



Companies and Intellectual  
Property Commission

a member of **the dti** group

## **ANNEXURE**

### **TERMS OF REFERENCE**

**CIPC BID NUMBER: 18/2016/2017**

**DESCRIPTION: APPOINTMENT OF A SOFTWARE  
VENDOR TO IMPLEMENT IXBRL  
PLATFORM FOR ANNUAL  
FINANCIAL STATEMENTS FILING**

(Design, implementation and maintenance of the iXBRL Platform)

**CONTRACT PERIOD: 36 MONTHS**

**NB: KINDLY NOTE THAT THE TENDER CLOSING DATE HAS BEEN EXTENDED TO 31 JANUARY 2017**

## **TERMS AND CONDITIONS OF REQUEST FOR TENDER (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 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 RFT. 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. Price must be valid for 90 days
7. The Government Procurement General Conditions of contractors (GCC) will apply in all instances.
8. 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.
9. No advance payment(s) will be made. CIPC will pay within the prescribed period as per the PFMA.
10. All price quoted must be inclusive of Value Added Tax (VAT)
11. 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.
12. 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 Commissioner or her delegate.
13. 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.
14. CIPC will enter into Service Level Agreement with the successful Service Provider.
15. CIPC reserves the right not to award this bid to any prospective bidder or to split the award
16. 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 shall declare a Service Provider ineligible, either indefinitely or for a stated period of time, for awarding the contract, if it 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.

**I, the undersigned**

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

**I have read and understood the conditions of this Request for Tender (RFT).**

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

.....

**Signature**

.....

**Date**

## **Table of content**

- 1. Background**
- 2. Problem Statement**
- 3. Scope of Work**
- 4. Bid Requirements: Mandatory**
- 5. Evaluation Criteria and Process:**
- 6. Pricing & BBB-EE**

## 1. Background

CIPC is engaged in a process of rapid, fundamental transformation. It is imperative for it to respond to the needs of its globalised, fast changing environment in order to both deliver value to its stakeholders and remain relevant to South Africa's developmental and economic needs. This transformation process has to happen at the same time that CIPC delivers on its immediate imperatives - to implement a balanced regulatory regime and to serve its Customers efficiently and effectively.

In order to increase the scope of CIPC's role in the economy (as envisaged in the Companies Act, 2008 as amended) and to play a meaningful role in the new legal dispensation impacting business entities and intellectual property in South Africa, CIPC identified, as one of its key priorities, the need to improve its credibility with Customers and other stakeholders. To give effect to this, two objectives have been identified, namely:

- To reduce the administrative burden on businesses when they report financial information to government for regulatory compliance. Achieving this goal requires reducing duplication and inconsistency in business information reported to various government agencies—thus, a national (local) taxonomy becomes a necessity.
- To achieve regulatory compliance to accomplish the mission of the government agency. The CIPCs primary mission is to provide business and financial information to investors for better transparency and to reduce the administrative costs of reporting businesses.

## 2. Problem statement

During the strategic review in 2012, CIPC embarked on a process of defining and understanding who their customer is and what their views of CIPC are, the expectations and requirements of key stakeholders in the public sector, as well as the internal stakeholders, including the senior management and organised labour. This gave CIPC an understanding of the burning issues with various customers and stakeholders. At the same forum, the strategy and the annual performance plans were reviewed and updated in accordance with the progress made in strategy implementation as well as the changes experienced and foreseen in the internal and external environment.

