



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

## TERMS OF REFERENCE (TOR)

**CIPC BID NUMBER: 09/2019/2020**

**DESCRIPTION: INVITATION TO SERVICE PROVIDERS TO  
SUBMIT PROPOSALS FOR THE APPOINTMENT OF  
AN ICT SERVICES PROVIDER TO PROVIDE  
McAfee® Enterprise Security Manager (ESM)  
INSTALLATION, IMPLEMENTATION,  
MAINTENANCE AND SUPPORT SERVICES**

**CONTRACT PERIOD: THIRTY SIX (36) MONTHS**

**NO BRIEFING SESSION**



**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.



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**



## 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.

### 1. Purpose

To procure the installation, implementation, maintenance and support of the **McAfee® Enterprise Security Manager (ESM)**

### 2. Background

In compliance with the Companies Act 2008, CIPC must provide the following services:

- Registration of corporate entities and intellectual property rights;
- Maintenance of accurate, up-to-date and relevant information concerning companies, corporate entities and intellectual property rights, and the provision of that information to the public and to other organs of state;
- The promotion of education and awareness of company and intellectual property laws, and related matters;
- The promotion of compliance with the Companies Act, and any other applicable legislation;
- Widest possible enforcement of the Companies Act;
- Promotion of the reliability of financial statements by monitoring compliance;
- Promoting voluntary resolution of disputes arising in terms of the Companies Act; and
- Research and reporting on matters of national policy and intellectual property law

As part of CIPC's security strategy CIPC wishes to have the McAfee ESM architected [in line with published vendor recommended best practice], implemented, and to enter into an ongoing SLA-based maintenance and support agreement.

The appointed service provider must be an accredited McAfee reseller with at least the following proven capabilities:

Capability	Description
Knowledge & expertise	The supplier must demonstrate and provide documented evidence of knowledge and experience in implementing similar solutions and understanding of CIPC or similar business environments.
Resources	The supplier must have sufficient quantity and quality of skilled resources with appropriate McAfee certifications and experience [3-5 years plus], to implement and support the solution provided. CVs to be provided.
Project management	The supplier must use sound project management approaches to ensure success of implementation and support projects.
Maintenance & Support	The supplier must be able to meet agreed service levels, use effective best practice processes, standards and procedures for service management and must be able to call on McAfee for maintenance and support if required.
Training & skills transfer	The supplier must be able to provide appropriate McAfee certified training and transfer knowledge to two (2) CIPC staff members to effectively manage and support the solution.

**PLEASE NOTE:** CIPC reserves the right to procure only selected services based on the solution proposed, e.g. CIPC may elect to acquire the installation and implementation from one supplier, and the ongoing support from another.



## Scope of work:

- Design & Implement the architected solution.
- Build meaningful dashboard, charts and graphs as per CIPC's requirements.
- Build custom correlation rules as per CIPC's requirement
- Create alerts as required by CIPC.
- Implement as per CIPC requirements.
- Training as well as knowledge transfer to CIPC ICT Staff in terms of
- Knowledge and skills to ICT Staff for maintaining, configuration and ongoing support of the solution.
- McAfee Technical training certification – classroom training and certification
- Integration of McAfee TIE/DXL, MAR and ATD as per CIPC's specific use case requirements

