

ANNEXURE "H"



Companies and Intellectual
Property Commission
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TERMS OF REFERENCE ("TOR")

CIPC BID NUMBER: 10/2021/2022

**DESCRIPTION: INVITATION TO SERVICE PROVIDERS TO
SUPPLY INTERNET CONNECTIVITY AT THE
COMMISSION'S MAIN DATA CENTER
LOCATED AT THE DTIC CAMPUS, 77
MEINTJIES STREET, SUNNYSIDE, PRETORIA**

**CONTRACT PERIOD: 60 MONTHS, WITH AN OPTION TO RENEW
FOR A FURTHER 60 MONTHS.**

SEE DETAILS OF THE BRIEFING SESSION ON PAGE: 16 OF THIS TOR

BID CLOSING DATE: 14 DECEMBER 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 quoted in South African Rand**
- 16. All prices must be valid for 120 days**
17. 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.
18. 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.
19. 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.
20. 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.

21. 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.
22. 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.
23. CIPC will enter into Service Level Agreement with the successful Service Provider.
- 24. CIPC reserves the right not to award this bid to any prospective bidder or to split the award.**
- 25. 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.



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) Bidders to ensure that the information is properly copied in the USB prior submitting to CIPC and that there are no missing pages.
- g) **THE USB WILL BE USED FOR EVALUATION HENCE THE BIDDER IS REQUIRED TO ENSURE THAT THE USB CONTAINS ALL INFORMATION.**
- h) **CIPC WILL NOT BE HELD LIABLE FOR INCOMPLETE PROPOSALS/ INFORMATION SUBMITTED IN THE USB'S**
 - i) All pages must be signed; numbered and initial as per the Original copy
 - j) The USB must be submitted in **PDF format ONLY** and must be **read ONLY**

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). **Failure to comply with this requirement will disqualify the bid.**
- 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
 - ❖ BIDDERS TO REFER TO ANNEXURE A PAGE 15 REQUIREMENTS ON PRICE PROPOSAL

NB: Bidders must also refer to page 11 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



1. 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 internet connectivity services to CIPC's main Data Center,

Contract Duration: 60 Months, with an option to renew for a further 60 Months.

Operational effective from 01/04/2022

Background and Objectives

CIPC wishes to appoint a service provider to supply Internet connectivity at the Commission's main data centre located at the dtic Campus, 77 Meintjies Street, Sunnyside, and Pretoria. The solution must provide CIPC with Internet connectivity Network (VPN) and virtual routing and forwarding (VRF) offering secure, redundant and scalable data services, and provide CIPC with easy fast connectivity.

NB: 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.

2. SCOPE OF WORK

2.1 Solution Overview

The solution overview must provide CIPC with an Internet connectivity, Virtual Private Network (VPN) offering secure virtual routing and forwarding (VRF), fast, redundant and scalable data services and provide CIPC with ease of connectivity. The solution must be 300Mbps fibre connectivity and 300Mbps microwave backup link auto fail over configured, Hosted Firewall. The solution must be robust, scalable and flexible to meet future growth and changes (e.g. move to a new building) which will be billable once the services are implemented, commissioned and operational. The solution services must be fully managed from end to end. Regular scheduled reporting must be provided for the services.

Site: CIPC Head Office

Location: the dtic Campus, 77 Meintjies Street, Sunnyside, Pretoria.

CIPC Fibre Connectivity ToR: 03112021

2.2 Solution Scope

SUPPLY:

- Internet connectivity services for CIPC Head Office inbound and outbound traffic.
- CIDR ./27

NB:

Bidders MUST Provide Internet connectivity services for CIPC Head Office inbound and outbound traffic.

The required solution is as follows:

- 1) Size 300 Mbps fibre link.
- 2) Size 300 Mbps microwave backup link.
- 3) Inbound outbound Internet Breakout.
- 4) SLA: 2 hours' response/repair.
- 5) Hosted Firewall.
- 6) The solution must be robust, scalable, fast and flexible

The successful bidder should ensure that all services requested/mentioned above are supplied and or readily available at any given time from the 01/04/2022 until the end of the contract. Bidders MUST advise CIPC on any technical issues or any challenges that may render the required services 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.

Compulsory briefing will be conducted: REFER to page 16 of this document

3. **COMPETENCY AND EXPERTISE REQUIREMENTS**

The following competencies and expertise are required for this role:

3.1 Exposure

The successful bidder must have more than 5 years' relevant exposure in the supply, configuration and support and maintenance of broadband services, data center services, data-lines connectivity and services as per industry standards.

3.2 Experience

The successful bidder must have over 5-years' experience in the supply, configuration and support and maintenance of data-lines connectivity and related services.

