



TERMS OF REFERENCE (“TOR”)

CIPC BID NUMBER: 20/2019/2020

DESCRIPTION: INVITATION TO SERVICE PROVIDERS TO SUBMIT PROPOSALS TOWARDS PROVIDING THE CIPC WITH RESOURCES EXPERIENCED IN MICROSOFT TECHNOLOGIES ON AN ON DEMAND BASIS.

DURATION OF THE CONTRACT: VALID FOR TWO (2) YEARS

PLEASE NOTE THAT THE BID CLOSING DATE HAS BEEN EXTENDED FROM THE 09 JUNE 2020 TO 30 JUNE 2020 DUE TO NATIONAL COVID-19 LOCKDOWN TO ALLOW AMPLY TIME FOR SUBMISSION OF PROPOSALS.



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.



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

INSTRUCTIONS FOR THE SUBMISSIONS OF A PROPOSALS

SUBMISSION OF ORIGINAL COPY

- a) Bidder's must submit **One (1) original copy** (printed)
- 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

SUBMISSION OF USB OR DISC

- i. A **USB or DISC** marked with the bidder's name must be submitted
- ii. The USB or disc must contain the **exact** documents/ information submitted in the original copy
- iii. All pages must be signed and initial as per the Original copy
- iv. The USB or DISC must be submitted in **PDF format ONLY**
- v. USB or DISC to be read ONLY
- vi. All pages of the submitted proposal must be numbered

PRICING

- i. Submit full details of the Price Proposal in a separate SEALED envelope.
- ii. A separate Disc or USB must be submitted for price to (include price information only) It is important to separate price from the Technical proposal as Price is evaluated at the last phase of the Evaluation.
- iii. The price envelop must be marked with the bidder's name
- iv. Bidders to complete Pricing Schedule SBD 3.3 (Annexure "C")
- v. Price must be carried over to **BOTH SBD 3.3 (Pricing Schedule) and SBD FORM1: (Invitation for Bids)**
- vi. **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)**
- vii. Bidders must provide price details on SBD3.3 (Pricing Schedule) as well as attaching a price breakdown on the company letterhead signed each page.
- viii. Price should include all associated costs for the **duration of the project**, i.e. travel, parking, etc. and inclusive of VAT.
- ix. All prices must be VAT inclusive and quoted in South African Rand (ZAR).
- x. All prices must be valid for 120 days
- xi. **Price must be in line with TABLE 1: SKILLS REQUIRED AND ESTIMATED HOURS (refer to page 7 of 14)**
- xii. **A price example (Table: 2) has been provided on page 9 of 14. Bidders are required to comply to this format**
- xiii. **ALL THE FOLLOWING DOCUMENTS MUST BE PLACED IN ONE SEALED ENVELOP CLEARLY MARKED WITH BIDDERS NAME**
 - ❖ Price Schedule – SBD.33
 - ❖ SBD1 - Invitation to Bids
 - ❖ Price USB or DISC ONLY

PLEASE NOTE THAT IT IS COMPULSORY THAT BIDDERS SUBMIT COPIES AS PER THE FOLLOWING

1. **1 (ONE) ORIGINAL HARD OR PRINTED COPY**
2. **1 (ONE) USB OR DISC FOR TECHNICAL PROPOSAL**
3. **AND ONE USB OR DISC FOR PRICE PROPOSAL ONLY (INCLUSIVE OF SDB 3.3 AND SBD1 AND PRICE BREAKDOWN IF APPLICABLE**

NB: Bidders must also refer to page 12 of 15 the Terms of reference under Mandatory Requirements

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



Companies and Intellectual
Property Commission

a member of **the dti** group

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



1. Introduction

The Companies and Intellectual Property Commission (CIPC), herewith referred to as 'the Commission' was formed by the amalgamation of the Office of Companies and Intellectual Property Enforcement (OCIPE) and the Companies and Intellectual Property Registration Office (CIPRO), and is mandated by the Companies Act, 2008 (Act 71 of 2008). CIPC is an organ of state, outside the public service but within the public administration.

Main functions of Commission:

- Registration of Companies, Co-operatives and Intellectual Property Rights and maintenance thereof;
- Disclosure of Information on its register;
- Promotion of education and awareness of Company and Intellectual Property Law;
- Promotion of compliance with relevant legislation;
- Efficient and effective enforcement of relevant legislation;
- Monitoring compliance with and contraventions of financial reporting standards, and making recommendations thereto to Financial Reporting Standards Council (FRSC);
- Licensing of Business rescue practitioners;
- Oversight role of Independent Review professional bodies;
- Report, research and advise Minister on matters of national policy relating to company and intellectual property law.