**CIPC requires all the modules as indicated below and should be included in the costing**

CIPC - SIEM - 3 Years		
2	MFE Ent Sec Mgr 5700 Appl	ETM-5700
2	MFE Ent Sec Mgr 5700 1Yr BZ+NBD	ETM5700NBD
2	MFE Ent Sec Mgr 5700 1Yr BZ+NBD	ETM5700NBD
2	MFE Ent Sec Mgr 5700 1Yr BZ+NBD	ETM5700NBD
2	MFE Ent Log Mgr 5700 Appl	ELM-5700
2	MFE Ent Log Mgr 5700 1Yr BZ+NBD	ELM5700NBD
2	MFE Ent Log Mgr 5700 1Yr BZ+NBD	ELM5700NBD
2	MFE Ent Log Mgr 5700 1Yr BZ+NBD	ELM5700NBD
2	MFE Event Receiver 1270 Appl	ERC-1270
2	MFE Event Receiver 1270 1Yr BZ+NBD	ERC1270NBD
2	MFE Event Receiver 1270 1Yr BZ+NBD	ERC1270NBD
2	MFE Event Receiver 1270 1Yr BZ+NBD	ERC1270NBD
2	MFE Adv Corr Eng 2650 Appl	ACE-2650
2	MFE Adv Corr Eng 2650 1Yr BZ+NBD	ACE2650NBD
2	MFE Adv Corr Eng 2650 1Yr BZ+NBD	ACE2650NBD
2	MFE Adv Corr Eng 2650 1Yr BZ+NBD	ACE2650NBD
1	MFE Dir Attached Storage 50 Appl	DAS-50
1	MFE Dir Attached Storage 50 1Yr ARMA	RBDAS50ARMA
1	MFE Dir Attached Storage 50 1Yr ARMA	RBDAS50ARMA
1	MFE Dir Attached Storage 50 1Yr ARMA	RBDAS50ARMA
1	MFE GTI for ETM-5700 1:1BZ	GTEETM5700GIEAD
1	MFE GTI for ETM-5700 1:1BZ	GTEETM5700GIEAD
1	MFE GTI for ETM-5700 1:1BZ	GTEETM5700GIEAD
1	MFE App Data Mon 1270 Appl	APM-1270
1	MFE App Data Mon 1270 1Yr BZ+NBD	APM1270NBD
1	MFE App Data Mon 1270 1Yr BZ+NBD	APM1270NBD
1	MFE App Data Mon 1270 1Yr BZ+NBD	APM1270NBD
4	Sol Svcs Deployment Consult Prepaid	MD-DEPLOYPP

### 3. TIME FRAMES

The service providers should indicate through a project plan how they will design, implement and support the solution over a **36 months'** period.



#### 4. **COSTING**

- **Please refer to Annexure A for the details on how pricing should be submitted**
- Prospective bidders must submit a bill of quantities clearly indicating the unit costs and any other costs applicable. The onus is upon the prospective bidders to take into account all costs for the duration of the contract period and to CLEARLY indicate the price.

#### 5. **REPORTING**

The contracted bidder's account manager will report to the CIPC Process Owner or his delegate.

#### 6. **WORKING CONDITIONS**

##### 6.1 **Equipment**

N/A

##### 6.2 **Proprietary rights**

The proprietary right with regard to copyright, patents and any other similar rights that may result from the service rendered by the resource belong to CIPC.

- The final product of all work done by the resource, shall at the end of service period, be handed over to CIPC.
- The resource may not copy documents and/or information of the relevant systems for any other purpose than CIPC specific.

##### 6.3 **Indemnity / Protection / Safeguard**

- The resources safeguard and set CIPC free to any losses that may occur due to costs, damage, demands, and claims that is the result of injury or death, as well as any damage to property of any or all contracting personnel, that is suffered in any way, while delivering a service to CIPC.
- The resources safeguard and set CIPC free to any or all further claims for losses, costs, damage, demands and legal expenses as to the violation on any patent rights, trade marks or other protected rights on any software or related data used by the resources.

##### 6.4 **Government Safety**

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

##### 6.5 **Quality**

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



## 7. SPECIAL CONDITIONS

The bidder must provide assurance/guarantee to the integrity and safe keeping of the information (that it will not amend/corrupt/distribute/permanently store/copy by the service provider) for the duration of the contract and thereafter. Failure to submit will invalidate the bid proposal.

- 1) CIPC reserves the right to negotiate with the successful bidder on price
- 2) The service provider must ensure that their work is confined to the scope as defined.
- 3) Travel between the service provider's premises / place of work to the dti (CIPC) vice versa will not be for the account of this organization, including any other disbursements.
- 4) Government Procurement General Conditions of contract (GCC) as issued by National Treasury will be applicable on all instances. The general conditions is available on the National Treasury website ([www.treasury.gov.za](http://www.treasury.gov.za))
- 5) No advance payment will be made. Payment would be made in terms of the deliverables or unless otherwise agreed upon by CIPC and the successful bidder. CIPC will pay within the prescribed period according to PFMA – payment will be affected within 30 days of receipt of an invoice provided the goods/products are delivery in accordance with the TOR's as specified and a signed and dated goods delivery note accompanies such invoice/s. Invoices are to be issued in accordance with the internal requisition/s placed per cost center as each cost center is accountable for their budget.
- 6) The price quoted by the prospective service provider must include Value Added Tax (VAT).
- 7) 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.
- 8) 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.
- 9) Further, the successful bidder may not keep the provided information by way of storing/copying/transferring of such information internally or to another party in whole or part relating to companies and/or close corporation.
- 10) 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.
- 11) 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.
- 12) The service provider will be required to sign a service level agreement (SLA) with CIPC prior to the commencement of the contract.
- 13) As the commencement of this project is of critical importance, it is imperative that the prospective contractor is available immediately. Failing to commence with this project immediately from date of notification by CIPC would invalidate the prospective service provider's proposal.
- 14) CIPC reserves the right not to award this bid to any prospective bidder or to split the award.