The following experience will be an added advantage:

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



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4. Qualifications

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

5. Soft Skills

The following soft skills are essential:

- Communication;
- Report writing; and
- Relationship management

6. Aptitudes/Personality traits N/A

7. REPORTING

The contracted bidder's account manager will report to the Manager or his delegate. Monthly reports will be submitted to the Manager:

The reports shall contain at least the following:

- Incidents logged during the reporting period;
- Capacity reports;
- Utilization reports;
- Link security abuse and unauthorized traffic attempts on hosted firewalls;
- Any other relevant or additional report incidents.

8. WORKING CONDITIONS

8.1 Equipment

- N/A

8.2 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.

8.3 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.

8.4 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.

8.5 Quality

- The Operations and Networks Manager: will subject the quality and standard of service rendered by resources to quality control.
- Should CIPC, through the Operations and Networks 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.

9. CONTRACT DURATION

- The contract duration is for **60 Months, with an option to renew for a further 60 Months. Contract effective from 01/04/2022**, A Service Level Agreement (SLA) will be entered into with the successful bidder. This will be subject to a 3-month termination notice for operational reasons and/or other contractual provisions.



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10. 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. Travel between the consultants home, place of work to the **dti Campus** (CIPC) will not be for the account of CIPC, including any other disbursements unless agreed to in writing by CIPC prior to the expense being incurred;
- IV. Government Procurement General Conditions of Contract (GCC) as issued by National Treasury will be applicable on all instances. The general conditions are available on the National Treasury website (www.treasury.gov.za);
- V. No advance payment will 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;
- VI. The price quoted by the prospective service provider must include Value Added Tax (VAT);
- VII. 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;
- VIII. 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;
- IX. 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;
- X. 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 and/or his/her delegate;
- XI. 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;
- XII. The Service Provider (successful bidder) will be required to sign a Service Level Agreement with CIPC prior to the commencement of the contract; and
- XIII. Compliance with PFMA regulations in terms of the safeguarding of assets and adequate access control must be guaranteed. Assets include all infrastructure, software, documents, backup media and information that will be hosted at the Offsite ICT Recovery Site. These security measures must be specified in the SLA.
- XIV. As the commencement of this contract is of critical importance, it is imperative that the prospective Service Provider has resources that are available immediately. Failure to commence with this contract immediately from date of notification by CIPC could invalidate the prospective Service Provider's proposal.

11. 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).

3. Evaluation (Phases)

The evaluation will be completed in 3 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. The letter / testimonial /certification must be submitted 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.
2.	Tax Status – SBD1		Bidders must submit Tax Clearance Certificate (TCC) PIN 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 – SBD 8		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) SUBMIT SUPPLIER NUMBER AND UNIQUE REFERENCE NUMBER
8.	NB: Pricing Schedule: Compliance to Annexure A REFER TO PAGE 6 and 15 OF 17		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>
9	IMPORTANT: SUBMISSION OF USB REFER TO PAGE 5 OF 17		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 All documents to be signed and bidders initial each page <u>FAILURE TO COMPLY WITH THIS REQUIREMENT SHALL IMMEDIATELY DISQUALIFY A BIDDER.</u>
10.	IMPORTANT: Accreditation in the implementation of data network services (bidders to submit relevant accreditation certificate/letter) – failure to submit will render your bid invalid. <u>FAILURE TO COMPLY WITH THIS REQUIREMENT SHALL IMMEDIATELY DISQUALIFY A BIDDER.</u>		<ul style="list-style-type: none"> The letter or a testimonial must be submitted in order to proceed to the next phase (phase 2). Bidders to ensure that a letter/ testimonial /certification etc. addressing this requirement is attached. All bidders are required to comply with this requirement. Should there be no letter/ testimonial /certification etc attached the bid will immediately be disqualified. The letter/ testimonial /certification must be signed dated by authorized representative It should state expiry date or validity <u>FAILURE TO COMPLY WITH THIS REQUIREMENT SHALL IMMEDIATELY DISQUALIFY A BIDDER.</u>
11.	COMPULSORY BRIEFING SESSION/SITE VISIT		<ul style="list-style-type: none"> Refer to page 17 of this document for all details <u>FAILURE TO ATTEND THE COMPULSORY BRIEFING SESSION 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:

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

EVALUATION CRITERIA	Rating					Weight	Total
	1	2	3	4	5		
<p>1. Provide a detailed technical proposal, implementation and support methodologies. Provide a detailed network diagram of the proposed connectivity methodology of VPN and ISP Internet connectivity and VPN, VRFs services technology supply, configure, maintain, support and reporting.</p> <p><u>Ratings to be awarded as follows</u></p> <p>Score = 1: No Technical Proposal</p> <p>Score = 2: Incomplete Technical Proposal</p> <p>Score = 3: Technical Proposal with detailed Network Diagram covering all aspects</p> <p>Score = 4: Technical Proposal with detailed Network Diagram covering all aspects and any other single benefit of the solution over and above the core requirements</p> <p>Score = 5: Technical Proposal with detailed Network Diagram covering all aspects and more than one benefit of the solution over and above the core requirements</p> <p>Proof to be submitted: Technical Proposal</p>						70	
<p>2. Provide a minimum of three contactable references with contact details from clients indicating completed projects/experience as an ISP for period of 5 years.</p> <p><u>Ratings to be awarded as follows</u></p> <p>Score = 1: Experience less than or equal to 3 years</p> <p>Score = 2: Experience less than 5 years</p> <p>Score = 3: Experience of 5 years</p> <p>Score = 4: Experience greater than 5 years, but not more than 8 years</p> <p>Score = 5: Experience greater than 10 years</p> <p>Proof to be submitted: testimonial letters from clients</p>						30	
Total						100	

