



Companies and Intellectual  
Property Commission

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## TERMS OF REFERENCE (TOR)

**CIPC BID NUMBER: 12/2019/2020**

**DISCRIPTION: INVITATION TO SERVICE PROVIDERS TO BID FOR THE APPOINTMENT OF A PROJECT MANAGER TO MANAGE, COORDINATE AND OVERSEE THE PROJECT IN CIPC RELOCATING TO A NEW BUILDING.**

**CONTRACT PERIOD: 12 MONTHS**

## **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, places 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 90 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.



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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 behavior, whether in its dealings with CIPC or any other business dealings.**

**Note: "Unethical behavior" 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.

**I, the undersigned**

**(NAME).....certify that:**

**I have read and understood the conditions of this Request for Proposal (RFP).**

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

.....

**Signature**

.....

**Date**



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## 1. INTRODUCTION

The Companies and Intellectual Property Commission (CIPC), a member of the “**the dti group**”, (Department of Trade and Industry) is responsible for the registration of companies, external companies and co-operatives; registration of intellectual property rights; maintenance of information on its registers; promotion of education and awareness of company and intellectual property law; promotion of compliance with relevant legislation; and efficient and effective enforcement of all relevant legislation.

The CIPC has requested the Department of Public Works to secure suitable office accommodation to accommodate approximately (600) officials, within the Brooklyn, Groenkloof and Hatfield areas within Pretoria. The CIPC intends to work closely with the Department of Public Works to secure the desired accommodation as they have the necessary skills, knowledge and infrastructure for a project of such a magnitude.

The services of a Project Manager are required to plan, manage, coordinate and oversee the project from inception until completion. Close liaison with officials from the Department of Public Works/Service Provider(s)-, CIPC- and other controlling authorities for duration of the project is critical in order to ensure that the desired objectives of the organisation is achieved.

The CIPC accommodation needs to comply with all Government and Local Municipal Legislation, Policies and prescripts for Government and State Owned Entities. The strategic goals of CIPC as well as the wellness of its human resources have to be prioritised at all times during the implementation of this project.

## 2. Purpose

The purpose of this bid is to invite and find a suitably qualified and experienced project manager or service providers to submit manage, coordinate and oversee the **project of CIPC relocating** to the new office building as well as all related sub-project activities to ensure that the project is successfully completed.

## 3. Scope of Work

The responsibilities of the appointed Project Manager or Service Provider, shall be, but not limited, to the following:

- Attend internal as well as external project briefings as and when required. (Schedule meetings, invite participants, compile agenda, minute taking, etc.);
- Analyse CIPC’s business operations to gain an understanding of business processes, systems, networks and deliverables of each business unit. (Visit business units, liaise with key personnel, assess current workspace and determine actual workspace required for effective business operations);
- Confirm accommodation needs based on the analysis. (Compare to accommodation needs submitted to DPW and determine actual workspace required);
- Facilitate consultation of accommodation needs within CIPC and review if required. (Liaise with business units on determined accommodation needs assessment);



