

## BIDS ADVERTISEMENT FORM

BID DESCRIPTION	INVITATION TO SERVICE PROVIDERS TO SUBMIT PROPOSALS FOR THE RENDERING OF COMMUNICATION / MARKETING SERVICES WITH REGARDS TO THE CHANGE MANAGEMENT & COMMUNICATIONS CAMPAIGN OF THE CIPC'S XBRL PROGRAMME	
BID NUMBER	CIPC BID NUMBER: 04/2017/2018	
NAME OF INSTITUTION	COMPANIES AND INTELLECTUAL PROPERTY COMMISSION (CIPC)	
THE PLACE WHERE GOODS WORKS OR SERVICES ARE REQUIRED	PRETORIA	
BID OPENING	DATE: 14 JULY 2017	
BID CLOSING	DATE: 15-08 2017	TIME: 11H00
CONTACT DETAILS	POSTAL ADDRESS	P.O. BOX 429, PRETORIA ,0001
	PHYSICAL ADDRESS	THE BID BOX IS SITUATED AT: CIPC, MAIN RECEPTION, ENTFUTFUKWENI BUILDING (BLOCK "F"), 77 MEINTJIES STREET, SUNNYSIDE, "THE DTI" CAMPUS, PRETORIA.
	TEL	Tel: +27 (12) 394-5344
	EMAIL	NMAQHULA@CIPC.CO.ZA
	CONTACT PERSON	NTOMBU MAQHULA
WHERE BIDS CAN BE COLLECTED	CIPC WEBSITE UNDER TENDERS, <a href="http://www.cipc.co.za">www.cipc.co.za</a> , EMAIL: <a href="mailto:HMMAKO@CIPC.CO.ZA">HMMAKO@CIPC.CO.ZA</a> , <a href="#">TENDER BULLETIN OR NATIONAL TREASURY ETENDER PUBLICATION PORTAL</a>	
WHERE BIDS SHOULD BE DELIVERED	THE BID BOX IS SITUATED AT: CIPC, MAIN RECEPTION, ENTFUTFUKWENI BUILDING (BLOCK "F"), 77 MEINTJIES STREET, SUNNYSIDE, "THE DTI" CAMPUS, PRETORIA.	
CATEGORY (REFER ANNEXURE A)	SERVICES: Computer Services	
SECTOR	PUBLIC ENTITY	
REGION	GAUTENG	
COMPULSORY BRIEFING SESSION :	NONE	

## TENDER DOCUMENTATION

1. Bidders should ensure that bids are delivered in time to the correct address. Late proposals will not be accepted for consideration.
2. All bids must be submitted on the official forms – (not to be re-typed)
3. Bidders should ensure that bids are delivered timeously to the correct address, bids submitted by telegram, Facsimile or other similar apparatus will not be accepted for consideration.
4. This bid is inter alia subject to the general conditions of contract (GCC) and, if applicable, any other special conditions of contract.
5. The following particulars must be furnished.

### 5.1 BIDDING STRUCTURE

Indicate the type of Bidding structure by marking with an 'X'	
Individual Bidder	
Joint Venture	
Consortium	
With Sub Contractors	
Other	

If Joint Venture or Consortium, indicate the name/s of the partners:	
Company Name	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Fax Number	
Postal Address	
Physical Address	



Companies and Intellectual  
Property Commission

a member of the dti group

<b>If Individual:</b>	
Name of Bidder	
Registration Number	
Vat registration Number	
Contact Person	
Telephone Number	
Mobile Number	
E-mail address	
Fax Number	
Postal Address	
Physical Address	

**6. PLEASE SEE ATTACHED SBD (STANDARD BIDDING DOCUMENTS THAT NEED TO BE COMPLETED AND SUBMITTED) AND ATTACHEMENTS**

- ❖ **Annexure A:** SBD 1: INVITATION TO BID
- ❖ **Annexure B:** SBD 2: TAX CLEARANCE CERTIFICATE REQUIREMENTS
- ❖ **Annexure C :** SBD 3: PRICING SCHEDULE- **MUST BE PRINTED AND PLACED IN A SEPARATE SEALED ENVELOP (STATING THE TOTAL BID PRICE)**
- ❖ **Annexure D:** SBD 4: DECLARATION OF INTEREST
- ❖ **Annexure E:** SBD 6.1: PREFERENCE POINTS CLAIM
- ❖ **Annexure F :** SDD 8: DECLARATION OF INTEREST
- ❖ **Annexure G:** SBD 9: CERTIFICATE IF INDEPENDENT BID
- ❖ **Annexure H:** TERMS OF REFERENCE (SPECIFICATIONS) **ATTACHED** ANNEXURE "H"

**7. CONFIDENTIAL INFORMATION DISCLOSURE NOTICE.**

- 7.1** This document may contain confidential information that is the property of CIPC.
- 7.2** No part of the contents may be used, copied, disclosed or conveyed in whole or in part to any party in any manner whatsoever other than for preparing a proposal in response to this Bid, without prior written permission from CIPC.
- 7.3** All copyrights and Intellectual Property herein vests with CIPC.

**8. INTRODUCTION**

**8.1 PURPOSE OF BID.**

- 8.1.1** The purpose of this RFB (request for bid) (is an invitation to potential suppliers (hereinafter referred to as "Bidders") to submit Bids for the items/products/solutions or services as detailed under Technical/solution specification or Terms of

Reference.

## 8.2 **OBJECTIVES.**

8.2.1 Compliance with all relevant legislations and regulations.

8.2.2 Based on the Bids submitted and the outcome of the evaluation process according to the set evaluation criteria CIPC intends to select a preferred bidder/s with the view of concluding a service a service level agreement (SLA) with such successful bidder. The Bid will be evaluated in terms of the **PPPFA 90/10 preferential points system**.

