

ANNEXURE “H”



Companies and Intellectual
Property Commission
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TERMS OF REFERENCE (“TOR”)

CIPC BID NUMBER: 04/2021/2022

DESCRIPTION: INVITATION TO SERVICE PROVIDERS TO SUPPLY, INSTALL, CONFIGURE, MIGRATE, COMMISSION OF ORACLE DATABASE ENVIRONMENT (PROD, DEV, TEST AND Q/A), COUPLED WITH LICENSE RENEWAL (SUPPORT) FOR A PERIOD OF 5 YEARS, AT CIPC DATA CENTRE LOCATED AT THE DTI CAMPUS, 77 MEINTJIES STREET, SUNNYSIDE, PRETORIA, AS PER BILL OF MATERIALS (BOM)

CONTRACT PERIOD: 60 MONTHS – SUPPORT (Hardware and Software)

CLOSING DATE: 18 JUNE 2021

PLEASE NOTE: BID PROPOSALS MUST BE SUBMITTED TO CIPC OFFICES BEFORE OR ON THE BID CLOSING DATE AND TIME.

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1. **TERMS AND CONDITIONS OF REQUEST FOR TENDER (RFP)**

1. CIPC's standard conditions of purchase shall apply.
2. Late and incomplete submissions will not be accepted.
3. Any bidder who has reasons to believe that the RFP specification is based on a specific brand must inform CIPC before BID closing date.
4. Bidders are required to submit an original Tax Clearance Certificate for all price quotations exceeding the value of R30 000 (VAT included). Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of this RFP. Certified copies of the Tax Clearance Certificate will not be acceptable.
5. No services must be rendered or goods delivered before an official CIPC Purchase Order form has been received.
6. This RFP will be evaluated in terms of the **80/20** system prescribed by the Preferential Procurement Regulations, 2001.
7. The bidder must provide assurance/guarantee to the integrity and safe keeping of the information (that it will not amended/corrupted/distributed/permanently stored/copied by the service provider) for the duration of the contract and thereafter. Failure to submit will invalidate the bid proposal.
8. CIPC reserves the right to negotiate with the successful bidder on price.
9. The service provider must ensure that their work is confined to the scope as defined.
10. Travel between the consultant's home, place of work to the DTI (CIPC) vice versa will not be for the account of this organization, including any other disbursements.
11. The Government Procurement General Conditions of contractors (GCC) will apply in all instances.
12. As the commencement of this project is of critical importance, it is imperative that the services provided by the Service Provider are available immediately. Failing to commence with this project immediately from date of notification by CIPC would invalidate the prospective Service Provider's proposal.
13. No advance payment(s) will be made. CIPC will pay within the prescribed period as per the PFMA.
- 14. All prices quoted must be inclusive of Value Added Tax (VAT)**
- 15. All prices must be valid for 120 days**
16. The successful Service Provider must at all times comply with CIPC's policies and procedures as well as maintain a high level of confidentiality of information.
17. All information, documents, programmes and reports must be regarded as confidential and may not be made available to any unauthorized person or institution without the written consent of the Commissioner or his/her delegate.
18. The successful bidder must ensure that the information provided by CIPC during the contract period is not transferred/copied/corrupted/amended in whole or in part by or on behalf of another party.
19. Further, the successful bidder may not keep the provided information by way of storing/copy/transferring of such information internally or to another party in whole or part relating to companies and/or close corporation. As such all information, documents, programs and reports must be regarded as confidential and may not be made available to any unauthorized person or institution without the written consent of the Commissioner or his delegate.
20. The service provider will therefore be required to sign a declaration of secrecy with CIPC. At the end of the contract period or termination of the contract, all information provided by CIPC will become the property of CIPC and the service provider

may not keep any copy /store/reproduce/sell/distribute the whole or any part of the information provided by CIPC unless authorized in terms of the declaration of secrecy.

21. The Service Provider is restricted to the time frames as agreed with CIPC for the various phases that will be agreed to on signing of the Service Level Agreement.