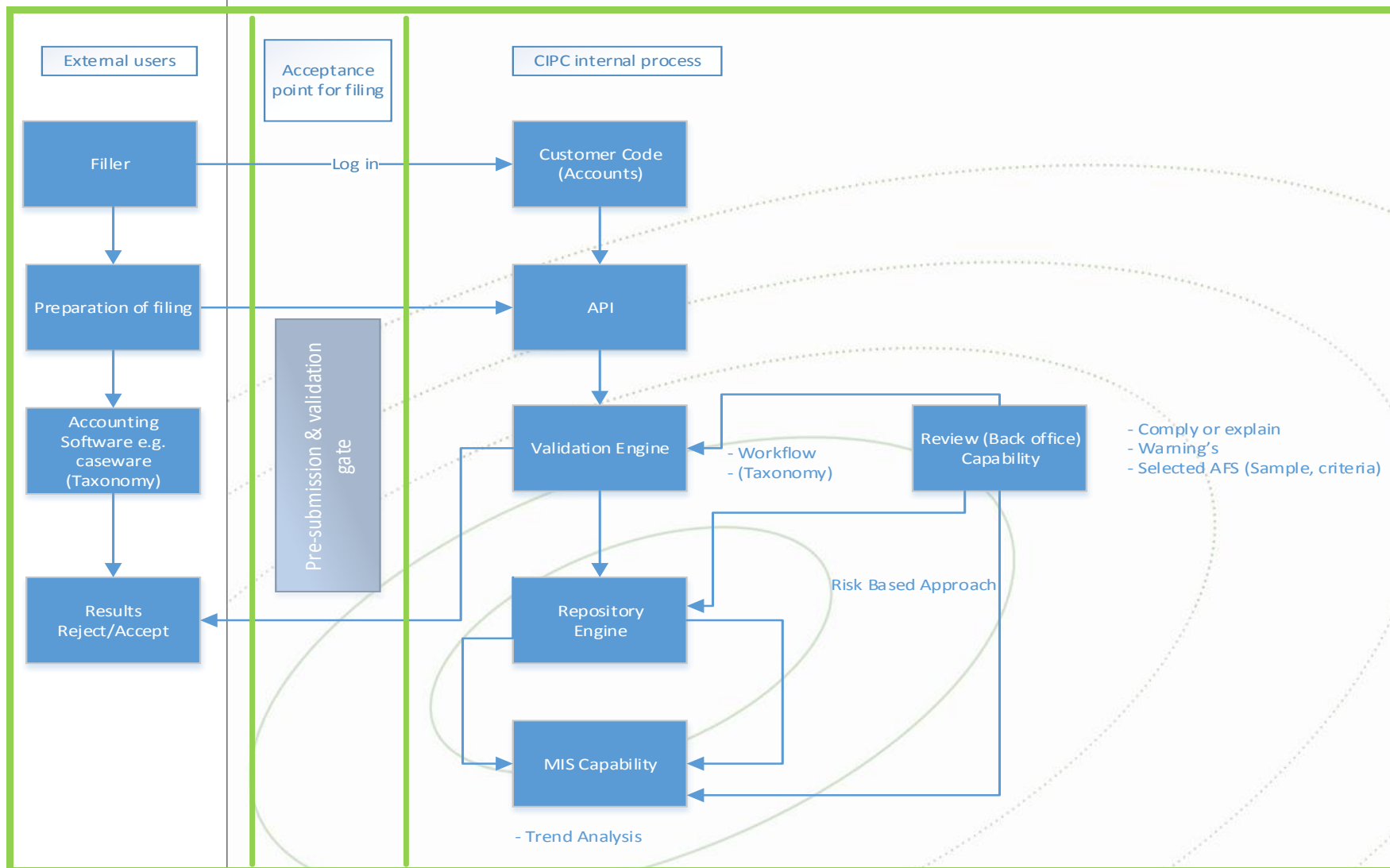
This fact finding assignment necessitated CIPC to conduct research to understand how other regulators satisfy their customers globally. The XBRL route was then identified as the most feasible method that would ensure alignment, cost optimization and digitizing the reporting methods carried out in majority of jurisdictions worldwide. In order for CIPC to align with the prevailing trends, it was realised that the current PDF based process is cumbersome, inefficient and not assisting with the objectives of transformation, CIPC therefore embraced international best practices and the impact of the use of iXBRL when submitting Annual Financial Statements on-line and in improving efficiencies. The digital reporting is envisaged to be in the form of iXBRL that can enable companies to submit their Annual Financial Statements in a more structured format. CIPC needs to procure the services of a vendor that can implement a reporting platform (iXBRL) which will make it easier for companies to report their financial information in an electronic format. This will ultimately in the long term reduce the burden of multiple submissions to different regulators.

### 3. Scope of work

CIPC is seeking for qualified software vendors that would be able to develop and implement a reporting platform in the form of iXBRL. The software vendor should ensure that their solution can:

- Provide an easy-to-use, web-based front end, of users for users to input, upload and submit financial reports; allowing users to verify the validity and completeness of their submission. The developed Taxonomy should be integrated with the XBRL processing engine, providing real-time validation functionality prior to end to end user submission to CIPC;
- Capability of processing the iXBRL and to render reports into other formats for downstream processing (e.g. a SQL database, Java or .NET). CIPC is keen to use the “think big and start small approach” which will allow extensibility and scalability to allow for future growth and changes in the regulatory environment; and
- The service provider would be required to be on site (CIPC offices) when implementing the solution dependent on the project plan and related milestones.

The filing platform envisaged should be able to receive annual financial statements submissions from a filer (external user) using iXBRL (i.e.) xHTML file with the supporting pdf. This would then be uploaded to the CIPC filing portal by logging into the CIPC current filer / user authentication system. The submission will then go through a validation process and trigger the required workflow based on being successful or not. Once validation is passed then stored and ready for further analysis (automated and CIPC user driven). The solution needs to be available in various formats for internal reporting purposes. Based on the outcome of these automations, the user will conduct tests to validate the accuracy of the information provided. Once that stage gate has been accepted, the submission will then be passed through into a workflow and communication platform. This process should also communicate same outcomes to the filer as illustrated below: -



The solution should also be able to create, manage, edit, design and report multiple taxonomies. CIPC will not implement XBRL “Forms” in the first release but this is a requirement of the solution in the future as CIPC envisages that other XBRL Taxonomies will need to be accommodated to collect additional data in the future. The service provider would also be required to assist CIPC with the change management internally and externally.