## 8.3 **ENQUIRIES**

8.3.1 Should it be necessary for a bidder to obtain clarity on any matter arising from or referred to in this RFB document, please refer queries, **in writing**, to the contact person(s) listed below. Under no circumstances may any other employee within CIPC be approached for any information. Any such action might result in a disqualification of a response submitted in competition to the RFB. CIPC reserves the right to place responses to such queries on the website.

Ms Ntombi Maqhula	Telephone	012 394-5344
	E-mail	<a href="mailto:Nmaghula@cipc.co.za">Nmaghula@cipc.co.za</a>

1

## 9. Definitions

- 9.1 The Companies and Intellectual Property Commission [hereinafter referred to as "CIPC"] was in terms of the provisions of the Public Finance Management Act (PFMA), established as a trading entity on 4 March 2002. Its formulation brought together the South African Companies Registration Office (SACRO) and the South African Patents and Trademarks Office (SAPTO), both former directorates of **the dti**.
- 9.2 CIPC, a trading entity within the Department of Trade and Industry, exists to register businesses and intellectual property rights, maintain related registers and develop information for disclosure to stakeholders.
- 9.3 "Acceptable Bid"-means any bid, which, in all respects complies with the specifications and conditions of the Request for bid as set out in this document.
- 9.4 "Acts" – Means the Preferential Procurement Policy Framework Act. (Act No 5 of 2000).
- 9.5 "**Agent**" – means a person mandated by another person ("the principal") to do business for and on behalf of or to represent in business transaction the principal, and thereby acquire rights for the principal against an organ of state and incur obligations binding the principal in favour of an organ of state.
- 9.6 "**Bid**" - means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services or goods.
- 9.7 "**Bidders**" - means any enterprise, consortium or person, partnership, company, close corporation, firm or any other form of enterprise or person, legal or natural, which has been invited by CIPC to submit a bid in response to this bid invitation.
- 9.8 "**Client**" - means internal and external customers that participate in CIPC registration processes.
- 9.9 "**Comparative Price**" -- means the price after deduction or addition of non-firm price factors, unconditional discounts,

etc.

- 9.10 **“Consortium”** - means several entities joining forces as an umbrella entity to gain strategic collaborative advantage by combining their expertise, capital, efforts, skills and knowledge for the purpose of executing this tender.
- 9.11 **“Firm Price”** - means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition or abolition of customs or excise duty and any other duty, levy or tax which, in terms of a law or regulation is binding on the contractor and demonstrably has influence on the price of any supplies or the rendering cost of any service, for the execution of a contract.
- 9.12 **“Goods”** – means any work, equipment, machinery, tools, materials or anything of whatever nature to be rendered to CIPRO or CIPC’s delegate by the successful vendor in terms of this bid.
- 9.13 provided that a person who obtained South African citizenship on or after the coming to effect of the Interim Constitution is deemed not to be an HDI.
- 9.14 **“Hosting Partners”** - means companies who entered into an agreement with CIPC in the areas of application management; application hosting, application service provision, and marketplace hosting are incorporated in this category.
- 9.15 **“Internal Collaboration”** - means collaborative arrangements within a group of companies or within various strategic business units/subsidiaries/operating divisions in order to gain a strategic position whilst sharing resources, profits and losses as well as risks
- 9.16 **“Joint Ownership”** - (also known as equity JVs) means the establishment by two parent companies of a child company for a specific task within which both parent companies invest in order to overcome the limited capabilities vested within them in order that they can both benefit from the combined investment.
- 9.17 **“Joint Venture” - (Project)** means two or more businesses joining together under a contractual agreement to conduct a specific business enterprise with both parties sharing profit and losses. The venture is for one specific project only, rather than for a continuing business relationship as in a strategic alliance. It is about sharing risk with others and providing one or more missing and needed assets and competencies.
- 9.18 **“Licenses”** - means conditional use of another party’s intellectual property rights.
- 9.19 **“Management”** - in relation to an enterprise or business, means an activity inclusive of control, and performed on a daily basis, by any person who is a principal executive officer of the company, by whatever name that person may be designated, and whether or not that person is a director.
- 9.20 **“Non-firm Price(s)”**- means all price(s) other than “firm” price(s).
- 9.21 **“Organ of State”** - means a constitutional institution defined in the Public Finance Management Act, Act 1 of 1999.
- 9.22 **“Person(s)”** - refers to a natural and/or juristic person(s).
- 9.23 **“Rand Value”** - means the total estimated value of a contract in Rand denomination, which is calculated at the time of proposal invitations and includes all applicable taxes and excise duties.
- 9.24 **“Successful Vendor”** - means the organization or person with whom the order is placed or who is contracted to execute the work as detailed in the bid.
- 9.25 **“Prime Vendor”** – means any person (natural or juristic) who forwards an acceptable proposal in response to this RFB with the intention of being the main contractor should the proposal be awarded to him/her.





Companies and Intellectual

Property Commission

a member of the dti group

- 9.26 **"Vendor Agent"** - means any person mandated by a prime vendor or consortium/joint venture to do business for and on behalf of, or to represent in a business transaction, the prime vendor and thereby acquire rights for the prime vendor or consortium/joint venture against CIPC or an organ of state and incur obligations binding the prime vendor or consortium/joint venture in favour of CIPC or an organ of state.
- 9.27 **"SMME"** – bears the same meaning assigned to this expression in the National Small Business Act, 1996 (Act No. 102 of 1996).
- 9.28 **"Service Partners"** - means any successful vendor who is awarded the proposal or who entered into an agreement with CIPC and/or its clients to offer consulting services in areas such as but not limited to, strategic e-business consulting, evaluation, implementation and continuous improvement or system integration.
- 9.29 **"Support Partners"** – means any successful vendor who entered into partnership agreement with CIPC and/or its clients for the provision of support services to a specific solution.
- 9.30 **"Sub-Contracting"** - means the primary contractor's assigning or leasing or making out work to, or employing another person to support such primary contractor in executing part of a project in terms of a contract.
- 9.31 **"Trust"** - means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person.
- 9.32 **"Trustee"** - means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

## 10. ACRONYMS AND ABBREVIATIONS

- I. The following acronyms and abbreviations are used in this proposal and must be similarly used in the proposal submitted in response and shall have the meaning ascribed thereto below.