2. Background

The CIPC is in the process of reviewing the implementation of business services it employs for its various business pursuits. It has on this quest acquired two major technologies, K2 workflow and Oracle backend, which will drive the enhancement of services. Although work has started with regards to the implementation of these technologies, there is still great work ahead to ensure that the CIPC ICT environment adequately services its clients and it is stable. Again, the CIPC intends to develop capabilities with these technologies such that it is able to implement new or advance the implementation of existing business services. For instance, data analytics, is one area that will surely boost the usefulness of the services of the CIPC and the CIPC ability to report correctly to its stakeholders. This is one of many capabilities, which have a serious business impact, other examples being data security and data sales capabilities. Therefore, the CIPC ICT proposes that a Microsoft experienced service provider be appointed towards implementing to completion the modernisation strategy for a period of two (2) years on an on-demand basis. The scope of the development of this contract will be limited to the advancement of business processes and data disclosure at the CIPC specifically, to migrate all services that the CIPC implements from unwanted legacy systems into the K2, Microsoft and Oracle technology platforms, plus automate all processes that need automation.

The resource pool from the appointed service provider **WILL ONLY** be utilised as and when project requirements prescribe implying that, the service provider will not be full time employed for the contract duration, but will be engaged as and when needed by the CIPC.

2.1 Target Audience of the CIPC Services

All the business oriented CIPC services are targeted for public use within and outside South Africa. Consumers of the services are:

- New clients and partners requesting information and data.
- New clients registering IP and legal entities.
- Partners and Third Parties registering new legal entities on behalf of clients.
- Existing clients maintaining IP and legal entities and satisfying compliance needs according to the Companies Act of South Africa.
- Clients, Partners and Third Parties requesting data and information from the CIPC.



3. Objectives and Scope

The main objective of this procurement request is to capacitate the CIPC with Microsoft development expertise as and when demands for business automation dictates. It is not a time and material contract nor it is a fixed term contract but a deliverable based contract. Therefore, when a request for resources is made by the CIPC, the agreement for the request will list alongside it, the deliverables to be made and associated timelines for this delivery. These time lines in turn will therefore explain to all parties the duration of the contract or the length of time that the CIPC intends to employ the resources from the service provider. The total charge for any project of this contract will be based on how long will a planned deliverable take, therefore, will be determined by the total length of time required for all project deliverable to be made by the various resources for any project.

This TOR seeks to source primarily the expertise of an enterprise that has experience in delivering projects where the combination of expertise as listed below were deployed at once and not necessarily to source individual skills. Therefore, recruitment agents are not qualified to respond to this advertisement unless they meet the condition above.

The service provider responding should have in its employ a team that has expertise as listed in the following table:

TABLE 1: SKILLS REQUIRED AND ESTIMATED HOURS

	Activity	Skills description	Year 1 (Hours)	Year 2 (Hours)	Total (Hours)
MS Development	C# Development	<ul style="list-style-type: none"> Level 1 certification in C# is a mandatory precondition. Must have at least 5 years' experience in SOAP/REST services. Must have worked extensively with the MVC pattern. Must have at least 2 years' experience in OAUTH2 implementation. Must have at least 3 years' service encryption experience. Must have at least 5 years' Oracle backend experience. 	1600	1600	3200
	Power BI development/m odelling	<ul style="list-style-type: none"> Must have at least 5 years' experience in SSIS and SSAS. Must have data modelling experience. Must have at least 5 years' SQL scripting experience. Must have at least 5 years' Power BI experience. Must have at least 5 years' Data Analytics experience. 	1600	1600	3200
	SSRS Development	<ul style="list-style-type: none"> Must have at least 5 years' experience in SSRS and SSIS development Must have at least 5 years' data modelling experience. Must have at least 5 years' SQL scripting experience. Must have at least 2 years Oracle stored program development experience. 	1600	1600	3200
	Business/Data analysis	<ul style="list-style-type: none"> Must have 5 years' data Modelling experience. Must have 5 years' data analysis experience. Must have 5 years' any data reporting experience. Must have 5 years' extensive business/data requirement documentation experience. SSRS or C# development experience an added advantage. 	1600	1600	3200
	MS System Administrator	<ul style="list-style-type: none"> Must have AD experience. Must have experience in setting MS products like MS SQL server, SSRS, SharePoint etc. Must have Hyper-V experience. Must have SSCM and SCOM experience. K2 setup experience and added advantage 	1600	1600	3200
	Total			8000	8000



3.1 Deliverables

The deliverables will be prescribed by the CIPC reporting and administration requirements and deliverables to be stated as and when the CIPC makes them available.