Functionality / quality will be evaluated on a scale of 1 – 5 in accordance with the criteria below. The rating will be as follows: 1 = Very poor/ No experience, 2 = Poor/ 1-2 years' experience, 3 = Good / 2-3 years' experience, 4 = Very good 4-5 years' experience, 5 = Excellent 5 or more years.

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**

PHASE 3: 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.

NB: PLEASE PRINT AND INCLUDE IN PRICING ENVELOP



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ANNEXURE "A" PRICE SCHEDULE

4. BID COSTING

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

1. SDB 3.3: PRICING SCHEDULE
2. SDB FORM 1: INVITATION TO BIDS
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 17 AND PAGE WITH REGARDS TO PRICE

The costing should be based on all requirements of the terms of reference for a period 60 Months, with an option to renew for a further 60 Months. Pricing to be presented as per the tables below.

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 SDB FORM 3.3 AND SDB 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.**

(Format for price quotation):

The service provider must provide costing based on the pricing schedule table below. Service providers must endeavor to structure their pricing in terms of deliverables set below

Term 1

	Year 1	Year 2	Year 3	Year 4	Year 5
Vat Amount					
Subtotal for a period of 5 YEARS					

Term 2

	Year 6	Year 7	Year 8	Year 9	Year 10
Vat Amount					
Subtotal for a period of 5 YEARS					

TOTAL PRICING OVER THE PERIOD OF 10 YEARS: THIS AMOUNT MUST BE CARRIED OVER TO SDB 3.3 AND SDB FORM 1 AT THE TOTAL BID PRICE THAT WILL BE USED FOR PRICE EVALAUTION OF THIS BID. FAILURE TO COMPLY WITH THIS REQUIREMENTS SHALL IMMEDIATELY DISQUALIFY THE BID

	Amount Vat Exclusive	Vat Amount	Amount inclusive of Vat
CEILING PRICE TO BE CARRIED OVER TO SBD3.3 AND FORM 1 FOR THE DURATION OF THE CONTRACT. THE TOTAL BID PRICE WILL BE USED FOR PRICE EVALUATION PURPOSES			

- 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

FAILURE TO COMPLY WITH ALL THE ABOVE REQUIREMENTS FOR COSTING SHALL IMMEDIATELY INVALIDATE THE BID.

5. BRIEFING SESSION

PLEASE NOTE THAT THERE IS **A COMPULSORY BRIEFING SESSION SCHEDULED FOR THIS BID.**

A compulsory briefing session shall be held in which potential bidders/individuals shall be briefed on the scope of the contract and provided the opportunity to have any uncertain aspects of the bid clarified. Tenderers are required to confirm their attendance

The session shall be held as follows:

Compulsory Briefing Session/Site Visit	
Date of the Compulsory Briefing Session:	24 November 2021
Time:	10h00am to 14H00
Venue:	Block D
Date for Confirmation of Attendance From FINAL Date for Confirmation of Attendance	09 November 2021 19 November 2021 <i>The bidder to provide the following detail in order to group bidders into two groups in order to manage venue capacity.</i> <ul style="list-style-type: none">• Name and Surname of the person attending the Briefing Session• Company Name:• Correct Email address: <i>Confirm on Or Before the 19 November 2021</i>
Details for Confirmation of attendance: <i>NB:</i> No Telephonic Confirmation Allowed. <i>Please provide information above for confirmation</i>	Nmaqhula@cipc.co.za

[NB: COVID -19 REGULATIONS TO BE ADHERED TO](#)



Companies and Intellectual
Property Commission
a member of **the dtic** group

12. SUBMISSION OF PROPOSALS

Sealed proposals will be received at the **CIPC Tender Box**- the bid box is situated at: at the West Gate on 77 Meintjies Street, close to Entfufukweni Building (Block "F"), 77 Meintjies Street, Sunnyside, "THE DTI" Campus, Pretoria.

Proposals should be addressed to:

Manager (Supply Chain Management)
Companies and Intellectual Property Registration Office
the dti Campus, 77 Meintjies Street,
Sunnyside
PRETORIA

13. 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. Nhlanhla Masinda
E-mail: nmasinda@cipc.co.za

BIDS OPENING DATE: 09 NOVEMBER 2021
BIDS CLOSING TIME: 11: 00 AM
BIDS CLOSING DATE: 14 DECEMBER 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