Abbreviations/Acronyms	Description
BEE	Black Economic Empowerment.
CPI	Consumer Price Index.
COTS	Commercial off the shelf system
DTI	Department of Trade and Industry
HDI	Historically Disadvantaged Individuals
EDMS	Electronic Document Management System
IS	Information Systems
ISO	International Standard Organization
IT	Information Technology
LAN	Local Area Network
NIA	National Intelligence Agency
OCR/ICR	Optical Character Recognition/Intellectual Character Recognition
OEM	Original Equipment Manufacturer
PPPFA	Preferential Procurement Policy Framework Act
RFB	Request for Bid

## 11. GENERAL RULES AND INSTRUCTIONS.



Companies and Intellectual

Property Commission

a member of the dti group

RFP	Request for Proposal
RSA	Republic of South Africa
SITA	State Information Technology Agency
SLA	Service Level Agreement
SW	Software
WAN	Wide Area Network
WF	Weighing factor

## 11.1 CONFIDENTIALITY.

**11.1.1** The information contained in this document is of a confidential nature, and must only be used for purposes of responding to this RFB. This confidentiality clause extends to Bidder partners and/or implementation agents, whom the Bidder may decide to involve in preparing a response to this RFB.

**11.1.2** For purposes of this process, the term “Confidential Information” shall include all technical and business information, including, without limiting the generality of the foregoing, all secret knowledge and information (including any and all financial, commercial, market, technical, functional and scientific information, and information relating to a party’s strategic objectives and planning and its past, present and future research and development), technical, functional and scientific requirements and specifications, data concerning business relationships, demonstrations, processes, machinery, know-how, architectural information, information contained in a party’s software and associated material and documentation, plans, designs and drawings and all material of whatever description, whether subject to or protected by copyright, patent or trademark, registered or un-registered, or otherwise disclosed or communicated before or after the date of this process.

**11.1.3** The receiving party shall not, during the period of validity of this process, or at any time thereafter, use or disclose, directly or indirectly, the confidential information of CIPC (even if received before the date of this process) to any person whether in the employment of the receiving party or not, who does not take part in the performance of this process.

**11.1.4** The receiving party shall take all such steps as may be reasonably necessary to prevent CIPC’s confidential information coming into the possession of unauthorised third parties. In protecting the receiving party’s confidential information, CIPC shall use the same degree of care, which does not amount to less than a reasonable degree of care, to prevent the unauthorised use or disclosure of the confidential information as the receiving party uses to protect its own confidential information.

**11.1.5** Any documentation, software or records relating to confidential information of CIPC, which comes into the possession of the receiving party during the period of validity of this process or at any time thereafter or which has so come into its possession before the period of validity of this process:

- Shall be deemed to form part of the confidential information of CIPC.
- Shall be deemed to be the property of CIPC.
- shall not be copied, reproduced, published or circulated by the receiving party unless and to the extent that such copying is necessary for the performance of this process and all other processes as contemplated in; and
- Shall be surrendered to CIPC on demand, and in any event on the termination of the investigations and



Companies and Intellectual  
Property Commission  
a member of the dti group

negotiations, and the receiving party shall not retain any extracts.

## 11.2 News and press releases.

- 11.2.1 Bidders or their agents shall not make any news releases concerning this RFB or the awarding of the same or any resulting agreement(s) without the consent of, and then only in co-ordination with CIPC.

## 11.3 Precedence of documents.

- 11.3.1 **11.3.1** This RFB consists of a number of sections (see list). Where there is a contradiction in terms between the clauses, phrases, words, stipulations or terms and herein referred to generally as stipulations in this RFB and the stipulations in any other document attached hereto, or the RFB submitted hereto, the relevant stipulations in this RFB shall take precedence.
- 11.3.2 Where this RFB is silent on any matter, the relevant stipulations addressing such matter and which appears in the PPPFA shall take precedence. Vendors shall refrain from incorporating any additional stipulations in its proposal submitted in terms hereof other than in the form of a clearly marked recommendation that CIPC may in its sole discretion elect to import or to ignore. Any such inclusion shall not be used for any purpose of interpretation unless it has been so imported or acknowledged by CIPC.
- 11.3.3 It is acknowledged that all stipulations in the PPPFA are not equally applicable to all matters addressed in this RFB. It however remains the exclusive domain and election of CIPC as to which of these stipulations are applicable and to what extent. Vendors are hereby acknowledging that the decision of CIPC in this regard is final and binding. The onus to enquire and obtain clarity in this regard rests with the vendor(s). The vendor(s) shall take care to restrict its enquiries in this regard to the most reasonable interpretations required to ensure the necessary consensus.

## 11.4 PREFERENTIAL PROCUREMENT REFORM.

- 11.4.1 **CIPC supports Black Economic Empowerment as an essential ingredient of its business. In accordance with government policy, CIPC insists that the private sector demonstrates its commitment and track record to Black Economic Empowerment in the areas of ownership (shareholding), skills transfer, employment equity and procurement practices (SMME Development) etc.**
- 11.4.2 CIPC will apply the principles of the Preferential Procurement Policy Framework Act, (Act No. 5 of 2000) to this proposal.
- 11.4.3 **Vendors shall complete the preference certificate attached to this proposal. In the case of a consortium and sub contractors, the preference certificate must be completed for each legal.**



## 11.5 NATIONAL INDUSTRIAL PARTICIPATION PROGRAMME.

11.5.1 The Industrial Participation (IP) policy, which was endorsed by Cabinet on 30 April 1997, is applicable to contracts that have an imported content. This programme is intended to enable the DTI to negotiate obligation agreements, such as investments, joint ventures, sub-contracting, licensee production, export promotion, sourcing arrangements and research and development collaboration, with service that have imported content. Clearance must be obtained from the DTI prior the award of any bid that has imported content in excess of R10 million (ten million rands).