22. CIPC will enter into Service Level Agreement with the successful Service Provider.

23. CIPC reserves the right not to award this bid to any prospective bidder or to split the award.

24. Fraud and Corruption:

The Service Provider selected through this Terms of Reference must observe the highest standards of ethics during the performance and execution of such contract. In pursuance of this policy, CIPC Defines, that for such purposes, the terms set forth will be as follows:

- i. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of CIPC or any personnel of Service Provider(s) in contract executions.
- ii. "Fraudulent practice" means a misrepresentation of facts, in order to influence a procurement process or the execution of a contract, to CIPC, and includes collusive practice among bidders (prior to or after Proposal submission) designed to establish Proposal prices at artificially high or non-competitive levels and to deprive CIPC of the benefits of free and open competition;
- iii. "Unfair trade practices" means supply of services different from what is ordered on, or change in the Scope of Work;
- iv. "Coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the execution of contract;
- v. CIPC shall reject a proposal for award, if it determines that the bidder recommended for award, has been engaged in corrupt, fraudulent or unfair trade practices;
- vi. **CIPC also reserves the right to terminate this Agreement by giving 10 (ten) business days written notice to the service provider due to any perceived (by CIPC) undue reputational risk to CIPC which CIPC can be exposed to resulting from the service provider or its management/directors being found to be involved in unethical behaviour, whether in its dealings with CIPC or any other business dealings.**

Note: "Unethical behaviour" includes but not limited to an action that falls outside of what is considered morally right or proper for a person, a profession or an industry

- vii. CIPC shall declare a Service Provider ineligible, either indefinitely or for a stated period of time, for awarding the contract, if at any time it determines that the Service Provider has been engaged in corrupt, fraudulent and unfair trade practice including but not limited to the above in competing for, or in executing, the contract.
- viii. The service provider will sign a confidentiality agreement regarding the protection of CIPC information that is not in the public domain.



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2. COMPLUSORY BID REQUIREMENTS (FAILURE TO COMPLY WITH ALL REQUIREMENTS BELOW WILL IMMEDIATELY DISQUALIFY THE PROPOSAL)

INSTRUCTIONS FOR THE SUBMISSIONS OF A PROPOSALS

2.1. SUBMISSION OF ORIGINAL HARD COPY

- a) Bidder's must submit **One (1) original copy (hard printed copy of the technical proposal)**
- b) The Bid Document must be marked with the Bidder's Name
- c) The Bid documents **must be signed in ink** by an authorized employee, agent or representative of the bidder and each and every page of the proposal shall contain the initials of same signatories
- d) All pages of the submitted proposal must be numbered.

2.2. SUBMISSION OF USB

- a) **NO DISC WILL BE ALLOWED**
- b) **ONE (1) USB must be submitted, including technical proposal as well as price proposal saved in separate folders;**
- c) The **USB must be marked with the bidder's name.**
- d) The **USB must have an index page/ table of contents listed all documents included in the proposal for easy referencing during evaluation (group information in separate folders)**
- e) The **USB must contain the exact documents/ information submitted in the original copy**
- f) The hard copy submitted will be used by CIPC for records purposes.
- g) Bidders to ensure that the information is properly copied in the USB prior submitting to CIPC and that there are no missing pages. Bidder's to please verify if all documents can open and are properly saved.
- h) **IMPORTANT: THE USB WILL BE USED FOR EVALUATION HENCE THE BIDDER IS REQUIRED TO ENSURE THAT THE USB CONTAINS ALL INFORMATION IN READABLE FORMAT**
- i) **CIPC WILL NOT BE HELD LIABLE FOR INCOMPLETE PROPOSALS/ INFORMATION SUBMITTED IN THE USB'S**
- j) All pages must be signed; numbered and initial as per the Original copy
- k) The USB must be submitted in **PDF format ONLY** and must be **read ONLY**
- l) **IF THERE IS NO USB SUBMITTED THE BID PROPOSAL WILL NOT BE EVALUATED**

FAILURE TO COMPLY WITH ALL THE ABOVE MENTIONED REQUIREMENTS WILL IMMEDIATELY INVALIDATE THE BID

2.3. **SUBMISSION OF PRICE PROPOSAL**

- a) Prospective Bidders must submit a printed hard copy of the Price Proposal in a separate **SEALED** envelope. It is important to separate price from the Technical proposal as Price is evaluated at the last phase of the Evaluation.
- b) The price envelop must be marked with the bidder's name
- c) **Bidders to complete Pricing Schedule SBD 3.3 (Annexure "C")**
- d) **The total Price (Ceiling price)** must be carried over to **BOTH SBD 3.3 (Pricing Schedule) and SBD FORM 1:** (Invitation for Bids).
- e) The Total Bid Amount will be used for the evaluation of bids therefore it must be inclusive of all costs for the duration of the contract.
- f) All prices must be VAT inclusive and quoted in South African Rand (ZAR).
- g) All prices must be valid for 120 days