- Present “Accommodation Needs” to the CIPC Building/Accommodation Steering Committee for recommendation to EXCO. (Present accommodation needs assessment to EXCO if required for approval);
- Once the Department of Public Works has secured accommodation, co-assist the appointed CIPC representative, as a representative of CIPC at all formal meetings and liaise with DPW and their appointed service provider(s). (Ensure CIPC needs are addressed, record decisions and provide timeous feedback to CIPC Management on project);
- Liaise with CIPC Accommodation Steering Committee and other relevant parties, agencies, etc. in respect of all matters pertaining to the accommodation, i.e. tenant fit-out, space planning, furniture, accessories, security, network- and IT connectivity related matters, for the move to the building for the duration of project. (Active monitoring and communication in all phases and spheres and activities pertaining to the project);
- Compile and file minutes of all meetings with internal and external stakeholder’s in order to institutionalise the decision making process followed and the decision taken at all stages. (Accurate and complete recordkeeping);
- Compile and submit monthly status reports to management on accommodation project. (Provide regular written feedback on progress, highlights, and lowlights, etc.);
- Coordinate negotiations between CIPC and Department of Public Works/Service Provider on the project and accurately records thereof. (Accurate recordkeeping of negotiations and decisions, etc.);
- Prepare monthly “internal communications” to staff on accommodation for “change management”. (Regular written communication regarding planning, progress and milestones achieved, delays, etc.);
- Actively participate with DPW/Service Providers in the monitoring and maintaining of the project plan in respect of the accommodation and facilities procurement processes and phases. Monitor progress in terms of set planned time frames, and escalate any delays or deviations to CIPC immediately as identified. (Combine the DPW/Service Provider Project Plan (Securing site, construction, fit-out, etc.) and CIPC Project Plan (Network Installations, Furniture & Other Equipment Procurement, Move, etc.) for the different activities and phases, etc.);
- Work closely with the HR Wellness unit to ensure that a Change Management plan is developed and implemented. (Based on DPW and other Service Provider Project Execution Plans);
- Compile quarterly progress report in line with the inputs required in the APP (Annual Performance Plan) and the CIPC business plan. (Progress and achievements);
- Prepare reports for EXCO and other management committees as and when required. (Written reports and presentations);
- Complete a comprehensive “Close Out” report on the project. (Project objective, history, challenges, successes, etc.);
- Compile a risk management plan in parallel with the project plan to mitigate all anticipated risks. (Risk register, impact, likelihood, priority list, etc.); and
- Develop a Business Continuity plan for the “move” to take place without any business stoppages and no loss of business information. (Detailed Move Plan, Timelines, Security Measures, Back-up plans, etc.);



#### 4. Qualification and Skills Requirement.

1 4.1 The “Project Manager” must possess and prove that he/she has adequate skills and experience in the following areas:

- Project planning and execution. (Project Planning Knowledge & Background, Experience, References, etc.);
- Negotiations and Contract Management. (Previous projects, type of contracts, etc.);
- Implementation of strategies and procedures. (Previous projects and procedures implemented – examples)
- Develop financial plans and other resources management plan. (Expenditure Control Sheet to ensure project is within the budget – previous projects – examples);
- Analyse accommodation needs and financial interpretation of expenses.
- Public relation competencies and professional written, and verbal communication, expertise. (Previous reports generated/presented, communications to be explained);
- Knowledge of construction, office layout drawings, competent in CAD (Computer-Aided Drawing), etc.
- Development of “Tender Specifications” on office furniture, and any other related matter(s). (Previous experience in tenders);
- Understanding of Government procurement prescripts, and the PFMA/National Treasury Regulations on Financial Management. (Previous State Contracts/projects participated in - references);
- Formal Qualifications in a combination of the following specialist areas:
  - Project Management;
  - Construction Management;
  - Civil/Construction Engineering;
  - Architecture/Space planning; and
  - Quantity Surveying.
- **Knowledge of National Building** Regulations and other applicable building construction legislation, (National, Local Authorities), Safety, Security, etc. (Previous experience to be proven).

4.2 In the event of a company being appointed and the same “Project Manager” of which the CV was included in the bid, could not be provided for the project, a suitable person with at least the same qualifications, experience, skills, knowledge, security competency, etc. must be provided.

4.3 The successful bidder, in the event of a replacement, will be required to submit the same documents for the replacement, as per paragraph 4.1 *Supra* to the CIPC representative prior commencement on the project for verification and approval of CIPC.

4.4 The successful candidate and employer where applicable, shall be subjected to security screening by the State Security Agency, as CIPC requires the services of a reliable security competent person/institution, who may have to deal with highly confidential info and services shall only commence after being successfully screened.

4.5 The project is to span over an estimated period of (1) year max. Remuneration is based on deliverables/output within specified timeframes. This is to be well defined in the quotation as this will form part of the evaluation process.



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(Remuneration to be based on rate per hour and time sheets to be submitted with reports - inclusive of all other expenses)

- 4.6 The successful project manager/service provider will be required to enter into a “Service Level Agreement” prior to commencement of the service in which the roles and responsibilities, deliverables, as well as the financial implication(s) will be agreed.