## 11.6 LANGUAGE

11.6.1 Bids shall be submitted in **English**.

## 11.7 GENDER

11.7.1 **Any word implying any gender shall be interpreted to imply all other genders.**

## 11.8 HEADINGS

11.8.1 Headings are incorporated into this proposal and submitted in response thereto, for ease of reference only and shall not form part thereof for any purpose of interpretation or for any other purpose.

## 11.9 SECURITY CLEARANCES.

11.9.1 Employees and sub-contractors of the vendors may be required to be in possession of valid security clearances to the level determined by NIA and/or CIPC commensurate with the nature of the project activities they are involved in. The cost of obtaining suitable clearances is for the account of the bidders. The vendors shall supply and maintain a list of personnel involved on the project indicating their clearance status.

## 11.10 FORMAL CONTRACT

11.10.1 This RFB, all the appended documentation and the proposal in response thereto read together, forms the basis for a formal contract to be negotiated and finalized between CIPC and the enterprise(s) to whom CIPC awards the bid in whole or in part.

11.10.2 a mere offer and acceptance shall not constitute a formal contract of any nature for any purpose between CIPC and any vendor.

## 11.11 INSTRUCTIONS FOR THE SUBMISSIONS OF A PROPOSAL.

11.11.1 **One (1) original and one (1) copy and (PDF).of the Bid shall be submitted on the date of closure of the Bid.**

- **NB: PRICING/ COSTING SCHEDULE MUST BE SUBMITTED IN A SEPARATE SEALED ENVELOPE.**
- The original copy **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.
- Bidders shall submit proposal responses in accordance with the prescribed manner of submissions as specified above.
- Bids must be submitted in a prescribed response format herewith reflected as **Response Format**, and be **sealed in an envelope**.

11.11.1.1 Bidders shall submit proposal responses in accordance with the prescribed manner of submissions as specified above.



Companies and Intellectual  
Property Commission  
a member of the dti group

- 11.11.1.2 Bids must be submitted in a prescribed response format herewith reflected as [Response Format](#), and be sealed in an envelope.
- 11.11.1.3 Bids must be deposited into CIPC's Bid Box on or before, **15 AUGUST 2017 not later than 11h00**. The Bid Box is situated at the Entfufukweni Building, Block F, Ground Floor (Reception), The DTI Campus.
- 11.11.1.4 The physical size of the envelope must be limited to Depth = **750mm x Width = 380mm x Height = 140mm** as the bid box aperture cannot accommodate larger sizes.
- 11.11.1.5 All Bids in this regard shall only be accepted if they have been placed in the bid box before or on the closing date and stipulated time.
- 11.11.1.6 **Bids received after the time stipulated will not be considered.**
- 11.11.1.7 Bid responses sent by post or courier must reach this office at least **36 hours** before the closing date to be deposited into the proposal box. Failure to comply with this requirement will result in your proposal being treated as a "late proposal" and will not be entertained. Such proposal will be returned to the respective vendors.
- 11.11.1.8 **A non-refundable fee of one hundred rand (R 100.00) will be charged for bid documents, (if Consortium, Joint Venture of Sub contractor only one (1) payment per tender response must be submitted).**
- 11.11.1.9 No proposal shall be accepted by CIPC if submitted in any manner other than as **prescribed above**

## 12. RESPONSE FORMAT

12.1 Bidders shall submit response in accordance with the response format specified below. Failure to do so will result in rejecting vendor's response. No referrals may be made to comment. Failure to comply will result in the bidder being penalized

### 12.2.1. MANDATORY DOCUMENTS.

12.2.1.1 Original and valid tax clearance certificate (no certified or scanned copy will be accepted). If a Consortium or Joint Venture. Original and valid Tax Clearance Certificate must be submitted for each member.

12.2.1.2 **Proof of payment must be attached upon submission of the document.**

### 12.2.2 Executive Summary

12.2.2.1 The executive summary must cover the following:

- The Bidder needs to indicate to us that he is responding as a Prime contractor, joint venture, consortium or partnership and list the parties concerned
- Bidder needs to inform us that as the executive committee of the company we have duly designated the following employee name and surname to act on our behalf for the consortium, joint venture, partnership or Prime contractor.
- The Bidder markets themselves by informing us that they have done similar work for other companies and must provide us with contact details as references.
- The Bidder gives us a short summary or clarification of their response.

### 12.2.3 BIDDER PROFILE

- Individual company/joint venture/consortium shareholders certificate(s)



Companies and Intellectual  
Property Commission  
a member of the dti group

- Credentials of the company/consortium members etc
- Structure of the company/ consortium members etc.
- Legal agreement between Partners, subcontractors, joint venture or consortium. In case of joint venture include *Memorandum of Understanding* governing the partnership. Whereas in the consortium, partners must submit resolutions and documentation substantiating the latter.

### 12.3 BIDDER BACKGROUND INFORMATION MATERIALS:

- 12.3.1 Bidder Operating Organisation – Provide an overview of the operating structure and geographical locations of the firm at the national, regional, and local levels.
- 12.3.2 Standards – Include information regarding your firm's utilization of widely known Industry Standards and guidelines, as they apply to your firm, your firm's proposal and proposed hardware assets.
- 12.3. Company Contact(s) – Provide the name, title, street address, city, state, telephone and fax numbers and e-mail of the primary company's contact person, and for any sub-Contractors.
- 12.3.4 Corporate Financial Status - Audited financial statements from the most recent financial year, and the preceding two financial years:
  - 12.3.4.1 Indicate the percentage of total annual revenue that the proposed service generated for the most recent and the preceding two financial years.