2.4. **PLEASE NOTE THAT IT IS **COMPULSORY** THAT BIDDERS SUBMIT PROPOSAL AS PER THE FOLLOWING**

- 1. **1 (ONE) ORIGINAL HARD OR PRINTED COPY**
- 2. **1 (ONE) USB FOR TECHNICAL PROPOSAL AND PRICE MUST BE INCLUDED IN THE SAME USB **BUT SAVED IN A SEPARATE FOLDER ("MARKED PRICE PROPOSAL")****
- 3. **ONE SEALED ENVELOPE FOR PRICE PROPOSAL (INSIDE THERE MUST BE)**
 - ❖ PRICE SCHEDULE – SBD.33
 - ❖ SBD1 - INVITATION TO BIDS
 - ❖ PRICE BREAKDOWN PREFERABLE IN THE BIDDERS LETTERHEAD SIGNED BY AN AUTHORISED REPRESENTATIVE

NB: Bidders must also refer to page 12 of 16 of the Terms of reference under Mandatory Requirements

FAILURE TO COMPLY WITH ALL THE ABOVE MENTIONED REQUIREMENTS WILL IMMEDIATELY INVALIDATE THE BID.

I, the undersigned (NAME).....certify that:

I have read and understood the conditions of this tender.

I have supplied the required information and the information submitted as part of this tender is true and correct.

.....
Signature

.....
Date



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3. **INTRODUCTION**

CIPC's mandate is registration of companies, close corporations, cooperatives and intellectual property rights. Related services include the disclosure of information as well as dispute resolution arising out of infringements to these rights. Therefore, CIPC needs to ensure the integrity and efficiency of its processes in order to provide accurate information. To improve the competitiveness of the South African economy by enhancing the reputation of South African businesses and the business environment. Also improving the reliability and integrity of the information within the CIPC databases and to promote broader economic growth through partners and participation in enhancing service delivery and extending the reach of CIPC through partners like the banks, government parastatals and other stakeholders.

1.1. **CIPC ICT needs to appoint a service provider to:**

Supply, Install, Configure, Migrate, Commission of Oracle Database environment (prod, dev, test and q/a), coupled with license renewal (support) for a period of 5 years, at CIPC Data Centre located at the dti campus, 77 meintjies street, sunnyside, pretoria, as per bill of materials (BOM) .

Contract Duration: 60 Months,

Operational effective from On Award

Background and Objectives

CIPC wishes to appoint a service provider to supply and provision Oracle environments with CIPC. The proposal must include license renewals for all Products for a period of 60 months

NB:

- I. There will be a 3 month/90 days exit clause included in the SLA based on whether the CIPC changes business plans and/or operating models – for example Data Centre Relocation or Hybrid Data Centre as an option.
- II. Pricing Schedule to be included in submission;
 - SUPPLY, INSTALL, CONFIGURE, MIGRATE, COMMISSION.
 - LICENSE RENEWAL FOR ALL PRODUCTS FOR A PERIOD OF 60 MONTHS.
 - HARDWARE SUPPORT FOR SUPPLIED HARDWARE FOR A PERIOD OF 60 MONTHS.

3. **SCOPE OF WORK**

2.1 **Solution Overview**

CIPC will be migrating its current Oracle Database environment to a newly procured environment/solution as per BOM. The solution overview must provide CIPC with a completed Production, Development, Quality Assurance and Test environments.

This will also include migrating the current Databases from its current environment to the newly provisioned environment. Commissioning and Testing will be part of this process to ensure governance and data integrity.

2.2 **Solution Scope**

SUPPLY: All elements of the BOM to cater for the complete Oracle environment.

NB:

Bidders MUST indicate explicitly if items have been omitted which will hamper the deployment of the solution. The successful bidder should ensure that all services/equipment requested/mentioned above are supplied and readily available at any given time from the AWARD until the end of the contract. Bidders MUST advise CIPC on any technical issues or any challenges that may render the required request inoperable.

CIPC business hours are from 06h00 to 18h00 from Monday to Friday excluding Public holidays. The service providers are also expected to provide remote/onsite support to CIPC during business hours including any other services that may be required after hours, on weekends and public holidays.

The CIPC head office is situated at the dtic Campus, 77 Meintjes Street, Sunnyside.

4. **BACKGROUND AND SCOPE**

CIPC has two sets of Oracle Licenses (CSIs) for the old oracle environment and for the new Oracle environment. CIPC now seeks to consolidate the two sets of the Oracle Licenses into one licensing set (CSI) to enable a number of new initiatives that includes segregated environments for the development, Testing, Quality Assurance, Reporting and production.

