

## **TERMS OF REFERENCE**

### **CIPC BID NUMBER 18/2015/2016**

**DISCRIPTION: INVITATION TO SERVICE PROVIDERS TO  
SUPPLY HP LAPTOPS TO CIPC UNDER THE HP  
WARRANTY AND SUPPORT CONTRACT**

**CONTRACT PERIOD: AS PER CONTRACT**

**TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFT)**

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 RFT specification is based on a specific brand must inform CIPC before RFT 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 RFT. Certified copies of the Tax Clearance Certificate will not be acceptable.
5. The bidder must be an HP ANS or PNS accredited partner, (Please provide the relevant documentation)
6. No services must be rendered or goods delivered before an official CIPC Purchase Order form has been received.
7. This RFT will be evaluated in terms of the **80/20** system prescribed by the Preferential Procurement Regulations, 2001
8. The Government Procurement General Conditions of contractors (GCC) will apply in all instances.
9. As the commencement of this project is of critical importance, it is imperative that the services of 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.
10. No advance payment would be made. CIPC will pay within the prescribed period as according to PFMA.
11. All price quoted must be inclusive of Value Added Tax (VAT)
12. The successful contractor must at all times comply with CIPC's policies and procedures as well as maintain a high level of confidentiality of information.
13. All information, documents, programmes and reports must be regarded as confidential and may not be made available to any unauthorised person or institution without the written consent of the Chief Executive Officer or his delegate.
14. 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.
15. CIPC will enter into Service Level Agreement with the successful service provider.
16. 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))
17. Prospective bidders are required to respond in chronological order to each element of the evaluation criteria in not more than four (4) pages per element, as eluded paragraph 6 (VI). You may include annexure, however for the purposes of the evaluation; focus would be on the four (4) page response to each element. Failing to comply with this condition will invalidate your proposal.
18. 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.
19. As such all information, documents, programs and reports must be regarded as confidential and may not be made available to any unauthorized person or institution without the written consent of the Commissioner or his/her delegate.

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. Fraud and Corruption:

21.1 The Service Provider selected through this TOR 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 mis-presentation 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. 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. Shall declare a Service Provider ineligible, either indefinitely or for a stated period of time, for awarding the contract, if it at any time determines that the Service Provider has been engaged in corrupt, fraudulent and unfair trade practice in competing for, or in executing, the contract.

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

I have read and understood the conditions of this RFT.

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

.....  
Signature

.....  
Date

## 1 INTRODUCTION

Bidders are invited to supply PCs (workstations) as per the attached specifications. **Detailed information is supplied under Point 2 (Scope of Work).**

### 1.1 Background

CIPC is in the process of procuring new Laptops for Senior Management as well as specialists in a number of business units. Laptops enable users to securely access the company's systems both onsite and offsite. The company's Technology Reference Model recommends high-end HP technology and the bidder should strictly offer a solution in line with the provided technical specifications and other listed requirements.

### 1.2 Objective

CIPC wishes to appoint a service provider for the provisioning of **Laptops as per the specifications.**

## 2 SCOPE OF WORK

The service providers should consider and highlight all omissions and exclusions that might impact the performance and or operability of the desired solution. The specifications for the models of Laptops are as follows:

### LAPTOPS:

Model	Description	Processor	Memory (min.)	SSD Drive (min.)	WiFi Card	RJ45 Connection	Quantity
HP EliteBook	HP 840 (Partno. N6Q15EA)	Intel Core i7, 5500U	8 Gig	256Gig	✓	✓	30 (including Carry bags)

## 3 DURATION OF CONTRACT

As per contract

## 4 COMPETENCY AND EXPERTISE REQUIREMENTS

The following competencies and expertise are required for this role:

### 4.1. Exposure

The bidder must be an HP accredited partner.

### 4.2. Experience

As per HP accreditation

### 4.3. Qualifications

As per HP accreditation

#### 4.4. Soft Skills

The following soft skills are essential:

N/A

#### 4.5. Aptitudes/Personality traits

N/A

### 5 **REPORTING**

The contracted bidder's account manager will report to the CIPC Project Manager 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: Infrastructure Management will subject the quality and standard of service rendered by resources to quality control.
- Should CIPC, through the Senior Manager: Infrastructure Management, 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.





Companies and Intellectual  
Property Commission

a member of the dti group

## 7 **COSTING**

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

## 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).

**Responsiveness Criteria: Failure to provide the following might result in a bid not to be considered: (minimum requirements)**

- a) Bid offers must be properly received on the tender closing date and time specified on the invitation, fully completed and signed in ink as per Standard Conditions of Tender.
- b) Submission and completion of the Declaration of Interest
- c) Submission of an original and valid Tax Clearance Certificate
- d) Submission of the company's registration certificate from the Register of Companies (CIPC).
- e) The bidder must be an **HP ANS or PNS accredited partner**, (Please provide relevant documentation as proof)

## 9. **Evaluation Process (Phases)**

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).

The evaluation will be completed in 3 phases:

- Phase 1: Compliance to minimum requirements
- Phase 2: Compliance to specification
- 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 (ex. Tax Clearance Certificates), ensuring all documents have been completed and that the specified documentation has been submitted in accordance to the bid requirements. All bidders that comply with the minimum requirements will advance to Phase 2.

### ***Phase 2: Compliance to specification***

As per the attached Bill of Material and designs

### **Phase 3: Preferential Procurement Policy and Pricing**

**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 through to Phase 2 will be evaluated in accordance with the 90/10 preference point system contemplated in the Preferential Procurement Policy Framework Act (Act 5 of 2000) as amended in 2011..

#### **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>

The bidder with the highest score will be recommended as the successful service provider.

#### **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

#### **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 [Nmaghula@cipc.co.za](mailto:Nmaghula@cipc.co.za)

##### **B. Technical Enquiries**

Mr Evans Mojanaga  
Contact No: (012) 394 5272  
E-mail: [Emojanaga@cipc.co.za](mailto:Emojanaga@cipc.co.za)