## 2 12.4. LIST OF PERSONNEL

- 12.4.1 List of all personnel to be assigned to this project, by employer, identifying their qualifications to perform the tasks or functions to be assigned (include CV's).
- 12.4.2 Identify key personnel, by employer (include sub-Contractor(s)), and provide contact information.

## 13. SPECIAL CONDITIONS/ REQUIREMENTS

- Travel between the prospective contractors place of work to **the dti** (CIPC) vice versa will not be for the account of this organization, including any other disbursements.
- 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](http://www.treasury.gov.za)).
- No advance payment would be made. Payment would be made in terms of the agreement signed between CIPC and the service provider. Invoices shall be entertained in terms of the PFMA and therefore paid within (30) days on receipt of an invoice
- The price quoted by the services must include Value Added Tax (VAT). Failing to comply with the condition will invalidate the prospective bidder's bid.
- 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. Failing to comply with the condition will invalidate the prospective bidder's bid.

- CIPC will not be held responsible for any costs incurred by the service provider in the preparation and submission of the Bid.
- The successful bidder and its Shareholders and Members, may be subjected to a security screening conducted by the NIA (National Intelligence Agency).
- The employees of the successful bidder, directly involved in the project, may also be subjected to a formal security clearance process. In the event of the employee not being security competent the company shall be requested to immediately replace the employee with a security competent person. In addition, all persons directly involved in the project shall be required to sign a “declaration of secrecy”.
- The successful Bidder will be required to enter into a Service Level Agreement with CIPC, within One (1) month after receiving official confirmation of being awarded the Bid.
- The Bidder shall bear all costs and expenses associated with preparation and submission of its tender, and the corporation shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.
- The successful bidder will be required to fill in and sign a written Contract Form (SBD 7)/ SERVICE LEVEL AGREEMENT

#### 14. REASONS FOR DISQUALIFICATION

- 14.1 CIPC reserves the right to disqualify any bidder which does any one or more of the following, and such disqualification may take place without prior notice to the offending bidder, however the bidder will be notified in writing of such disqualification:
  - 14.1.2 Bidders who do not submit a valid and original Tax Clearance Certificate on the closing date and time of the bid;
  - 14.1.3 Bidders who submitted incomplete information and documentation according to the requirements of this RFB;
  - 14.1.4 Bidders who submitted information that is fraudulent, factually untrue or inaccurate, for example memberships that do not exist, BEE credentials, experience, etc.
  - 14.1.5 Bidders who received information not available to other vendors through fraudulent means; and/or
  - 14.1.6 bidders who do not comply with *mandatory requirements* as stipulated in this RFB.
  - 14.1.7 Bidders who have been blacklisted as per the National treasury database
  - 14.1.8 Bidders who fail to pay/submit proof of payment
- 14.2 There will be **NO PUBLIC OPENING** of the Bids received; however, the list of bids received may be published on the CIPC website. There will be no discussions with any enterprise until evaluation of the proposal has been complete. Any subsequent discussions shall be at the discretion of CIPC. Unless specifically provided for in the proposal document, bids submitted by means of telegram, telex, facsimile or similar means will not be considered.
- 14.3 No Bids from any bidder will be accepted if sent via the Internet or e-mail.
- 14.4 All questions in respect of this proposal must be addressed by emailed to: HMmako@cipc.co.za



## BID PREPARATION

- 15.1 All additions to the proposal documents i.e. annexes, supporting documentation pamphlets, photographs, technical specifications and other support documentation covering the equipment and/or services offered etc. shall be neatly bound as part of the schedule concerned.
- 15.2 All responses with regard to questions posed in the bid documents shall be answered in accordance with the prescribed **RFB Response Format**.

### 15.3 ORAL PRESENTATION AND BRIEFING SESSIONS

Bidders who submit Bids in response to this RFB may be required to give an oral presentation, which may include, but is not limited to, an equipment/service demonstration of their proposal to CIPC. This provides an opportunity for the vendor to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. CIPC will schedule the time and location of these presentations. Oral presentations are an option of CIPC and may or may not be conducted.

- 15.3.2 All questions after the compulsory information/briefing session must be sent per e-mail to [HMMako@cipc.co.za](mailto:HMMako@cipc.co.za)
- 15.3.3 Any bidder who has reasons to believe that the tender specification is based on a specific brand must inform CIPC not later than three (3) working days after the briefing session or seven (7) working days if there is **NO** compulsory briefing session.

### 15. GENERAL CONDITIONS OF CONTRACT/BID

**Bidders shall provide full and accurate answers to all including mandatory questions posed in this document, and are required to explicitly state either "Comply/Accept (with a ✓)" or "Do not comply/Do not accept (with an X)" regarding compliance to the requirements. Where necessary, the bidder shall substantiate their response to a specific question.**