## 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).

### 14.1 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 these 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.	<b>IMPORTANT: Pricing Schedule</b>		a. Submit full details of the pricing proposal <b>in a separate envelope.</b> b. <b>Price must be carried over to SBD 3</b> c. <b>The price envelop must be marked with the bidder's name</b> d. Bidders must comply with the requirements of <b>Annexure "A PAGE14 OF THIS TOR</b> <b>FAILURE TO COMPLY SHALL RESULT IN DISQUALIFICATION</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.**

No	Functionality: Evaluation Criteria	RATING					WEIGHT	TOTAL SCORE
		1	2	3	4	5		
1.	<b>Demonstrate Proposed Architecture Solution</b>							
	<p><b>Demonstrate Proposed Architecture Solution</b></p> <ul style="list-style-type: none"> <li>Design &amp; Implement the architected solution.</li> <li>Build meaningful dashboard, charts and graphs as per CIPC's requirements.</li> <li>Build custom correlation rules as per CIPC's requirement</li> <li>Create alerts as required by CIPC.</li> <li>Implement as per CIPC requirements.</li> <li>Training as well as knowledge transfer to CIPC ICT Staff in terms of</li> <li>McAfee Technical training certification – classroom training and certification</li> <li>Integration of McAfee TIE/DXL, MAR and ATD as per CIPC's specific use case requirements.</li> </ul> <p>1= No proposed designs of architecture solution provided            2= Insufficient proposal with no architecture implementation solution (partly addressed)            3= Designs and Architect a solution as per McAfee best practices            4= Designs and Architect a solution as per McAfee best practices, Offer Classroom training and certification, knowledge and skills transfer plan Integration of McAfee Business Suite            5= Designs and Architect a solution as per McAfee best practices, Offer Classroom training and certification, knowledge and skills transfer plan Integration of McAfee Business Suite, create alerts and customization of rules required</p>						20	
2.	<b>Project Plan</b>							
	<p><b>Implementation Roadmap/Project Plan</b></p> <ul style="list-style-type: none"> <li>The service provider should indicate through an implementation roadmap how they will design, implement and maintain the solution. The solution will also need to be supported for a period of 36 months</li> </ul> <p>1= No Implementation road map/ Project Plan provided            2= Insufficient implementation Road map with no design and no maintenance plan            3= Detailed Implementation Road map/project plan with design, project management plan and rollout plan            4= Detailed Implementation Road map with design, project management plan and rollout plan, detailed maintenance and support plan Detailed            5= detailed Implementation Road map/project plan with best practises in designs, detailed project management plan and detailed rollout plan with timeframes and detailed maintenance and support plus tools and techniques to be used</p>						10	
3.	<b>Accreditation</b>							
	<p><b>Accreditation with Original Equipment Manufacturer (OEM)</b></p> <ul style="list-style-type: none"> <li>The bidders must attach their Platinum Partner Certification</li> <li>The bidders must provide a letter from OEM which indicates that they are accredited to implement, supply and support the proposed solution.</li> </ul> <p>1= Silver Partner Certification and <b>NO</b> OEM Letter for implementation of ESM            2= Silver Partner Certification and accreditation OEM Letter for implementation of ESM            3= Gold Partner Certification and accreditation OEM Letter for implementation of ESM            4= Platinum Partner Certification and accreditation OEM Letter for implementation of ESM            5= Platinum Partner Certification and accreditation OEM Letter for implementation of ESM and additional products</p>						25	



