAT)</b>				R

**Note: Other Costs must be clearly defined with detailed breakdown**

Tenderers Signature:.....

Date:.....

**YEARLY FEE**

	TOTAL EXCL. VAT	TOTAL INCL. VAT
Year One		
Year Two		
Year Three		

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Position**

\_\_\_\_\_  
**Name of Bidder**

**PRICING INSTRUCTION**

- Pricing must be in South African currency (ZAR).
- Bidder is required to price for and must meet all the specifications.
- All additional costs associated with the bidder’s offer must be clearly specified and included in the Total Bid Price
- Vendor Response Instructions: Complete the pricing schedule above accurately and include all fees associated with the scope of work in detail. Failure to present all costs and service fees will disadvantage suppliers and will lead to elimination. A separate detailed pricing schedule is accepted should the above designated space be insufficient.
- Payments will be spread annually over the contract duration where applicable.
- The tender documents must be completed in non-erasable ink.
- The use of correction fluid/tape is not permitted and will result in bid being eliminated from evaluation.
- All pricing should include VAT and must be in South African Rand (***Applicable to VAT registered bidders ONLY***)
- **Prices tendered must be valid for 120 days.**

**C.8 EVALUATION PROCESS & CRITERIA**

This phase consists of Mandatory and Non-Mandatory administrative compliance evaluation of all proposals.

		Compliance			
		Yes	No	Noted	If no, indicate deviation
1.	<b>EVALUATION PROCESS</b>				
1.1	<b><u>STAGE ONE:</u></b> <b><u>ADMINISTRATION COMPLIANCE</u></b>				
1.1.1	<p>All bids duly lodged will be examined to determine compliance with bidding requirements and conditions. Bids with obvious deviations from the requirements/conditions, will be eliminated from further adjudication.</p> <p><b>a) <u>Mandatory</u></b></p> <p>Bids will only be compliant if bidder has submitted the following documents:</p> <ul style="list-style-type: none"> <li>• A valid tax clearance certificate.</li> <li>• Registration with the Central Suppliers Database (CSD) at the time of closing of bid;</li> <li>• The proposing entities are bona fide entities, registered in accordance with the laws of SA; and sole proprietary must also be in compliance.</li> <li>• Completed and signed Integrity declarations and there are no conflicts of interest which may impact on the tenderer’s ability to perform the contract in the best interests of the employer.</li> <li>• Or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector.</li> </ul> <p><b>Failure to provide any mandatory information as requested above will results in the submission being deemed non-responsive.</b></p> <p><b>b) <u>Non-Mandatory</u></b></p> <p>Administrative Compliance such as but not limited to:</p> <ul style="list-style-type: none"> <li>• All proposals are complete (i.e. all required documentation are attached, all questions are answered);</li> <li>• B-BBEE Certificate or Sworn Affidavit</li> </ul> <p>Where a bid specifies certain documents prior to the award, no bidders can be awarded the bid without the specified documents. This information will be requested during the</p>				

RFB 25/23 - APPOINTMENT OF A SERVICE PROVIDER WITH EXTENSIVE KNOWLEDGE AND HANDS-ON EXPERIENCE IN WRITING, EDITING, PROOFREADING, AND DESIGNING INTEGRATED ANNUAL REPORTS FOR A PERIOD OF THREE (03) YEARS