**The scope of work is for the design, implementation and maintenance of the iXBRL Programme to deliver inter alia:-**

<b>XBRL Standard Support:</b>	
Solution to comply with ALL the APPROVED XBRL International, Including XBRL Technical Specifications as at 30 November 2016, including the dependencies these Specifications have on other XML Standards, e.g. XML Schema, etc.	
<b>Training and skills transfer:</b>	
	<ul style="list-style-type: none"> <li>Comprehensive Solution based training to support CIPC internal users on how to use the Solution <ul style="list-style-type: none"> <li>Capacitate “Super-Users” for the Solution to ensure they know the Solution in totality and can deal with issues that may arise after implementation (on average + 20).</li> </ul> </li> </ul>
<b>Stakeholder engagement:</b>	
	<ul style="list-style-type: none"> <li>Stakeholder engagement support</li> <li>Schedule webinars, prepare content, deliver the webinars and manage the feedback</li> <li>Schedule Seminars</li> <li>Attend and speak at Conferences</li> <li>Develop step by step guides, training material</li> <li>All material for the above to be published to CIPC website</li> </ul>
<b>Solution key features:</b>	
	<ul style="list-style-type: none"> <li>System to have the pre-validation and workflow capability</li> <li>System to manage overall handling and processing</li> <li>System must be flexible in order to be able to cope with taxonomy changes without the need for development work either by the supplier or by CIPC (meaning the production and business intelligence aspects of the solution must be able to adapt to any changes as necessary)</li> <li>System to identify trends in the market and business intelligence (i.e. statistical reporting, identify market segments etc.)</li> </ul>
<b>Functional requirements for receiving the XHTML file:</b>	
	<ul style="list-style-type: none"> <li><b>A capability to ensure that the information originally captured and processed is identical to the output and that such information is ready for consumption:</b> <ul style="list-style-type: none"> <li>Surety that data is un-editable with the capability of integrating into multiple technical environments. Ability to of conversion tool that can enable end users to generate XBRL documents without prior knowledge of XBRL. Inline XBRL Capability</li> </ul> </li> <li><b>XBRL Rendering Tools (Rendering Tool that enables XBRL documents to be displayed as Excel templates and for data thereon to be reviewed and analysed):</b> <ul style="list-style-type: none"> <li>Files to be easily displayed in visual tabular form. Ability to <b>export files</b> into Excel, CSV or XML format.</li> </ul> </li> </ul>





- **Capability of receiving and processing the iXBRL and to render reports into other formats for downstream processing (e.g. SQL database):**
  - Support data reconciliation with a built in real time and XBRL formula validator.
  - Data mapping module and snapshot module user
  - Analytical reports module and catalogue variable user guider aligned to system requirements
  - System to evolve with applicable changes (i.e. IFRS Taxonomy changes)
  - Deliver high volumes, large scale document processing across a wide range of hardware and software configurations
  - Flexible instance document validation, allowing application control of the level of validation which XBRL formula sets are processed

#### Functional requirements for validating the XHTML file:

- **A business reporting process that provides for transparency, traceability and protection of integrity of information:**
  - System to recognise users through coding, to grant specific authorisations and add new users with the ability to handle multiple versions of Taxonomy
  - System to integrate into multiple taxonomies

#### Functional requirements for processing the iXBRL file:

- The solution needs to be able to extract the iXBRL / XBRL from the XHTML submission of the filers.
- Report any issues with these extractions.
- Validate the extractions.
- Workflow the extractions.
- **Workflow and escalation protocols including notifications:**
  - System to have a **short implementation cycle** and no development time? [there would need to be some level of development for integration purposes, e.g. workflow and M.I.S]
- System to enable taxonomy review and exploration tools to identify if the system issues are related to taxonomy definitions

#### Functional requirements for storing data:

- **Repository for retrieval, storage and access which is scalable:**
  - Scalable and ready to provide storage and easy access to multiple reports sent by high number of entities.
- **A scalable platform (provide size preferably) – flexible architecture:**
  - System to be scalable via load balancers and multiple instances of XBRL processor with the ability to accommodate +\_500GB depending on the reporting complexity and frequency. Queue management capability

#### Analysing data:

- System to have built in reports to analyse the data
- Tools for searching the Data
- Ability to workflow these reports