The details for the renewal and consolation of the Oracle licenses are as follows;

SW On Premise	Quantity	Support	Cores
Oracle DB EE	8	332 721	16
Oracle Diagnostics	12	52 535	24
Oracle Partitioning	12	120 830	24
Oracle Real Application Clusters	12	241 661	24
Oracle Tuning packs	12	52 535	24
Oracle Database Enterprise Edition - Named User Plus Perpetual	80	108 115	160
Oracle Database Enterprise Edition - Processor Perpetual	4	270 288	8
Oracle Internet Application Server Enterprise Edition - Processor Perpetual	4	202 716	8
Total		1 381 401	8



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5. **DURATION OF CONTRACT**

The contract is for Sixty (60 months) effective and an SLA will be entered into with the successful bidder
Contract effective from **ON AWARD**

5.1. Exposure

The successful bidder must have minimum 5 years relevant exposure/experience in the Supply, Install, Configure, Migrate, Commission of Oracle Database environment (prod, dev, test and q/a) and/or of Oracle products and services.

5.2. Experience

The successful bidders resources must have minimum 3-years' experience in the Supply, Install, Configure, Migrate, Commission of Oracle Database environment (prod, dev, test and q/a) and/or of Oracle products and services.

The following experience will be an added advantage:

- Experience in other ICT service/infrastructure maintenance areas; and
- Experience in business service management

5.3. Qualifications

As per accreditation provided by the OEM (Original Equipment Manufacturer)

5.4. Soft Skills

The following soft skills are essential:

- Communication;
- Report writing; and
- Relationship management

5.5. Aptitudes/Personality traits N/A

5 **REPORTING**

The contracted bidder's account manager will report to the Manager or his delegate for the purpose of this project.

6 **WORKING CONDITIONS**

6.1 Equipment

- N/A

6.2 Proprietary rights

- The proprietary right with regard to copyright, patents and any other similar rights that may result from the service rendered by the resource belong to CIPC.
- The final product of all work done by the resource, shall at the end of service period, be handed over to CIPC.
- The resource may not copy documents and/or information of the relevant systems for any other purpose than CIPC specific.

6.3 Indemnity / Protection / Safeguard

- The resources safeguard and set CIPC free to any losses that may occur due to costs, damage, demands, and claims that is the result of injury or death, as well as any damage to property of any or all contracting personnel, that is suffered in any way, while delivering a service to CIPC.

- The resources safeguard and set CIPC free to any or all further claims for losses, costs, damage, demands and legal expenses as to the violation on any patent rights, trademarks or other protected rights on any software or related data used by the resources.

6.4 Government Safety

- The resources attention is drawn to the effect of government Safety Legislation. The resources must ensure (be sure) that relevant steps taken to notify the person(s) of this requirement.
- The resource must at all times follow the security measures and obey the rules as set by the organization.

6.5 Quality

- The Infrastructure Manager: will subject the quality and standard of service rendered by resources to quality control.
- Should CIPC, through the Infrastructure Manager: be of the opinion that the quality of work is not to the required level, the service provider will be requested to provide another resource. The service provider will carry the cost related to these changes.

7. BID COSTING

Prospective bidders must submit a bill of quantities clearly indicating the unit costs and any other costs applicable. The onus is upon the prospective bidders to take into account all costs for the duration of the contract period and to CLEARLY indicate the price

PRICING TABLE (TO BE PRINTED AND INCLUDED IN THE SEALED ENVELOP -PRICE PROPOSAL) WITH THE FOLLOWING DOCUMENTS

1. SDB 3.3: PRICING SCHEDULE
2. SBD FORM 1: INVITATION TO BIDS FOR
3. A BIDDER **MUST** ATTACH PRICE BREAKDOWN IN THE BIDDER'S COMPANY LETTERHEAD STATING UNIT COSTS AS WELL AS THE TOTAL BID PRICE INCLUSIVE OF ALL FOR THE DURATION OF THE CONTRACT
4. BIDDER'S TO COMPLY WITH ALL CONDITIONS BELOW AS WELL AS THOSE ON PAGE 6 OF 12 AND PAGE WITH REGARDS TO PRICE
5. The costing should be based on all requirements of the terms of reference for a period 60 months, for the supply, install, configure, migrate, commission of oracle database environment (prod, dev, test and q/a), coupled with license renewal (support) for a period of 5 years at CIPC data centre located at the DTI campus, 77 Meintjies street, Sunnyside, Pretoria, as per bill of materials (BOM). Prospective bidders must submit a **total price as per table below clearly indicating the unit costs and any other costs applicable**. The onus is upon the prospective bidders to take into account all costs and to CLEARLY indicate the price. Cost breakdown must be provided, covering all required aspects in this tender. **NB The total price must be carried over to the pricing schedule and will be used to evaluate the bids. Prices must be firm for the duration of the project. PRICE CARRIED OVER TO SBD FORM 3.3 AND SBD FORM 1 MUST INCLUDE ALL COSTS FOR THE DURATION OF ALL PERIOD STATED ABOVE UNDER PRICING. FAILURE TO COMPLY WITH THIS REQUIREMENT SHALL IMMEDIATELY INVALIDATE THE BID.**