		Compliance			
		Yes	No	Noted	If no, indicate deviation
	evaluation process and the bidder will be expected to provide any outstanding documentation within limited period prior to award.				
<b>1.2</b>	<b><u>STAGE TWO</u></b> <b>FUNCTIONALITY CRITERIA</b>				
<b>1.2.1</b>	Responsive bids will be evaluated according to the criteria, weightings and threshold scores as indicated on C9				
<b>1.2.2</b>	Failure to obtain the minimum of 70 on functionality will result in disqualification from further evaluation				
<b>1.2.3</b>	Ithala <b>MAY</b> decide to have compulsory presentations / site visits by the bidders who obtain the minimum functionality score.				
<b>1.3</b>	<b><u>STAGE THREE</u></b> <b>PRICE AND SPECIFIC GOALS EVALUATION</b>				
1.3.1	Price and Preference evaluation will only be used to bidders who went past the Stage 2 above.				
<b>1.4</b>	<b>ADJUDICATION OF BID</b>				
1.4.1	The Bid Adjudication Committee will consider the recommendations and make the final award.				
1.4.2	The bid shall be awarded at the sole and absolute discretion of ITHALA. ITHALA hereby represents that it is not obliged to award this bid to any bidder. ITHALA is entitled to <b>retract</b> this bid at any time as from the date of issue. ITHALA is not obliged to award this bid to the bidder that quotes the lowest.				
1.4.3	A bidder shall be disqualified from bidding if any attempt is made either directly to solicit and/or canvass any information from any employee or agent of ITHALA regarding this bid from the date the offer is submitted until the date of award of the bid.				
<b>1.5</b>	<b>Awarding of contract</b>				
1.5.1	ITHALA reserves the right to award this bid in full or in Part.				

**C.9 FUNCTIONALITY EVALUATION CRITERIA**

Bidders who met all the mandatory requirements are evaluated further on technical/functionality assessment using the following criteria:

<b>NUMBER</b>	<b>FUNCTIONALITY</b>	<b>SCORES</b>	<b>MAXIMUM POINTS TO BE AWARDED</b>
<b>1.</b>	<b>ORGANIZATION EXPERIENCE AND COMPETENCIES IN ECOSYSTEMS RESEARCH AND CONCEPT DESIGN OR SIMILAR</b>		<b>40</b>
<b>1.1</b>	Description of the candidate's prior experience (Cover Letter)		<b>10</b>
	More than five years	10	
	Between five years and three years	5	
	Less than three years	0	
<b>1.2</b>	Letters of reference (local or foreign controlled banks)		<b>15</b>
	Two letters of reference (local or foreign controlled banks)	15	
	One letter of reference (local or foreign controlled bank)	7.5	
	Zero letters of reference (local or foreign controlled bank)	0	
<b>1.3</b>	Letters of reference (Schedule 2 or 3 public entities)		<b>10</b>
	Two letters of reference (Schedule 2 or 3 public entities)	10	
	One letter of reference (Schedule 2 or 3 public entity)	5	
	Zero letters of reference (Schedule 2 or 3 public entity)	0	
<b>1.4</b>	Accolades for previous work of a similar nature		<b>5</b>
	Two accolades received in the past 60 months for previous work preparing integrated annual reports.	5	
	One accolade received in the past 60 months for previous work preparing integrated annual reports.	2.5	
	Zero accolades received in the past 60 months for previous work preparing integrated annual reports.	0	
<b>2.</b>	<b>CAPABILITY, EXPERIENCE AND EDUCATIONAL BACKGROUND OF KEY TEAM MEMBERS</b>		<b>20</b>

NUMBER	FUNCTIONALITY	SCORES	MAXIMUM POINTS TO BE AWARDED
<b>2.1</b>	Expert 1 (Team Leader)		<b>10</b>
	Qualification and skills (minimum qualification is post graduate qualification in psychology, commerce, business administration, finance, computer science, arts, design, integrated reporting or social science). <b>NB. If no post graduate qualification submitted, bidder will be awarded zero</b>	5	
	Minimum of 10 years professional experience. (less than 10 years bidder will be awarded zero)	5	
<b>2.2</b>	Expert 2		<b>5</b>
	Qualification and skills (minimum qualification is an undergraduate qualification in psychology, commerce, business administration, finance, computer science, arts, design, integrated reporting or social science) <b>NB. If no degree qualification submitted, bidder will be awarded zero</b>	2.5	
	Minimum of 5 years of professional experience. (less than 5 years bidder will be awarded zero)	2.5	
<b>2.3</b>	Expert 3		<b>5</b>
	Qualification and skills (minimum qualification is an undergraduate qualification in psychology, commerce, business administration, finance, computer science, arts, design, integrated reporting or social science) <b>NB. If no degree qualification submitted, bidder will be awarded zero</b>	2.5	
	Minimum of 5 years of professional experience. (less than 5 years bidder will be awarded zero)	2.5	
<b>3.</b>	<b>PROPOSED METHODOLOGY AND APPROACH</b>		<b>40</b>
<b>3.1</b>	<p>Detailed methodology with key activities required to deliver on:</p> <ul style="list-style-type: none"> <li>the proposed scope of work outlined in section 3 (15 = excellent, 10 = good, 5 = average, 0 = poor);</li> <li>step-by-step approach for each activity (15 = excellent, 10 = good, 5 = average, 0 = poor);</li> <li>timeline (5 points); and</li> </ul>	40	