<b>Software / Architecture:</b>	
	<ul style="list-style-type: none"> <li>• System to be exclusively distributed to CIPC with a bolt on extensible object orientated architecture which provides a rich application programme to enable developers to easily integrate XBRL processing into Java or .Net applications</li> <li>• Processing lifecycle from taxonomy development, XBRL creation, XBRL processing, mining and taxonomy lifecycle definition</li> <li>• System to store multiple taxonomy groupings</li> </ul>
<b>Disaster Recovery:</b>	
	<ul style="list-style-type: none"> <li>• Cloud based solution with back-up procedures and back-up location</li> <li>• Proposal for the System to include conducting of stress, functional, taxonomy and performance testing</li> </ul>
<b>Business Continuity:</b>	
	<ul style="list-style-type: none"> <li>• Back-up and recovery – mechanisms for back-up copies of data and system restoration including failure during recovery <ul style="list-style-type: none"> <li>○ System Administration</li> <li>○ Other – system management requirements not yet covered that would be applicable to the implementation of iXBRL</li> </ul> </li> </ul>
<b>System security:</b>	
	<ul style="list-style-type: none"> <li>• <b>Security to ensure that the transaction is accessible only to the interacting parties:</b> <ul style="list-style-type: none"> <li>○ CIPC security personnel to be involved during all phases of SDLC</li> <li>○ System to have a <b>secure cryptographic communication</b></li> <li>○ <b>System have to be scalable as technology and security changes.</b></li> <li>○ Integrity preserving data in transit</li> <li>○ Integrity preserving of client's information</li> <li>○ Adhere to CIPC's software development security policy (including adherence to the Authentication and Authorisation Framework).</li> <li>○ Adhere to security best practices as stipulated by NIST information security framework</li> </ul> </li> </ul>
<b>Solution Testing:</b>	
	<ul style="list-style-type: none"> <li>• Explain your Quality Assurance Process and how this is measurable</li> <li>• Explain your approach to performance, functional, logical, physical, etc. testing and how this will be managed during the development of the Solution.</li> <li>• Explain also security testing, durability, atomicity and data isolation.</li> </ul>
<b>Over time our data model will change and evolve so it is important that any solution we implement is able to support this evolution of our data model, and is able to cope with taxonomy changes which would be inclined to the below:</b>	
	<ul style="list-style-type: none"> <li>• Cost-saving (medium to-long term)</li> <li>• Control over result</li> <li>• Automated processing</li> <li>• Enhanced reporting</li> <li>• High data quality</li> <li>• Changes in Reporting Standards</li> </ul>



<b>Hardware:</b>	
	<p>Describe your preferred Production Solution Environment and explain your licensing and hardware requirements for applications, database, storage etc.</p> <p>Hardware requirements:</p> <ul style="list-style-type: none"> <li>○ Provide hardware specification of the hardware required to host the solution catering for growth over a 36 months' period.</li> <li>○ Processing power. Minimum SpecInt rating to ensure capacitation over the 36 months' period.</li> <li>○ Minimum amount of memory</li> <li>○ Minimum network speed. (Describe the network needed to support the application and data)</li> <li>○ Minimum SAN access speed.</li> <li>○ Storage capacity. (Amount of storage needed).</li> <li>○ Name the supported operating systems for the solution.</li> <li>○ Name the supported visualization layer on which the solution can run.</li> </ul> <ul style="list-style-type: none"> <li>• The requirements should cater for production, test and development environments.</li> <li>• Hardware redundancy must be catered for. (Describe how high availability will be achieved)</li> </ul>
<b>Licenses:</b>	
	<ul style="list-style-type: none"> <li>• Provision of all relevant software licenses as a direct service</li> <li>• Provide the license requirement and cost for each environment (development, testing and production)</li> </ul>
<b>Support and maintenance:</b>	
	<ul style="list-style-type: none"> <li>• Speed dial / on line support for emergency issues arising Solution</li> <li>• 24 Hour turnaround time in resolving issues</li> </ul>
<b>Independent software vendor validation</b>	
	<ul style="list-style-type: none"> <li>• The software service providers in South Africa will provide Solutions / Services to filers. Our e-Filing Solution should be able to test submissions from the Independent Software Service Providers to ensure they comply with requirements for the xHTML submissions. The proposal to include a response on how this can be achieved.</li> </ul>
<b>Taxonomy Editor:</b>	
	<p>XBRL taxonomy editor uses the same editing paradigm as the popular graphical XML Schema editor, providing a graphical view of XBRL taxonomies and intelligent taxonomy editing features. By organizing different components on easy-to-filter tabs and providing informative icons, mouse over messages, detail windows, and context-sensitive entry helpers, the XBRL taxonomy editor makes it easy to both view and understand existing taxonomies, and create new ones by way of extending industry-standard taxonomies. It even includes the handy XBRL Taxonomy Wizard to give you a head start when extending or creating a new XBRL taxonomy</p>
<b>Integration capability with current and future systems – how capable is the system able to function independent of other existing systems?</b>	



	<ul style="list-style-type: none"> <li>• System to integrate seamlessly with the legacy infrastructure and future system, where necessary as depicted in page 1</li> <li>• System ability to transfer reports, documents and validation messages between CIPC and the filers</li> <li>• System ability to use existing company government gateway or authentication service, where available</li> </ul>
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In addition to changes to the data model, it is also likely that there will be a need for us to modify the rules we implement for filers and so we will also need: -

- a solution that can grow and adapt with any rule changes we may require.