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8. SPECIAL CONDITIONS

- I. The bidder must provide assurance/guarantee to the integrity and safe keeping of the information (that it will not amended/corrupted/distributed/permanently stored/copied by the service provider) for the duration of the contract and thereafter.
- II. CIPC reserves the right to negotiate with the successful bidder on price.
- III. The service provider must ensure that their work is confined to the scope as defined.
- IV. Travel between the consultants home, place of work to the dti (CIPC) vice versa will not be for the account of this organization, including any other disbursements.
- V. Government Procurement General Conditions of contract (GCC) as issued by National Treasury will be applicable on all instances. The general conditions is available on the National Treasury website (www.treasury.gov.za)
- VI. No advance payment would be made. Payment would be made in terms of the deliverables or other unless otherwise agreed upon by CIPC and the successful bidder. CIPC will pay within the prescribed period according to PFMA.
- VII. The price quoted by the prospective service provider must include Value Added Tax (VAT).
- VIII. The successful bidder must at all times comply with CIPC's policies and procedures as well as maintain a high level of confidentiality of information.
- IX. The successful bidder must ensure that the information provided by CIPC during the contract period is not transferred/copied/corrupted/amended in whole or in part by or on behalf of another party.
- X. Further, the successful bidder may not keep the provided information by way of storing/copy/transferring of such information internally or to another party in whole or part relating to companies and/or close corporation.
- XI. As such all information, documents, programs and reports must be regarded as confidential and may not be made available to any unauthorized person or institution without the written consent of the Commissioner or his/her delegate.
- XII. The service provider will therefore be required to sign a declaration of secrecy with CIPC. At the end of the contract period or termination of the contract, all information provided by CIPC will become .The property of CIPC and the service provider may not keep any copy /store/reproduce/sell/distribute the whole or any part of the information provided by CIPC unless authorized in terms of the declaration of secrecy.
- XIII. The service provider will be required to sign a service level agreement with CIPC prior to the commencement of the contract.
- XIV. As the commencement of this contract is of critical importance, it is imperative that the prospective contractor is available immediately. Failing to commence with this contract immediately from date of notification by CIPC would invalidate the prospective service provider's proposal.
- XV. Functionality evaluation will not be applicable.
- XVI. CIPC reserves the right not to make this appointment

9. EVALUATION PROCESS (Criteria)

The evaluation process will be done in accordance with the following criteria:

Bids will be evaluated in accordance with the **80/20** preference point system contemplated in the Preferential Procurement Policy Framework Act (Act 5 of 2000).

10. Evaluation (Phases)

The evaluation will be completed in 2 phases:

Phase 1: Compliance to minimum requirements

Phase 2: Functional evaluation

Phase 3: Pricing and Preferential Procurement policy

PHASE 1: COMPLIANCE TO MINIMUM REQUIREMENTS AND MANDATORY REQUIREMENTS

During Phase 1 all bidders will be evaluated to ensure compliance to minimum document requirements. Without limiting the generality of the CIPC 'S other critical requirements for this Bid, bidder(s) **must submit the documents** listed in the **Table** below. All documents must be completed and signed by the duly authorized representative of the prospective bidder(s). During this phase Bidders' response will be evaluated based on compliance with the listed administration and mandatory bid requirements. All bidders that comply with the minimum requirements will advance to Phase 2. The bidder(s) proposal will be disqualified for non-submission of any of the documents. **Submission of the Oracle Certification/Partner letter in order to proceed to the next phase (phase 2). FAILURE TO COMPLY WITH THIS REQUIREMENT SHALL IMMEDIATELY DISQUALIFY A BIDDER**