The laws of the Republic of South Africa shall govern this RFB and any agreement entered into. Bidders accept hereby that the courts of the Republic of South Africa shall have jurisdiction.	<b>Accept</b>	<b>Do not accept</b>
CIPC shall not be liable for any costs incurred by the bidder in the preparation of response to this RFB. The preparation of response will be made without obligation to acquire any of the items included in any bidder's proposal or to select any proposal, or to discuss the reasons why such bidder's or any other proposal was accepted or rejected.	<b>Accept</b>	<b>Do not accept</b>
CIPC may request written clarification or further information regarding any aspect of this proposal. The bidders must supply the requested information in writing within two (2) days after the request has been made, otherwise the proposal may be disqualified.	<b>Accept</b>	<b>Do not accept</b>
In the case of consortium, Joint Venture or subcontractors, bidders are required to provide copies of signed agreements stipulating the work split and Rand value.	<b>Accept</b>	<b>Do not accept</b>
CIPC reserves the right to; cancel/reject any proposal and not to award the proposal to the lowest bidder or award parts of the proposal to different bidders, or not to award the proposal at all.	<b>Accept</b>	<b>Do not accept</b>
Where applicable, bidders who are distributors, resellers and installers of network equipment are required to submit back-to-back agreements and service level agreements with their principals.	<b>Accept</b>	<b>Do not accept</b>
By submitting a proposal in response to this RFB, the bidders accept the evaluation criteria as it stands.	<b>Accept</b>	<b>Do not accept</b>
Where applicable, CIPC reserves the right to run benchmarks on equipment during the evaluation and after the evaluation.	<b>Accept</b>	<b>Do not accept</b>
CIPC reserves the right to conduct a pre-award survey during the source selection process to evaluate contractors' capabilities to meet the requirements specified in the RFB and supporting documents.	<b>Accept</b>	<b>Do not accept</b>
The bidder should not qualify the proposal with own conditions. <b>Caution:</b> If the bidder does not specifically withdraw its own conditions of proposal when called upon to do so, the bid response may be disqualified.	<b>Accept</b>	<b>Do not accept</b>
Should the bidder withdraw the proposal before the proposal validity period expires, CIPC reserves the right to recover any additional expense incurred by CIPC having to accept any less favorable proposal or the additional expenditure incurred by CIPC in the preparation of a new RFB and by the subsequent acceptance of any less favourable proposal.	<b>Accept</b>	<b>Do not accept</b>
Delivery of and acceptance of correspondence between CIPC and the bidder sent by prepaid registered post (by air mail if appropriate) in a correctly addressed envelope to either party's postal address or address for service of legal documents will be deemed to have been received and accepted after (2) two days from the date of postage to the South African Post Office Ltd.	<b>Accept</b>	<b>Do not accept</b>



Should the parties at any time before and or after the award of the proposal and prior to, and or after conclusion of the contract fail to agree on any significant product price or service price adjustments, change in technical specification, change in services, etc. CIPC shall be entitled within 14 (fourteen) days of such failure to agree, to recall the letter of award and cancel the proposal by giving the bidder not less than 90 (ninety) days written notice of such cancellation, in which event all fees on which the parties failed to agree increases or decreases shall, for the duration of such notice period, remain fixed on those fee/price applicable prior to the negotiations. Such cancellation shall mean that CIPC reserves the right to award the same proposal to next best bidders as it deems fit.	<b>Accept</b>	<b>Do not accept</b>
In the case of a consortium or JV each of the authorized enterprise's members and/or partners of the different enterprises must co-sign this document.	<b>Accept</b>	<b>Do not accept</b>
Any amendment or change of any nature made to this RFB shall only be of force and effect if it is in writing, signed by CIPC authorized signatory and added to this RFB as an addendum.	<b>Accept</b>	<b>Do not accept</b>
Failure or neglect by either party to (at any time) enforce any of the provisions of this proposal shall not, in any manner, be construed to be a waiver of any of that party's right in that regard and in terms of this proposal. Such failure or neglect shall not, in any manner, affect the continued, unaltered validity of this proposal, or prejudice the right of that party to institute subsequent action.	<b>Accept</b>	<b>Do not accept</b>
<u>Bidders who make use of sub-contractors.</u> The proposal will however be awarded to the bidder as a primary contractor who will be responsible for the management of the awarded proposal. No separate contract will be entered into between CIPC and any such sub-contractors. Copies of the signed agreements between the relevant parties must be attached to the proposal responses.	<b>Accept</b>	<b>Do not accept</b>
No interest shall be payable on accounts due to the successful bidder in an event of a dispute arising on any stipulation in the contract.	<b>Accept</b>	<b>Do not accept</b>
Evaluation of Bids will be performed by an evaluation panel established by CIPC. Bids will be evaluated on the basis of conformance to the required specifications as outlined in the RFB. Points will be allocated to each bidder, on the basis that the maximum number of points that may be scored for a combination of functionality and price is 90, and the maximum number of preference points that may be claimed for BEE (as per PPPFA) is 10.	<b>Accept</b>	<b>Do not accept</b>
CIPC will not be held liable for any expenses incurred by bidders, in preparing and submitting the proposal.	<b>Accept</b>	<b>Do not accept</b>
If the successful bidder disregards contractual specifications, this action may result in the termination of the contract.	<b>Accept</b>	<b>Do not accept</b>
The bidders' response to this bid or parts of the response may be included as a whole or by reference in the final contract.	<b>Accept</b>	<b>Do not accept</b>



Companies and Intellectual  
Property Commission  
a member of the dti group

All bidders' who are tertiary institutions or public companies cannot claim preferential points as per the PPPFA regulations of 2001: 13. (5b).	<b>Accept</b>	<b>Do not accept</b>
All bidders' who do not sign the declaration forms will not be considered for preference points.	<b>Accept</b>	<b>Do not accept</b>
In the evaluation of proposal, the Authority reserves the right to conduct independent reference checks.	<b>Accept</b>	<b>Do not accept</b>
CIPC will not respond to any enquiries seventy-two (72) hours before the closing date of the bid	<b>Accept</b>	<b>Do not accept</b>
Should the bidder change any wording or phrase in this document, the bid will be evaluated as though no change has been effected and the original wording or phrasing will be used.	<b>Accept</b>	<b>Do not accept</b>
Should the evaluation of this bid not be completed within the validity period of the bid, CIPC has discretion to extend the validity period.	<b>Accept</b>	<b>Do not accept</b>
Upon receipt of the request to extend the validity period of the bid, the bidder must respond within the required timeframes and in writing on whether or not s/he agrees to hold his/her original bid responses valid under the same terms and conditions for a further period.	<b>Accept</b>	<b>Do not accept</b>
CIPC will not make any upfront/deposit payments to a successful service provider. Payments will only be made in accordance to the deliverables that will be agreed upon by the both parties.	<b>Accept</b>	<b>Do not accept</b>
Respondents may not alter the wording of any criterion/question posed in this document. During the evaluation, it shall be assumed that all criteria/questions are worded as they were in the original document and the answers shall be evaluated on this basis	<b>Accept</b>	<b>Do not accept</b>