Once the data has been captured it is important that: -

- the data is available quickly and
- that we can interrogate the data without the need to resort to cumbersome data warehouses.

### **Competency and expertise requirements**

CIPC is looking for a company: -

- that has experience in Software development; and
- has extensive understanding of XBRL implementation including the applicable regulations and policies.

In evaluating the experience and exposure in the ICT, focus will be on the following disciplines –

- ICT and Project Management with registrations from the relevant professional bodies. (Preference will be given to higher qualifications)

### **The requirements below must be included as part of the response:**

1. Company experience
2. Individual CV's (experience, education, etc.)
3. Understanding of the iXBRL implementation

### **Work Experience:**

\*Number of years of experience will depend on the complexity of the specific assignment

- Minimum 3-5 years (minimum) of professional experience at national and international levels in the relevant fields of ICT, especially in implementing iXBRL and extensive experience in technical analysis is key to the project;
- Fluent in English; and
- Excellent communication and writing skills
- Minimum year exposure in Accounting / Financial Reporting for comprehensive understanding of terms used in Financial Reporting

### **Project reporting arrangements**

The candidates / resources availed by company will upon being contracted report to the XBRL Programme Manager.

### **Special conditions**

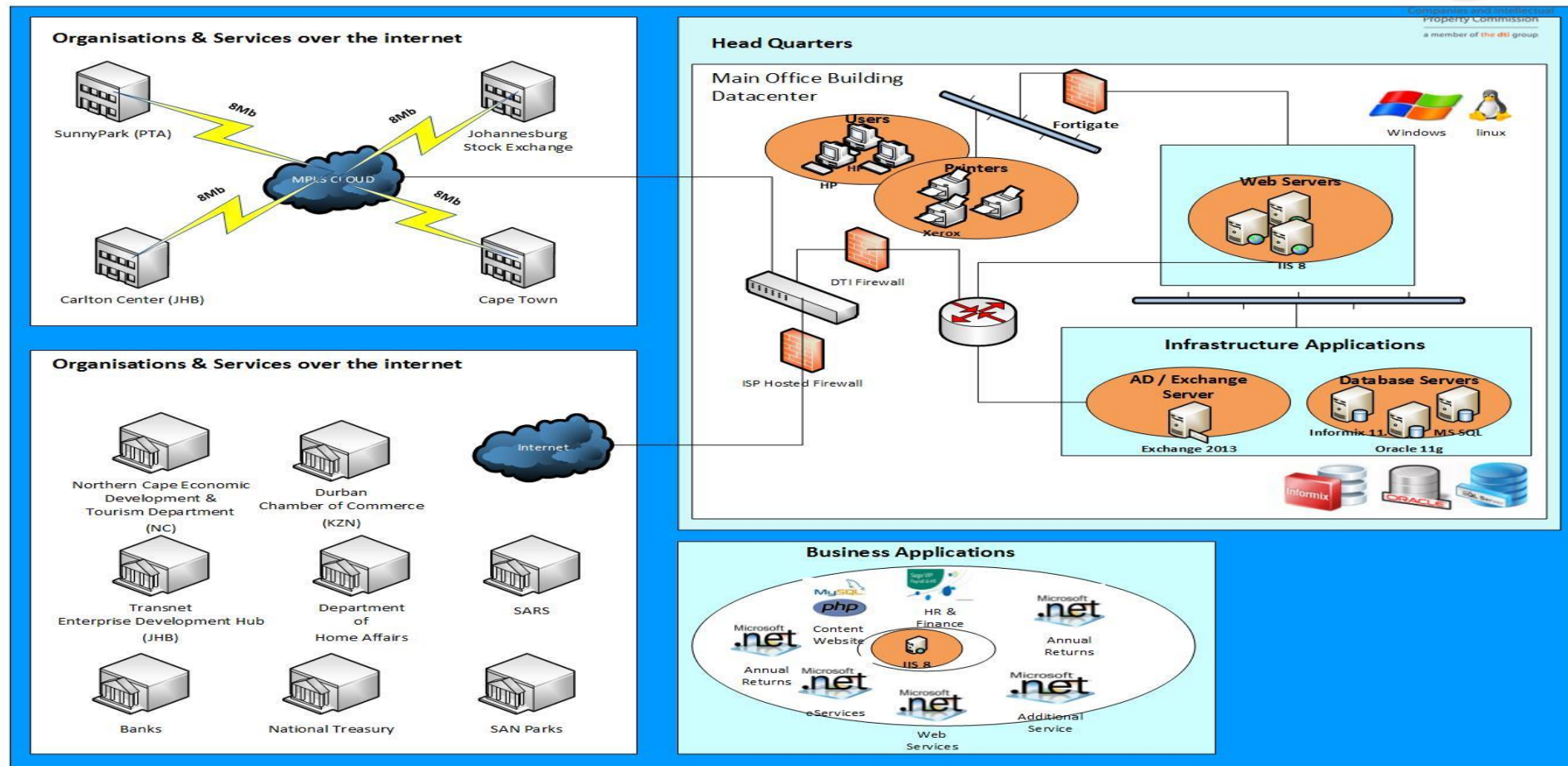
The team members should be available as and when required with a 24 / 7 response time.