RFB 25/23 - APPOINTMENT OF A SERVICE PROVIDER WITH EXTENSIVE KNOWLEDGE AND HANDS-ON EXPERIENCE IN WRITING, EDITING, PROOFREADING, AND DESIGNING INTEGRATED ANNUAL REPORTS FOR A PERIOD OF THREE (03) YEARS

NUMBER	FUNCTIONALITY	SCORES	MAXIMUM POINTS TO BE AWARDED
	<ul style="list-style-type: none"> <li>Milestones and deliverables (5 points) addressing the specific of the scope of work outlined in section 3.</li> </ul>		
<b>TOTAL SCORING</b>			<b>100</b>

**Bidder must score a minimum functionality of 70 points to be considered for further evaluation based on price and specific goals assessment using the 80/20 Preferential Point System.**

## **C.10 TAX CLEARANCE REQUIREMENTS**

### **IT IS A CONDITION OF BIDDING THAT**

- The taxes of the successful bidder must be in order at the time of submission of tender, or that satisfactory arrangements have been made with the Receiver of Revenue to meet his/her tax obligations.
- In bids where Consortia/Joint Ventures/Sub-contractors/Partners are involved, each party must be in compliance with SARS and such information will be verified through central supplier database (CSD).

**C.11 INTEGRITY DECLARATIONS**

**1. Purpose of the form**

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

**2. Bidder's declaration**

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest<sup>1</sup> in the enterprise, employed by the state?

YES	NO
-----	----

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

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<sup>1</sup> the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

**RFB 25/23 - APPOINTMENT OF A SERVICE PROVIDER WITH EXTENSIVE KNOWLEDGE AND HANDS-ON EXPERIENCE IN WRITING, EDITING, PROOFREADING, AND DESIGNING INTEGRATED ANNUAL REPORTS FOR A PERIOD OF THREE (03) YEARS**

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by Ithala SOC (Ltd)?

YES	NO
-----	----

2.2.1 If so, furnish particulars:

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2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?

YES	NO
-----	----

2.3.1 If so, furnish particulars:

---

---

**3 DECLARATION**

I, the undersigned, (name & Surname)\_\_\_\_\_ in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

- 3.1 I have read and I understand the contents of this declaration;
- 3.2 I understand that the accompanying bid will be disqualified if this declaration is found not to be true and complete in every respect;
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium<sup>2</sup> will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the

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<sup>2</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

**RFB 25/23 - APPOINTMENT OF A SERVICE PROVIDER WITH EXTENSIVE KNOWLEDGE AND HANDS-ON EXPERIENCE IN WRITING, EDITING, PROOFREADING, AND DESIGNING INTEGRATED ANNUAL REPORTS FOR A PERIOD OF THREE (03) YEARS**

intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.5. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.6. There have been no consultations, communications, agreements or arrangements made by the bidder with any official of Ithala SOC (Ltd) in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.7. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

3.8. The bidder or any of its directors is / are not listed on the National Treasury's Register of Tender Defaulters or the Database of Restricted Suppliers, have not been convicted by a court of law for fraud and corruption during the past five years, have not had any contract between the bidder and any organ of state being terminated during the past five years on account of failure to perform on or comply with the contract

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT ITHALA SOC (LTD) MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF ITS SCM POLICY SHOULD THIS DECLARATION PROVE TO BE FALSE.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Position**