Companies and Intellectual  
Property Commission

No	Functionality: Evaluation Criteria	RATING					WEIGHT	TOTAL SCORE
		1	2	3	4	5		
4.	<b>COMPANY references</b>							
	<b>Company experience references Checks</b> The bidders must provide a minimum of three (3) testimonial letters from clients where they have implemented similar McAfee solution. The reference must include the following: <ul style="list-style-type: none"> <li>✓ Duration of the contract</li> <li>✓ Contract amount</li> <li>✓ <b>Client scoring from 1- to 10 scale</b></li> </ul> 1= No testimonial letters for similar solution 2= Two (2) testimonial letters for similar solution with clients scores not exceeding 5 3= three (3) testimonial letters for similar solution with clients scores of 5 4=Four (4) testimonial letters for similar solution with clients scores more than 5 to 8 5= Five (5) or more testimonial letters for similar solution with client scores of 9 to 10 <b>References may be verified with McAfee Security.</b>						25	
5	<b>COMPANY references</b>							
	<b>Technical Certification:</b> <ul style="list-style-type: none"> <li>• The bidders must attach a minimum of 3 CVs of resources to be involved in the project plus, McAfee Technical Certification for the Technical Resources <b>with minimum of 2 certifications for the following</b> solution.</li> </ul> 1= Attached CV's +No ESM Certification 2= Attached CV's + only ESM Certification 3=Attached CV's + ESM; and EPO Certification 4=Attached CV's + ESM; and EPO Certification + 1 additional McAfee Certification 5= Attached CV's + ESM; and EPO Certification + 2 or more McAfee Certification Score = 5						20	
	<b>TOTAL</b>						<b>100</b>	

**Note:**

1. 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.
2. **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.



Companies and Intellectual

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**

Bidders to note that there will be no briefing session for this tender

<b>BRIEFING SESSION/ SITE VISITS</b>	<b>THERE IS <u>NO</u> BRIEFING SESSION FOR THIS TENDER</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 Solly Bopape  
Contact No: (012) 394 3485  
E-mail: [sbopape@cipc.co.za](mailto:sbopape@cipc.co.za)  
OR  
Mr. Sphiwe Mbatha  
Contact No: (012) 394 1504  
[E-mail : smbatha@cipc.co.za](mailto:smbatha@cipc.co.za)

## 12. AVAILABILITY OF THE RFP DOCUMENT

Can be requested via email: [nmaqhula@cipc.co.za](mailto:nmaqhula@cipc.co.za) OR downloaded from CIPC website: [www.cipc.co.za](http://www.cipc.co.za) AND National Treasury E-tender portal

## 13. BIDS DETAILS

**BIDS OPENING DATE:** 01 NOVEMBER 2019  
**BIDS CLOSING TIME:** 11: 00 AM  
**BIDS CLOSING DATE:** 29 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**



**ANNEXURE “A”**

**FAILURE TO COMPLY WITH THE REQUIREMENTS BELOW SHALL IMMEDIATELY INVALIDATE THE BID.**

**PRICING SCHEDULE: ANNEXURE “A” (MUST BE PRINTED AND SUBMITTED IN A SEPARATE SEALED ENVELOP TOGETHER WITH SBD 3)**

The total bid price must be written in the **SBD3 form** together with the following information

- Duration of the contract written in the space provided in the SBD 3 form
- Total Bid Price must be stated in the space provided in SBD 3 form for the total period of 36 months

The supplier must provide a comprehensive project plan supported by a project schedule as recommended below:

Phase/ Stage	High level Activities	Time Frames	Deliverable(s)	Comments (if any)	Budget (incl. VAT)
e.g. Stage 1		Measured in weeks/ days			
<b>TOTAL DURATIONS:</b>					
<b>TOTAL BUDGET (Incl VAT):</b>					

The suppliers must break down payment as per deliverable on the project plan. Reports are to be developed and presented per deliverable, e.g.

No.	Deliverable	Quantity	R
1	Health Check	As proposed	
2	McAfee ESM System Architecture	As proposed	
3	Installation and Configuration	As proposed	
4	Set up of Rules and Policies	As proposed	
5	Deployment	As proposed	
6	Implementation	As proposed	
7	Logging and Reporting	As proposed	
8	Other components	As proposed	
5	Monthly Health check and Remediation	As proposed	
6	36 months Support	As proposed	
7	On-site Support	240 hours	
	<b>TOTAL</b>		

**Note: Service providers will be responsible for all costs e.g. transportation for ALL activities associated with this bid.**

**FAILURE TO COMPLY WITH THIS REQUIREMENT SHALL IMMEDIATELY INVALIDATE THE BID.**