### Duration of the service

The service provided will be required to provide service to CIPC for 36 months which will vary depending on the maintenance requirements which may differ in size and scope. The above appointment period should take into consideration the CIPC system functions as per **IT Landscape** below:

**IT Landscape Diagram – Companies and Intellectual Property Commission (CIPC) – AS-IS 2016**



## **Hardware and Software Standards**

### **1. Servers**

#### **1.1. HP C7000 Blade Enclosure**

#### **1.2. Full Height 4P Blade**

1.2.1. HP BL660c Gen8 10Gb FLB CTO Blade

#### **1.3. Half Height 2P Blade**

1.3.1. HP BL460c Gen8 E5-v2 10Gb FLB CTO Blade

CIPC has standardized on HP server infrastructure based on its reliable care-pack that delivers and repairs faulty hardware on-site within six hours of a fault being reported.

### **2. LAN and WAN equipment**

2.1. Cisco Routers

2.2. Fortigate Firewall

2.3. McAfee Intrusion Prevention System

### **3. Client Computers**

3.1. Desktops

3.1.1. Internal User Desktops

3.1.1.1. HP ProOne 600 All-in-One

3.1.2. Self Service Centers Desktops

3.1.2.1. HP ProOne 800 All-in-One touch

### **4. Laptops**

4.1. HP EliteBook 840

4.2. HP Z-Book 17

4.3. HP Elite Book Folio 940 G1

4.4. HP Z1 All-in-One

4.5. HP 810 Revolve

### **5. Software**

Microsoft 8.1, or Windows 10

Microsoft Office 2010 or 2013

Adobe reader 11

Internet Explorer 8.0 or 10

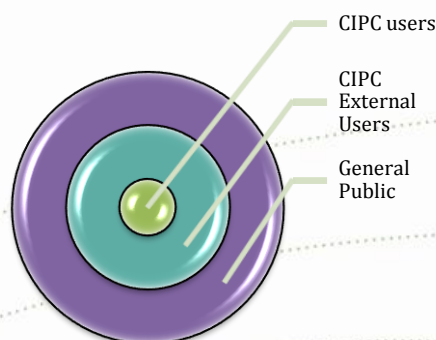
### **6. Application Platform**

6.1. HP-UX – Linux / Unix operating system developed by Hewlett Packard to work with RISC based servers as well as HP's Itanium servers.

6.2. Oracle and Informix – these are the two main database management systems utilized for applications used to support CIPC's operations.

6.3. Windows 2003/2008/2012/8.1/10 – These are the main operating systems used for application servers and on desktops and laptops for end users.

## Application Stakeholder Model



### CIPC Users

CIPC users are the most trusted class of users, capable of performing CRUD (Create, Read, Update, and Delete) transactions, based on the particular user profile that is registered within our user database. They're allowed to perform sensitive transactions and they're controlled with various policies and methods that are defined within the organization security policies.

### CIPC External Users

CIPC external users will transact remotely with CIPC systems on behalf of legal entities that they represent.

### General Public

General public is not trusted until registered and it is not allowed to do any sensitive transactions, until registered/authenticated. General public is allowed to only view and download publicly available information.

### Preparation of proposal

Each respondent is required to submit a proposal containing the following information:

- A declaration that the professional services provider understands and is qualified and prepared to perform the scope of work as detailed in the Statement of Work;
- Estimated rate per specialised personnel (rate per hour) including equipment; and
- Proof of experience that illustrates that work of similar size was delivered before.

## **EVALUATION PROCESS (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 (e.g. 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.

**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) Submission of proof of registration with the National Central Supplier Database

#### ***Phase 2: Functional Evaluation***

All bidders that advance to Phase 2 will be evaluated by a panel to determine compliance to the ability to deliver the service as specified in the bid. Functionality will count out of 100 and bidders must achieve a minimum of 60% out of 100 to proceed to the next phase. Bidders achieving less 60% will not be evaluated further.