\_\_\_\_\_  
**Name of Bidder**

**C.12 PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

**NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022**

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**1) GENERAL CONDITIONS**

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

**1.2 To be completed by the organ of state**

*(delete whichever is not applicable for this tender).*

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) Either the **80/20 preference point system** will be applicable in this tender. The lowest/highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

**1.4 To be completed by the organ of state:**

The maximum points for this tender are allocated as follows:

	<b>POINTS</b>
<b>PRICE</b>	<b>80</b>
<b>SPECIFIC GOALS</b>	<b>20</b>
<b>Total points for Price and SPECIFIC GOALS</b>	<b>100</b>

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

## 2) DEFINITIONS

- (a) “**tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) “**price**” means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) “**tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) “**the Act**” means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

## 3) FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

### 3.1. POINTS AWARDED FOR PRICE

#### 3.1.1 THE 80/20 PREFERENCE POINT SYSTEMS

A maximum of 80 points is allocated for price on the following basis:

**80/20**

$$Ps = 80 \left( 1 - \frac{Pt - Pmin}{Pmin} \right)$$

Where

Ps = Points scored for price of tender under consideration

Pt = Price of tender under consideration

Pmin = Price of lowest acceptable tender

## 4. POINTS AWARDED FOR SPECIFIC GOALS

4.1. In terms of Regulation 4(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in Table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

then the organ of state must indicate the points allocated for specific goals for the 80/20 preference point system.

**Table 1: Specific goals for the tender and points claimed are indicated per the table below.**

**Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)**

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
More than 51% Black Ownership	20	
less than 51% black Ownership	10	
0% Black ownership	0	

**DECLARATION WITH REGARD TO COMPANY/FIRM**

4.2. Name of company/firm.....

4.3. Company registration number: .....

4.4. TYPE OF COMPANY/ FIRM

- Partnership/Joint Venture / Consortium
- One-person business/sole propriety
- Close corporation
- Public Company
- Personal Liability Company
- (Pty) Limited
- Non-Profit Company
- State Owned Company

[TICK APPLICABLE BOX]



- 4.5. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:
- i) The information furnished is true and correct;
  - ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
  - iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
  - iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
    - (a) disqualify the person from the tendering process;
    - (b) recover costs, losses or damages it has incurred or suffered as a result of that person’s conduct;
    - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
    - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
    - (e) forward the matter for criminal prosecution, if deemed necessary.

..... <b>SIGNATURE(S) OF TENDERER(S)</b>	
<b>SURNAME AND NAME:</b>	.....
<b>DATE:</b>	.....
<b>ADDRESS:</b>	..... ..... ..... .....

**C.13 DEVIATIONS FROM THE REQUEST FOR BID**

Should the bidder desire to make any departures from, or modifications to this Request for Proposal or to qualify its bid in any way, it shall clearly set out its proposals hereunder or alternatively state them in a covering letter attached to its bid and referred to hereunder, failing which the bidder shall be deemed to be unqualified and conform exactly with the requirements of this Request for Proposal.

If no departures or modifications are desired, the Schedule hereunder is to be marked “NIL” and signed by the bidder.

Unless otherwise specified specifically and stipulated in writing, the Contract constitutes the sole memorial of the Contract between the parties and any terms and conditions forming part of the bidder’s Bid or other documentation shall not form part of the Contract and shall be of no force or effect.

PAGE NUMBER	CLAUSE NUMBER	DEVIATION

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Bidder

**C.14 BID SUMMARY AND DETAILS**

We the undersigned submit this bid in accordance with the conditions contained in the referenced RFP document and attach the documents required:

No.	Description in detail	Documents Attached
<b>A. Commercial Documents</b>		<b>(Yes/ No/ N.A.)</b>
1.	Deviations from Request for Proposal	
2.	Covering letter	
3.	Completed Bid Document	
4	National Treasury Central Supplier Database report	
5.	BBBEE Certificate/ sworn affidavit	
6.	Integrity Declarations	
7.	Valid Tax Clearance Certificate/ Pin	
8.	Joint Venture or Partnership Agreement where applicable	
<b>B. Technical Documents</b>		

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Bidder