Item No	Document that must be submitted	Compliance provide ANSWER: Yes /No	Non-submission may result in disqualification
1.	Invitation to Bid – SBD 1		Complete and sign the supplied pro forma document. Bidders must provide agreements for sub-contracting, Joint Venture agreements as per the requirements in the SBD forms
2.	Tax Status – SBD1		a) Bidders must submit Tax Clearance Certificate (TCC) PIN b) The TCS PIN will be used for the verification of tax compliance status a Bidder
3.	Declaration of Interest –SBD 4		Complete and sign the supplied pro forma document.
4.	Preference Point Claim Form – SBD 6.1		Non-submission will lead to a zero (0) score on BBBEE
5.	Declaration of Bidder's Past Supply Chain Management Practices SBD8		Complete and sign the supplied pro forma document.
6.	Certificate of Independent Bid Determination – SBD 9		Complete and sign the supplied pro forma document.
7.	Registration on Central Supplier Database (CSD)		The Service Provider is encouraged to be registered as a service provider on the Central Supplier Database (CSD). Visit https://secure.csd.gov.za/ to obtain your. Vendor number. Submit PROOF of registration on the Central Supplier Database (CSD Report) <u>SUBMIT SUPPLIER NUMBER AND UNIQUE REFERENCE NUMBER</u>
8.	NB: Pricing Schedule: Compliance to price requirements as stated in this TOR REFER TO PAGE 8 OF 16		<ul style="list-style-type: none"> Submit full details of the Price Proposal in a separate SEALED envelope. Price must be carried over to BOTH SBD 3.3 (Pricing Schedule) and SBD FORM1: (Invitation for Bids). <i>The Total Bid Amount (CEILING AMOUNT) will be used for the evaluation of bids therefore it must be inclusive of all costs for the duration of the contract)</i> <u>FAILURE TO COMPLY WITH THIS REQUIREMENT SHALL IMMEDIATELY DISQUALIFY A BIDDER.</u>
	<u>IMPORTANT:</u> Bill of materials (BOM) (Annexure A)to be submitted - failure to submit will render your bid being disqualified. MUST BE ATTACHED IN THE PRICE ENVELOP WITH PRICING		<u>The Bill of Materials (BOM) as per Annexure A on page 16 OF 16 Must be submitted with units cost as well as the total cost included AND ATTACHED TO PRICE ENVELOP</u> <u>FAILURE TO COMPLY WITH THIS REQUIREMENT SHALL IMMEDIATELY DISQUALIFY A BIDDER</u>
9	IMPORTANT: SUBMISSION OF USB REFER TO PAGE 5 -6 OF 16		<ol style="list-style-type: none"> Bidders must submit a USB with their proposal- 1 copy of the original document USB to be submitted in pdf format and to be read only <u>FAILURE TO COMPLY WITH THIS REQUIREMENT SHALL IMMEDIATELY DISQUALIFY A BIDDER.</u>
10.	Submission of the Oracle Certification/Partner letter in order to proceed to the next phase (phase. Failure to provide such will invalidate the bid.		Oracle Certification/Partner letter must be submitted in order to proceed to the next phase (phase 2). <u>FAILURE TO COMPLY WITH THIS REQUIREMENT SHALL IMMEDIATELY DISQUALIFY A BIDDER.</u>

ALL BIDDERS THAT COMPLY WITH THE MINIMUM REQUIREMENTS WILL ADVANCE TO PHASE 2.

Phase 2: Functional Evaluation and Compliance to specification

All bidders that advance to Phase 2 will be evaluated by a panel to determine compliance to the functional requirements of the bid.

The functional evaluation will be rated out of 100 points and will be determined as follows:

No.	EVALUATION CRITERIA	Rating					Weight	Total
		1	2	3	4	5		
1.	Demonstrated 5 year's experience in the Supply, Install, Configure, Migrate, Commission of Oracle Database environments (prod, dev, test and q/a). (Provide a minimum of three reference letters with contactable references from clients) <u>Ratings to be awarded as follows:</u> 1: No Reference Letters 2: Two Reference Letters with less than 5 year's experience 3: Three Reference Letters with 5 year's experience 4: Four Reference Letters with 6 to 8 year's experience 5: Five Reference Letters with greater than 8 year's experience						40	
2.	Expertise/ Experience (3 years) of technicians/resources to be assigned to the CIPC to Supply, Install, Configure, Migrate, Commission of Oracle Database environment (prod, dev, test and q/a) (CVs detailing experience of all personnel to be assigned to CIPC for all required services). Note: If a resource for whom a CV has been supplied is replaced with another, the alternate resource must have same experience, qualifications and certifications. 1 – No experience of resources in the proposed solution 2 – Less than 3 years' experience in the proposed solution 3 – 3 years' experience in the proposed solution 4 – Four to Six years' experience in the proposed solution 5 – Seven to Ten years' experience in the proposed solution						30	
3.	(OEM) Qualifications/Certifications of technicians to be assigned to the CIPC for the Supply, Install, Configure, Migrate, Commission of Oracle Database environment (prod, dev, test and q/a) (CVs detailing competency/certifications of all personnel to be assigned to CIPC for all required services). Note: If a resource for whom a CV has been supplied is replaced with another, the alternate resource must have same experience, qualifications and certifications. 1 – No CV's submitted, no OEM certifications, 2 – One CV submitted, with OEM certifications in the proposed solution. 3 – Two CV's submitted with OEM certifications in the proposed solution 4 – Three CV's submitted with OEM certifications in the proposed solution 5 – Four CV's submitted with OEM certifications in the proposed solution						30	
Total							100	