4. Technical Requirement Details

4.1 Infrastructure Description

4.1.1 The CIPC runs a Codename One Mobility (WORA) development platform;

4.1.2 The CIPC runs Informix 7, SQL 2012 R2 and Oracle 12c/18 databases;

4.1.3 Runs SOAP based web services;

4.1.4 The CIPC applications are developed with c# and run on the 2012 R2 OS;

4.1.5 Legacy systems are written in VB, while some backend API's are implemented in C#;

4.1.6 SharePoint is employed for internal communication and collaboration;

4.1.7 The CIPC runs a Computron Workflow and has implemented a project to replace it with a K2 technology and

4.1.8 The CIPC implements IBM MQ for cross component message flow.

4.2 Integration

All web based services are expected to integrate to:

4.2.1 MS SQL/Oracle for the persistence of data;

4.2.2 Where necessary interface with Informix/Oracle/SQL/cloud backend for the implementation of Mobile App services or ;

4.2.3 Card payment gateway service; and

4.2.4 Legacy and other corporate systems at the CIPC.

4.2.5 SharePoint and OCR where necessary.

4.3 Vendor Eligibility

The prospective vendor should fulfil the respective requirements mentioned below and should be able to provide both practical and documented evidences for eligibility proof.

1. Experience of the company in delivering Microsoft based solutions.
2. Experience of the company in delivering government solutions.



4.4 COSTING

TABLE 2: COSTING EXAMPLE

VENDOR SHALL ESTIMATE PRICING FOLLOWING THE EXAMPLE TABULATED BELOW: (THIS IS AN EXAMPLE)

Criteria	Description		
Price for the entire contract duration (two years).	Quoting according to the estimated tabulated hours above, how much will be the total amount for a period of two years. For example, <u>For example,</u>		
	Resources Description	Year 1	Year 2
	MS Administrator	R100 per hour	R110 per hour
	C# Developer	R100 per hour	R110 per hour
	Power BI expert	R100 per hour	R110 per hour
	SSRS Developer	R100 per hour	R110 per hour
	Total cost for all resources per year	Total for year 1	Total for year 2

- a. PRICE QUOTATIONS MUST BE PROVIDED IN LINE WITH TABLE 1. SKILLS REQUIRED AND ESTIMATED HOURS.
- b. **FAILURE TO PROVIDE QUOTATION AS PER THE PRESCRIBED FORMAT SHALL IMMEDIATELY INVALIDATE THE BID.**

Prospective bidders must submit a comprehensive proposal. The **onus is upon the prospective bidders to take into account all costs for the duration and the price must be fixed for the duration of the contract.** 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.**

5. SOLUTION DELIVERY REQUIREMENTS

5.1 The contract is set to last for two years.



5.1.1.1 SPECIAL CONDITIONS

Please Note:

- a. The Service Provider must ensure that their work is confined to the scope as defined and agreed.
- b. 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)
- c. No advance payment will be made. Payment will be made in terms of the completed deliverables unless otherwise agreed upon by other parties (CIPC and the contractor). CIPC will pay within the prescribed period according to PFMA.
- d. The price quoted for the services must include Value Added Tax (VAT).
- e. The Service Provider shall be expected to sign a Non-Disclosure Agreement
- f. Tender offers must be received on the tender closing date and time specified on the invitation, fully completed and signed in ink as per Standard Conditions of Tender.
- g. Completion and submission of the Declaration of Interest.
- h. CIPC reserves the right not to make this appointment.
- i. **Service Provider shall provide CIPC with all the license documentation that CIPC is entitled to as per the costing of the licenses.**
- j. **The Service Provider shall be required to provide training & skills transfer for the services as per paragraph 3 of this document.**
- k. **Bidders shall be requested to demonstrate all claims made in the proposal.**
- l. **All candidates that the service providers brings to the CIPC will be subjected to an assessment test as per the skills table (Table 1.) above. Only candidates passing the assessment will be considered.**

6. 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).

7.1 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 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 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 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		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 – 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: REFER TO PAGE 4 OF 16		<ul style="list-style-type: none"> Submit full details of the Price Proposal in a separate SEALED envelope. separate Disc or USB must be submitted for price to (include price information only) It is important to separate price from the Technical proposal as Price is evaluated at the last phase of the Evaluation. Price must be carried over to BOTH SBD 3.3 (Pricing Schedule) and SBD FORM1: (Invitation for Bids). <i>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)</i> Price must be in line with TABLE 1: SKILLS REQUIRED AND ESTIMATED HOURS (refer to page 7 of 14) A price example (Table: 2) has been provided on page 9 of 14. Bidders are required to comply to this format <p><u>FAILURE TO COMPLY WITH THIS REQUIREMENT SHALL IMMEDIATELY DISQUALIFY A BIDDER.</u></p>
9	IMPORTANT: SUBMISSION OF USB OR DISC REFER TO PAGE 4 OF 16		<ol style="list-style-type: none"> Bidders must submit a USB OR DISC with their proposal- 1 copy of the original document USB or DISC to be submitted in pdf format USB or DISC to be read only USB or DISC to be the exact copy of the original document submitted. All documents to be signed and bidders initial each page A separate Disc or USB must be submitted for price (include price information only a stated in page 4 of 15) <p><u>FAILURE TO COMPLY WITH THIS REQUIREMENT SHALL IMMEDIATELY DISQUALIFY A BIDDER.</u></p>