## ANNEXURE "A"

### SBD 1

#### PART A INVITATION TO BID

<b>YOU ARE HEREBY INVITED TO BID FOR REQUIREMENTS OF THE (NAME OF DEPARTMENT/ PUBLIC ENTITY)</b>					
BID NUMBER:	CIPC 04/2017/2018	CLOSING DATE:	15/08/2017	CLOSING TIME:	11H00
DESCRIPTION	<b>INVITATION TO SERVICE PROVIDERS TO SUBMIT PROPOSALS FOR THE RENDERING OF COMMUNICATION / MARKETING SERVICES WITH REGARDS TO THE CHANGE MANAGEMENT &amp; COMMUNICATIONS CAMPAIGN OF THE CIPC'S XBRL PROGRAMME</b>				
<b>THE SUCCESSFUL BIDDER WILL BE REQUIRED TO FILL IN AND SIGN A WRITTEN CONTRACT FORM (SBD7).</b>					
BID RESPONSE DOCUMENTS MAY BE DEPOSITED IN THE BID BOX SITUATED AT (STREET ADDRESS)					
THE BID BOX IS SITUATED AT: CIPC, MAIN RECEPTION, ENTFUTFUKWENI BUILDING (BLOCK "F"), 77 MEINTJIES STREET, SUNNYSIDE, "THE DTI" CAMPUS, PRETORIA					
CIPC, MAIN RECEPTION, ENTFUTFUKWENI BUILDING (BLOCK "F"), 77 MEINTJIES STREET, SUNNYSIDE, "THE DTI" CAMPUS, PRETORIA					
<b>SUPPLIER INFORMATION</b>					
NAME OF BIDDER					
POSTAL ADDRESS					
STREET ADDRESS					
TELEPHONE NUMBER	CODE		NUMBER		
CELLPHONE NUMBER					
FACSIMILE NUMBER	CODE		NUMBER		
E-MAIL ADDRESS					
VAT REGISTRATION NUMBER					
		TCS PIN:		OR	CSD No:
B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE [TICK APPLICABLE BOX]		<input type="checkbox"/> Yes <input type="checkbox"/> No		B-BBEE STATUS LEVEL SWORN AFFIDAVIT <input type="checkbox"/> Yes <input type="checkbox"/> No	
IF YES, WHO WAS THE CERTIFICATE ISSUED BY?					
AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA) AND NAME THE APPLICABLE IN THE TICK BOX		<input type="checkbox"/>	AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA)		
		<input type="checkbox"/>	A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS)		
		<input type="checkbox"/>	A REGISTERED AUDITOR		
		NAME:			
<b>[A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT(FOR EMEs&amp; QSEs) MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE]</b>					



Companies and Intellectual  
Property Commission  
a member of the dti group

<b>2.1.1.1 ARE YOU THE ACCREDITED REPRESENTATIVE IN SOUTH AFRICA FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ENCLOSE PROOF]	<b>2.1.1.2 ARE YOU A FOREIGN BASED SUPPLIER FOR THE GOODS /SERVICES /WORKS OFFERED?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No [IF YES ANSWER PART B:3 BELOW ]
<b>2.1.1.3 SIGNATURE OF BIDDER</b>	.....	<b>2.1.1.4 DATE</b>	
<b>2.1.1.5 CAPACITY UNDER WHICH THIS BID IS SIGNED (Attach proof of authority to sign this bid; e.g. resolution of directors, etc.)</b>			
<b>2.1.1.6 TOTAL NUMBER OF ITEMS OFFERED</b>		<b>2.1.1.7 TOTAL BID PRICE (ALL INCLUSIVE)</b>	
<b>BIDDING PROCEDURE ENQUIRIES MAY BE DIRECTED TO:</b>		<b>TECHNICAL INFORMATION MAY BE DIRECTED TO:</b>	
DEPARTMENT/ PUBLIC ENTITY		CONTACT PERSON	
CONTACT PERSON		TELEPHONE NUMBER	
TELEPHONE NUMBER		FACSIMILE NUMBER	
FACSIMILE NUMBER		E-MAIL ADDRESS	
E-MAIL ADDRESS			





Companies and Intellectual  
Property Commission

## PART B

### TERMS AND CONDITIONS FOR BIDDING

#### 1. BID SUBMISSION:

- 1.1. BIDS MUST BE DELIVERED BY THE STIPULATED TIME TO THE CORRECT ADDRESS. LATE BIDS WILL NOT BE ACCEPTED FOR CONSIDERATION.
- 1.2. ALL BIDS MUST BE SUBMITTED ON THE OFFICIAL FORMS PROVIDED-(NOT TO BE RE-TYPED) OR ONLINE
- 1.3. BIDDERS MUST REGISTER ON THE CENTRAL SUPPLIER DATABASE (CSD) TO UPLOAD MANDATORY INFORMATION NAMELY: ( BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS; AND BANKING INFORMATION FOR VERIFICATION PURPOSES). B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.4. WHERE A BIDDER IS NOT REGISTERED ON THE CSD, MANDATORY INFORMATION NAMELY: (BUSINESS REGISTRATION/ DIRECTORSHIP/ MEMBERSHIP/IDENTITY NUMBERS; TAX COMPLIANCE STATUS MAY NOT BE SUBMITTED WITH THE BID DOCUMENTATION. B-BBEE CERTIFICATE OR SWORN AFFIDAVIT FOR B-BBEE MUST BE SUBMITTED TO BIDDING INSTITUTION.
- 1.5. THIS BID IS SUBJECT TO THE PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT 2000 AND THE PREFERENTIAL PROCUREMENT REGULATIONS, 2017, THE GENERAL CONDITIONS OF CONTRACT (GCC) AND, IF APPLICABLE, ANY OTHER LEGISLATION OR SPECIAL CONDITIONS OF CONTRACT.