Note:

- Functionality will count out of 100 points. Bidders must achieve a minimum score of **60 points out of 100** on the functionality evaluation to proceed to the next phase.
- BIDDERS THAT ACHIEVE LESS THAN 60 POINTS ON FUNCTIONALITY WILL BE DISQUALIFIED FOR FURTHER EVALUATION**

11. PHASE 2: PRICING AND PREFERENTIAL PROCUREMENT POLICY

Please Note: CIPC 6.1 Preference Points Claim Form in terms of the PPPFA is attached for claiming above mentioned points, if not completed the company will automatically score 0 points.

Preferential Procurement Policy

The bidders that have successfully progressed will be evaluated in accordance with the **80/20** preference point system contemplated in the Preferential Procurement Policy Framework Act (Act 5 of 2000).

Pricing

Pricing will be calculated using the lowest price quoted as the baseline, thus the lowest price quoted will achieve full marks, while all other quotes will achieve a weighted average mark based on the lowest price.

Description	Total
Price	80
BBBEE	20
Total	100

- Provide fixed price quotation for the duration of the contract
- Cost must be VAT inclusive and quoted in South African Rand
- Costing should be aligned with the project activities / project phases

BROAD BASED BLACK ECONOMIC EMPOWERMENT (BBBEE)

- Provision of the Preferential Procurement Policy Framework Act (PPPFA), Act 5 of 2000 and its regulations 2017 will apply in terms of awarding points.
- Preference Points Claim Form, SBD 6.1 should be completed and signed by the bidder to be able to claim preference points.
- Calculation of points for B-BBEE status level contributor:
- Points will be awarded to a bidder for attaining the B-BBEE status level of contributor in accordance with the table below:
- Failure to submit a certificate from accredited verification agency substantiating the B-BBEE status level of contribution or is a non-compliant contributor, such bidder shall score 0 points out of the allocated maximum points for B-BBEE.

THE BIDDER WITH THE HIGHEST SCORE WILL BE RECOMMENDED AS THE SUCCESSFUL SERVICE PROVIDER.

12. BRIEFING SESSION

THERE IS **NO** BRIEFING SESSION SCHEDULED FOR THIS.

BRIEFING SESSION/SITE VISIT	N/A
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Companies and Intellectual
Property Commission

a member of the **dtic** group

13. SUBMISSION OF PROPOSALS

Sealed proposals will be received at the Tender Box at the Reception, 77 Mentjies Street, Sunnyside, the dti campus, Block F.

Proposals should be addressed to:

Manager (Supply Chain Management)

Companies and Intellectual Property Registration Office

AT THE WEST GATE ON 77 MEINTJIES STREET,

CLOSE TO ENTUTFUKWENI BUILDING (BLOCK "F"),

77 MEINTJIES STREET,

SUNNYSIDE, "THE DTI" CAMPUS,

PRETORIA.

14. ENQUIRIES

A. Supply Chain Enquiries

Mr Solomon Motshweni OR Ms Ntombi Maqhula

Contact No: (012) 394 3971 /45344

E-mail: SMotshweni@cipc.co.za OR Nmaqhula@cipc.co.za

B. Technical Enquiries

Mr Anand Moopanar

E-mail: amoopanar@cipc.co.za

BIDS OPENING DATE: 01 JUNE 2021

BIDS CLOSING TIME: 11: 00 AM

BIDS CLOSING DATE: 18 JUNE 2021

PLEASE NOTE: BID PROPOSALS MUST BE SUBMITTED TO CIPC OFFICES BEFORE OR ON THE BID CLOSING DATE AND TIME.

NB: IT IS THE PROSPECTIVE BIDDERS' RESPONSIBILITY TO OBTAIN BID DOCUMENTS IN TIME SO AS TO ENSURE THAT RESPONSES REACH CIPC, TIMEOUSLY. CIPC SHALL NOT BE HELD RESPONSIBLE FOR DELAYS IN THE POSTAL SERVICE.