EVALUATION CRITERIA	Rating					Weight %	Total
	1	2	3	4	5		
PHASE 2: Functionality Evaluation							
<ul style="list-style-type: none"><li>• <b>System Implementation Requirements</b></li><li>• <b>Solution to comply with ALL the APPROVED XBRL International, Inc. XBRL Technical Specifications as at 30 November 2016, including the dependencies these Specifications have on other XML Standards, e.g. XML Schema, etc.</b><ul style="list-style-type: none"><li>○ The management information systems (MIS) capability</li><li>○ Shredding capability (i.e. splitting of filed information)</li><li>○ Scalability to new and emerging standards (i.e. Blockchain)</li><li>○ System to allow independent validation services which will enable non-XBRL documents to be processed</li></ul></li></ul>						20	
<ul style="list-style-type: none"><li>• <b>Solution key features:</b><ul style="list-style-type: none"><li>○ System to have the pre-validation and workflow capability</li><li>○ System to manage overall handling and processing</li><li>○ System must be flexible in order to be able to cope with taxonomy changes without the need for development work either by the supplier or by CIPC ( that is, the production and business intelligence aspects of the solution must be able to adapt to any changes as necessary)</li></ul></li></ul>						10	
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<ul style="list-style-type: none"><li>• <b>Functional requirements for validating the XHTML file:</b><ul style="list-style-type: none"><li>○ <b>A business reporting process that provides for transparency, traceability and protection of integrity of information:</b><ul style="list-style-type: none"><li>▪ System to recognise users through coding, to grant specific authorisations and add new users with the ability to handle multiple versions of Taxonomy</li></ul></li></ul></li><li>• System to integrate into multiple taxonomies</li></ul>						10	
<ul style="list-style-type: none"><li>• <b>Functional requirements for processing the iXBRL file:</b><ul style="list-style-type: none"><li>○ <b>Workflow and escalation protocols including notifications:</b><ul style="list-style-type: none"><li>▪ System to have a <b>short implementation cycle</b> and no development time which does not require lead time</li></ul></li></ul></li><li>• System to enable taxonomy review and exploration tools to identify if the system issues are related to taxonomy definitions</li></ul>						5	
<ul style="list-style-type: none"><li>• <b>Functional requirements for storing data:</b><ul style="list-style-type: none"><li>○ <b>Repository for retrieval, storage and access which is scalable:</b><ul style="list-style-type: none"><li>▪ Scalable and ready to provide storage and easy access to multiple reports sent be high number of entities and capture Data on Web-form with centralised report repository that can be validated against recognised latest CIPC Taxonomy.</li></ul></li><li>○ <b>A scalable platform (provide size preferably) – flexible architecture:</b><ul style="list-style-type: none"><li>▪ System to be scalable via load balancers and multiple instances of XBRL processor with the ability to accommodate +_500GB depending on the reporting complexity and frequency. High availability through deployment in clustered and / or virtualised environments</li></ul></li></ul></li><li>• Queue management capability</li></ul>						5	