## 5. Documentation to be submitted

All of the documentation described below must be submitted, with no omissions whatsoever. Failure to adhere to those requirements may result in the rejection of the entire submission. The proposal is to include the following:

- Updated comprehensive Company Profile. (Company history, services rendered, members, employees, operations, references, etc.)
- Certified copies of Company’s “Affiliation/Registration” to Controlling and Industry Standard Bodies. (To be attached in bid)
- The latest Audited Financial Statements for the Company (last 2 years). (To be attached in bid)
- Company Registration Certificate. (To be attached in bid)
- CV (Curriculum Vitae) of the “Project Manager”. (Comprehensive information provided on personal details, citizenship, education, qualification, courses attended, work experience, project experience, skills, budget expenditure, tools, systems and resource proficiency, contactable references, security competency, etc.)
- Certified copies of Project Manager’s qualifications. (To be attached to bid); and
- List of at **least (3)** contactable references in respect of the “Company” as well as the “Project Manager”. (To be attached to bid) [Bidders to complete information as per the format in Table 1 below](#)



List of at least (3) contactable references in respect of the “Company” as well as the “Project Manager”. (To be attached to bid).

**TABLE 1: BIDDERS TO PROVIDE INFORMATION AS PER THE FORMAT BELOW: SUMMARY OF PAST EXPERIENCE**

Project Description	Name of Client	Client Contact Details	Duration	Contract Value R



## 6. Escalation

- The proposal with supporting documents and the price schedule, must be submitted in separate envelopes as this will be attended to separately. Price should include all associated costs for the duration of the project, i.e. travel, parking, etc. and inclusive of VAT.
- All prices must be VAT inclusive and quoted in South African Rand (ZAR).
- Price must be carried over to SBD 3
- The price envelop must be marked with the bidder's name

## 7. Duration of the Contract

The service is required for a period of 12 months from the date of SLA sign-off.

## 8. 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).

### 6.1 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**

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 authorised representative of the prospective bidder(s). During this phase Bidders' responses will be evaluated based on compliance with the listed administration and mandatory bid requirements. The bidder(s) proposal *may* be disqualified for non-submission of any of the documents

Item No	Document that must be submitted	Compliance provide <b>ANSWER:</b> 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		a) Bidders must submit <b>Tax Clearance Certificate (TCC) PIN</b> b) <b>The TCS PIN</b> will be used for the verification of tax compliance status a Bidder
	Company Registration Certificate.		Certified copies to be attached
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 <a href="https://secure.csd.gov.za/">https://secure.csd.gov.za/</a> to obtain your Vendor number. Submit PROOF of registration on the Central Supplier Database (CSD Report) <b>SUBMIT SUPPLIER NUMBER AND UNIQUE NUMBER</b>
8.	Pricing Schedule		a. Submit full details of the pricing proposal in a separate envelope. b. Price must be carried over to SBD 3 c. The price envelop must be marked with the bidder's name
9	<b>IMPORTANT:</b> Bidders must respond systematically and address separately and clearly marked all requirements, indicate understanding, approach, methodology, technology, systems etc. to be used as per TOR from point 3.1 to point 3.26.		<b>The following documents need to be submitted as part of the proposal and will be used during the evaluation</b> a) Updated comprehensive Company Profile. b) Certified copies of Company's "Affiliation/Registration" to Controlling and Industry Standard Bodies c) The latest Audited Financial Statements for the Company (last 2 years). d) CV (Curriculum Vitae) of the "Project Manager". e) Certified copies of Project Manager's qualifications. f) List of at least (3) contactable references in respect of the "Company" as well as the "Project Manager" <b>(Refer to format Table 1 above page 9 of 14 of this TOR)</b>

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



**PHASE 2: EVALUATION CRITERIA**

All bidders that advance to Phase 2 will be evaluated on the functionality as presented on the bid response by the same panel as for phase 1.