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



PHASE 2: EVALUATION CRITERIA

No	EVALUATION CRITERIA	Rating					Weight	Total
		1	2	3	4	5		
1.	<p>Company Record for MS reporting and data analytics projects.(the experience measured herein below is the number of years of the company in delivering MS reporting and data analytics projects).</p> <p>Score = 1 Experience less than or equal to 2 years</p> <p>Score = 2 Experience greater than 2 years, but not more than 3 years</p> <p>Score = 3 Experience greater than 3 years, but not more than 4 years</p> <p>Score = 4 Experience greater than 4 years, but not more than 5 years</p> <p>Score = 5 Experience greater than 5 years</p> <p>Proof to be submitted: testimonial letters from clients</p>						30	
2.	<p>Company Record for Power BI Development (the experience measured herein below is the number of years of the company in delivering Power BI Development services).</p> <p>Score = 1 Experience less than or equal to 2 years</p> <p>Score = 2 Experience greater than 2 years, but not more than 3 years</p> <p>Score = 3 Experience greater than 3 years, but not more than 4 years</p> <p>Score = 4 Experience greater than 4 years, but not more than 5 years</p> <p>Score = 5 Experience greater than 5 years</p> <p>Proof to be submitted: testimonial letters from clients</p>						20	
3.	<p>Company Record for Setting Up and operating a full BI MS reporting environment (the experience measured herein below is the number of years of the company in delivering MS BI reporting services mainly, SSIS, SSAS and SSRS).</p> <p>Score = 1 Experience less than or equal to 2 years</p> <p>Score = 2 Experience greater than 2 years, but not more than 3 years</p> <p>Score = 3 Experience greater than 3 years, but not more than 4 years</p> <p>Score = 4 Experience greater than 4 years, but not more than 5 years</p> <p>Score = 5 Experience greater than 5 years</p> <p>Proof to be submitted: testimonial letters from clients</p>						20	
4.	<p>Company Record in working for Government (the experience measured herein below is the number of years the company has delivered services in the public sector).</p> <p>Score = 1 Experience less than or equal to 2 years</p> <p>Score = 2 Experience greater than 2 years, but not more than 3 years</p> <p>Score = 3 Experience greater than 3 years, but not more than 4 years</p> <p>Score = 4 Experience greater than 4 years, but not more than 5 years</p> <p>Score = 5 Experience greater than 5 years</p> <p>Proof to be submitted: testimonial letters from clients</p>						10	
5.	<p>The company's staff complement for only the staff with the skills (in EACH area of Table 1).</p> <p>Score = 1 staff count = 0.</p> <p>Score = 2 staff count = 1.</p> <p>Score = 3 staff count = 2.</p> <p>Score = 4 staff count = 3.</p> <p>Score = 5 staff count greater than 4.</p> <p>Proof to be submitted: testimonial letters from clients</p>						20	
	Total						100	



Note:

1. Functionality will count out of 100 points. Bidders must achieve a minimum score of **65 points out of 100** on the functionality evaluation to proceed to the next phase.
2. **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
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.



9. BRIEFING SESSION

PLEASE NOTE THAT THERE IS NO BRIEFING SESSION FOR THIS BID.

<u>BRIEFING SESSION/ SITE VISITS</u>	NOT APPLICABLE
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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 OR Nmaqhula@cipc.co.za

B. Technical Enquiries

Mr Deane Nkuna
Contact No: (012) 394 1281
E-mail: Dnkuna@cipc.co.za

BIDS OPENING DATE: 24 APRIL 2020
BIDS CLOSING TIME: 11: 00 AM
BIDS CLOSING DATE: 30 JUNE 2020

PLEASE NOTE THAT THE BID CLOSING DATE HAS BEEN EXTENDED FROM THE 09 JUNE 2020 TO 30 JUNE 2020 DUE TO NATIONAL COVID-19 LOCKDOWN TO ALLOW AMPLY TIME FOR SUBMISSION OF PROPOSALS.

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