<ul style="list-style-type: none"> <li>• <b>Functional requirements for analysing data:</b> <ul style="list-style-type: none"> <li>○ System to come with taxonomy development and editor, built in analytical module with the possibility of analysing data and reports from multiple entities</li> <li>○ System to have built in report and data analyzer and validation</li> </ul> </li> </ul>							5	
<ul style="list-style-type: none"> <li>• <b>Software / Architecture:</b> <ul style="list-style-type: none"> <li>○ System to be exclusively distributed to CIPC with a bolt on extensible object orientated architecture which provides a rich application programme to enable developers to easily integrate XBRL processing into Java or .Net applications</li> <li>○ Processing lifecycle from taxonomy development, XBRL creation, XBRL processing, mining and taxonomy lifecycle definition</li> <li>○ System to store multiple taxonomy groupings</li> <li>○ Be operable in a Service Oriented Architecture (SOA) setting</li> </ul> </li> <li>• The solution should be host-able both on-premises and on-cloud</li> </ul>							5	
<ul style="list-style-type: none"> <li>• <b>Disaster Recovery:</b> <ul style="list-style-type: none"> <li>○ Cloud based solution with back-up procedures and back-up location</li> <li>○ System to conduct stress, functional, taxonomy and performance testing</li> </ul> </li> </ul>							5	
<ul style="list-style-type: none"> <li>• <b>Business Continuity:</b> <ul style="list-style-type: none"> <li>○ Develop a plan that depicts how continuity of the system will be maintained including the processes that define backup and recovery, triggers and roles of contactable personnel. A periodic drill of these processes will be conducted.</li> <li>○ Back-up and recovery – mechanisms for back-up copies of data and system restoration including failure during recovery</li> <li>○ System Administration</li> </ul> </li> <li>• Other – system management requirements not yet covered</li> </ul>							5	
<ul style="list-style-type: none"> <li>• <b>Hardware and Software requirements:</b> <ul style="list-style-type: none"> <li>○ Bidders must demonstrate hardware requirements as follows:- <ul style="list-style-type: none"> <li>○ Bidders must demonstrate server provisioning for different environments (Development, Quality Assurance, Production) for their proposed solution in accordance to CIPC's hardware and Software standards see section on Page 13 -15</li> <li>○ Bidders must demonstrate Higher Availability Capability to their proposed solution in accordance to CIPC's Hardware standards see section on Page 13 - 15</li> <li>○ Bidders must demonstrate network requirements in support of their proposed solution (i.e. Bandwidth)</li> <li>○ Bidders must specify storage capacity requirements and their solution must be compatibility to CIPC existing san storage technology (HP 3PAR san storage) for both application and database server.</li> <li>○ Bidders must demonstrate their proposed solution will be compatible to be configured / deployed on operating systems in accordance with CIPC's Software standards on section 13 – 15. The solution must be compatible to be configured on CIPC's existing platform (HP Gen8 Blade servers) in accordance to section on Page 13 -15</li> </ul> </li> </ul> </li> </ul>							5	
<ul style="list-style-type: none"> <li>• <b>Taxonomy editor enabled</b></li> </ul>							5	
<ul style="list-style-type: none"> <li>• <b>Resourcing:</b></li> <li>• <b>CV's of project team per specialisation to be assessed that will be permanently allocated to this project clearly detailing their Qualification within the ICT environment;</b></li> <li>• <b>Competency (Minimum 3-5 years (minimum) of professional experience at national and international levels in the relevant fields of ICT, especially in implementing iXBRL and extensive experience in technical analysis is key to the project):</b> <ul style="list-style-type: none"> <li>○ Experience in Software development; and</li> <li>○ Extensive understanding of XBRL implementation including the applicable regulations and policies.</li> </ul> </li> </ul>							5	
<ul style="list-style-type: none"> <li>• <b>Proven and contactable experience of Project Management, Software Design and/or XBRL Implementation within the discipline of ICT environment for individual projects for regulators on the previous client's letterhead.</b> These reference letters must contain the following information which will be scored during evaluation:- <ul style="list-style-type: none"> <li>○ Duration of the contract</li> <li>○ Duration taken to deliver the service</li> </ul> </li> </ul>							5	



<ul style="list-style-type: none"> <li>○ Contract amount</li> <li>○ The service provided satisfactory / not satisfactory: please indicate from 1- to 10 scale</li> <li>○ Provide email addresses</li> <li>○ Provide telephone numbers</li> <li>○ Provide contact person</li> </ul> <p><b>CIPC may verify reference provided by bidders</b></p>							
<b>Total</b>							<b>100</b>

### **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).

#### **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	90
BBBEE	10
<b>Total</b>	<b>100</b>

**The bidder with the highest score will be recommended as the successful vendor.**

#### **Functionality Evaluation**

Bids were evaluated on a scale of 1-5 in accordance with the rating as indicated below  
**1 = Very poor, 2 = Poor, 3 = Good, 4 = Very good, 5 = Excellent**

**Bidders achieving less 60% will not be evaluated further**

NB: Bidders can provide any additional information as part of their bid, which they are of opinion could be utilised for evaluation of their bids. **The bidder with the highest score will be recommended as the successful vendor.**

## 11. 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**

## 12. ENQUIRIES

### a. SUPPLY CHAIN QUERIES TO BE ADDRESSED TO

Ms Ntombi Maqhula @ [Nmaqhula@cipc.co.za](mailto:Nmaqhula@cipc.co.za)

**OR**

Mr. Solomon Motshweni @ [Smotshweni@cipc.co.za](mailto:Smotshweni@cipc.co.za)

### b. TECHNICAL QUERIES TO BE ADDRESSED TO

**Mr. Sello Ndhlovu:** Technical and System issues: Email: [sndlhovu@cipc.co.za](mailto:sndlhovu@cipc.co.za)

**Mr. Joey Mathekga:** Business Queries: Email: [jmathekga@cipc.co.za](mailto:jmathekga@cipc.co.za)

## ANNEXURE “A”

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

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

The proposed price must include estimated rate per specialised personnel (rate per hour) including equipment and all other related costs

**NB: Please ensure that in your pricing the following are included (Licensing, Support & Maintenance and Resources etc.)**

DESCRIPTION	Price	VAT	TOTAL
	R	R	R
	R	R	R
	R	R	R
	R	R	R
<b>TOTAL</b>	R	R	R

TOTAL ANNUAL PRICE	Year 1 2016	Year 2 2017	Year 3 2018	Total Costs
	R	R	R	R