**BIDDERS SCORING 60% OR HIGHER WILL ADVANCE TO PHASE 3.**

Functionality: Evaluation Criteria	RATING					WEIGHT	TOTAL SCORE
	1	2	3	4	5		
<b>FUNCTIONALITY</b>							
<b>COMPANY PAST EXPERIENCE AND REFERENCE LETTERS</b>							
<p>Demonstrate company/consultant's experience/capabilities in executing similar projects. <b>Provide minimum (3) three</b> contactable reference <b>letters</b> were similar projects were executed successfully in the <b>past three (3) years</b>. The information must include the type, size, value of the project, period and whether the project is complete or not</p> <p><i>1 = 1 project &amp; reference below &lt;R500k: 2 = two projects &amp; references &lt;R500k: 3 = three relevant appropriate projects &amp; references &gt;R500k: 4 = four detailed relevant projects and references &gt;R2 mil: 5 = Five detailed relevant projects and references &gt;R5mil</i></p>						40	
<b>CONSULTANTS EXPERIENCE, QUALIFICATIONS &amp; SKILLS</b>							
<p>Provide a detailed Curriculum Vitae (CV) of the Consultants/Project Manager &amp; team (3 minimum) depicting experience of (3yrs Min) with certified copies of qualifications of a minimum of three year degree/diploma in the relevant field (project, construction management, Civil/Construction engineering, architecture/space planning, quantity surveying. (NB: refer to par 4.1 above)</p> <p>Provide proof and certified copies of affiliations/registrations to controlling/professional bodies and Industry standard bodies.</p> <p><i>1 = inadequate, inappropriate experience &amp; qualification, no registration: 2 = experience, qualification &lt; 3 yrs. Registered with bodies 3 = relevant qualification &amp; &gt;3 yrs. experience &amp; registration with bodies: 4 = higher qualification &amp; &gt;5 yrs. experience &amp; registration with bodies: 5 = higher &amp; combination of the above qualification &amp; &gt;8 yrs. experience &amp; registration with bodies.</i></p>						35	
<b>KNOWLEDGE AND UNDERSTANDING OF PROJECT SCOPE</b>							
<p>Based on the information provided within the bid introduction, scope of work; Submit a detailed Project Plan showing proposed approach &amp; methodology, timeframes &amp; key milestones for the execution of the project. Project management tools &amp; techniques, please provide sample templates to be used.</p> <p><i>1 = no project plan: 2 = project not meeting the above 3 = project plan meeting above criteria: 4 = detailed project plan exceeding above criteria: 5 = detailed plan exceeding above criteria with detailed samples, templates, tools used in the past projects indicated</i></p>						25	
<b>TOTAL</b>						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 65 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
<b>Total</b>	<b>100</b>

- 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.**

#### 9. BRIEFING SESSION

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. Bidders who are not present at this briefing session will **not be considered for evaluation**: The session shall be held:

<b><u>COMPULSORY</u></b> <b>BRIEFING</b> <b><u>SESSION/ SITE VISITS</u></b>	<b>DATE: 12 NOVEMBER 2019 (TUESDAY)</b> <b>TIME: 11H00 AM</b> <b>VENUE: BLOCK D DTI CAMPUS, 77 MEINTJIES STREET, SUNNYSIDE PRETORIA</b>
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## 10. SUBMISSION OF PROPOSALS

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

### **Proposals should be addressed to:**

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

## 11. ENQUIRIES

### **A. Supply Chain Enquiries**

Mr Solomon Motshweni OR Ms Ntombi Maqhula  
Contact No: (012) 394 3971 /45344  
E-mail: [SMotshweni@cipc.co.za](mailto:SMotshweni@cipc.co.za) OR [Nmaqhula@cipc.co.za](mailto:Nmaqhula@cipc.co.za)

### **B. Technical Enquiries**

Mr André Oosthuizen  
E-mail: [aoosthuizen@cipc.co.za](mailto:aoosthuizen@cipc.co.za)  
OR  
Ms. Hamida Fakira  
e-mail: [hfakira@cipc.co.za](mailto:hfakira@cipc.co.za)

**BIDS OPENING DATE:** 25 OCTOBER 2019  
**BIDS CLOSING TIME:** 11: 00 AM  
**BIDS CLOSING DATE:** 25 NOVEMBER 2019

**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.**

**BIDDERS SHOULD ENSURE THAT BIDS ARE DELIVERED IN TIME TO THE CORRECT ADDRESS. LATE PROPOSALS WILL NOT BE ACCEPTED FOR CONSIDERATION**