NB: COVID -19 REGULATIONS TO BE ADHERED TO

ANNEXURE “A” BILL OF MATERIALS

Item #	Description	Quantity
1	Hardware - Oracle Database Appliance X8-2-HA: model family	
1.01	Oracle Database Appliance X8-2-HA (for factory installation)	1
1.02	Power cord: Sun Rack 2 jumper, 2 meters, C14RA plug, C13 connector, 13 A (for factory installation)	4
1.03	PCIe filler panel (for factory installation)	4
1.04	Oracle Dual Port 25Gig DB Ethernet Adaptor	4
1.05	Oracle Database Appliance X8-2-HA storage enclosure populated with six 7.68 TB SSDs	1
1.06	Jumper Cable Kit: 1 x 2m C13	2
1.07	Oracle Standard System Installation Service, Site Audit: Engineered Systems - Group II	1
1.08	Cable: 1 meter, mini SAS HD to mini SAS HD	4
1.09	Oracle Standard Software Installation & Configuration for Systems Service: Oracle Enterprise Manager (OEM, Repository Management Service, WebLogic server, 1 engineered system or 5 assets)	1
1.1	Oracle Standard Software Installation & Configuration for Systems Service: Base	1
1.11	Rack Cabinet	1
1.12	10 GIG Ethernet Switches	2
1.13	Oracle Premier Support for Systems	1
1.14	Oracle 1/10 DBE Dual Rate fsp Plus	8
2	Hardware - Oracle Database Appliance X8-2-HM, TAA: model family	
2.01	Oracle Database Appliance X8-2M, TAA (for factory installation)	1
2.02	Oracle Dual Port 25Gig DB Ethernet Adaptor	2
2.03	Power cord: South Africa, 2.5 meters SANAS164 plug, C13 connector, 10 A (for factory installation)	2
2.04	Two 6.4 TB 2.5-inch NVMe PCIe 3.0 SSDs v2 with coral-d bracket for Oracle database Appliance X8-2M (for factory installation)	4
2.05	3.5-inch disk drive filler panel (for factory installation)	2
2.06	PCIe filler panel (for factory installation)	1
2.07	Oracle Quad Port 10GBase-T Adapter (for factory installation)	1
2.08	Oracle Standard System Installation Service, Site Audit: Engineered Systems	1
2.09	Oracle Standard Software Installation & configuration for Systems Service: Oracle Enterprise Manager (OEM, Repository Management Service, WebLogic server, 1 engineered system or 5 assets)	1
2.1	Oracle Standard Software Installation & configuration for Systems Service: Base	1
2.11	Oracle 1/10 DBE Dual Rate fsp Plus	4
3	Software - Programs and Program-Related Service Offerings Software Update License & Support	
3.01	Oracle Database Enterprise Edition - Processor Perpetual	4
3.02	Oracle Real Application Clusters - Processor Perpetual	4
3.03	Oracle Partitioning - Processor Perpetual	4
3.04	Oracle Diagnostics Pack - Processor Perpetual	4
3.05	Oracle Tuning Pack - Processor Perpetual	4
3.06	Oracle Audit Vault and Database Firewall - Processor Perpetual	16
3.07	Oracle Data Masking and Subsetting Pack - Processor Perpetual	16
4	Data Migration	
4.01	Oracle Advanced Customer Services - Oracle Database Transition (0-100GB)	2
4.02	Oracle Advanced Customer Services - Oracle Database Transition (200-300GB)	2
4.03	Oracle Advanced Customer Services - Oracle Database Transition (300-500GB)	2
4.04	Oracle Advanced Customer Services - Informix Database Transition (750Gb -1000GB)	3
4.05	Oracle Advanced Customer Services - Platform Transition	1
5	Licensing Support Renewal of the Current Estate for 60 months (5 Years)	
5.01	Oracle Database Enterprise Edition - Processor Perpetual	12
5.02	Oracle Diagnostics	12
5.03	Oracle Partitioning	12
5.04	Oracle Real Application Clusters	12
5.05	Oracle Tuning packs	12
5.06	Oracle Database Enterprise Edition - Named User Plus Perpetual	80
5.07	Oracle Internet Application Server Enterprise Edition - Processor Perpetual	4

IMPORTANT

The above Bill of Materials must be printed and submitted with SBD3.3 and SBD 1 in a sealed price envelop as per bid instruction under mandatory requirements and page 5 and 6 of 16. Bill of materials (BOM) to be submitted

FAILURE TO SUBMIT WILL RENDER YOUR BID BEING DISQUALIFIED.