#### 2. TAX COMPLIANCE REQUIREMENTS

- 2.1 BIDDERS MUST ENSURE COMPLIANCE WITH THEIR TAX OBLIGATIONS.
- 2.2 BIDDERS ARE REQUIRED TO SUBMIT THEIR UNIQUE PERSONAL IDENTIFICATION NUMBER (PIN) ISSUED BY SARS TO ENABLE THE ORGAN OF STATE TO VIEW THE TAXPAYER'S PROFILE AND TAX STATUS.
- 2.3 APPLICATION FOR TAX COMPLIANCE STATUS (TCS) OR PIN MAY ALSO BE MADE VIA E-FILING. IN ORDER TO USE THIS PROVISION, TAXPAYERS WILL NEED TO REGISTER WITH SARS AS E-FILERS THROUGH THE WEBSITE WWW.SARS.GOV.ZA.
- 2.4 BIDDERS MAY ALSO SUBMIT A PRINTED TCS TOGETHER WITH THE BID.
- 2.5 IN BIDS WHERE CONSORTIA / JOINT VENTURES / SUB-CONTRACTORS ARE INVOLVED, EACH PARTY MUST SUBMIT A SEPARATE PROOF OF TCS / PIN / CSD NUMBER.
- 2.6 WHERE NO TCS IS AVAILABLE BUT THE BIDDER IS REGISTERED ON THE CENTRAL SUPPLIER DATABASE (CSD), A CSD NUMBER MUST BE PROVIDED.

#### 3. QUESTIONNAIRE TO BIDDING FOREIGN SUPPLIERS

- |  |  |
|--|--|
| 3.1. IS THE BIDDER A RESIDENT OF THE REPUBLIC OF SOUTH AFRICA (RSA)? | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.2. DOES THE BIDDER HAVE A BRANCH IN THE RSA?                       | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.3. DOES THE BIDDER HAVE A PERMANENT ESTABLISHMENT IN THE RSA?      | <input type="checkbox"/> YES <input type="checkbox"/> NO |
| 3.4. DOES THE BIDDER HAVE ANY SOURCE OF INCOME IN THE RSA?           | <input type="checkbox"/> YES <input type="checkbox"/> NO |

IF THE ANSWER IS "NO" TO ALL OF THE ABOVE, THEN, IT IS NOT A REQUIREMENT TO OBTAIN A TAX COMPLIANCE STATUS / TAX COMPLIANCE SYSTEM PIN CODE FROM THE SOUTH AFRICAN REVENUE SERVICE (SARS) AND IF NOT REGISTER AS PER 2.3 ABOVE.

**NB: FAILURE TO PROVIDE ANY OF THE ABOVE PARTICULARS MAY RENDER THE BID INVALID.**



Companies and Intellectual  
Property Commission

a member of the dti group

**2.2 THE FOLLOWING PARTICULARS MUST BE FURNISHED (FAILURE TO DO SO MAY RESULT IN YOUR BID BEING DISQUALIFIED)**

NAME OF BIDDER: .....

POSTAL ADDRESS: .....

STREET ADDRESS: .....

TELEPHONE NUMBER: CODE.....NUMBER.....

2.2.1 CELLPHONE NUMBER : .....

FACSIMILE NUMBER: CODE.....NUMBER.....

E-MAIL ADDRESS .....

VAT REGISTRATION NUMBER.....

HAS AN ORIGINAL AND VALID TAX CLEARANCE CERTIFICATE BEEN SUBMITTED? (SBD 2)

**YES or NO**

HAS A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE BEEN SUBMITTED? (SBD 6.1)

**YES or NO**

IF YES, WHO WAS THE CERTIFICATE ISSUED BY?

AN ACCOUNTING OFFICER AS CONTEMPLATED IN THE CLOSE CORPORATION ACT (CCA).....☐

A VERIFICATION AGENCY ACCREDITED BY THE SOUTH AFRICAN ACCREDITATION SYSTEM (SANAS);  
OR.....☐

A REGISTERED AUDITOR .....☐

**[TICK APPLICABLE BOX]**

**(A B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)**

**2.2.1.1 ARE YOU THE ACCREDITED REPRESENTATIVE  
IN SOUTH AFRICA FOR THE GOODS / SERVICES / WORKS OFFERED?**

**YES or NO**

**IF YES ENCLOSE PROOF**

**SIGNATURE OF BIDDER .....**

**DATE .....**

**CAPACITY UNDER WHICH THIS BID IS**

**.....SIGNED.....**

## **ANNEXURE “B”**

### **SBD 2**

#### **TAX CLEARANCE CERTIFICATE REQUIREMENTS**

It is a condition of bid that the taxes of the successful bidder must be in order, or that satisfactory arrangements have been made with South African Revenue Service (SARS) to meet the bidder's tax obligations.

1. 1 In order to meet this requirement bidders are required to complete in full the attached form TCC 001 “Application for a Tax Clearance Certificate” and submit it to any SARS branch office nationally. The Tax Clearance Certificate Requirements are also applicable to foreign bidders / individuals who wish to submit bids.
2. 2 SARS will then furnish the bidder with a Tax Clearance Certificate that will be valid for a period of 1 (one) year from the date of approval.
3. The original Tax Clearance Certificate must be submitted together with the bid. Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of the bid. Certified copies of the Tax Clearance Certificate will not be acceptable.
4. In bids where Consortia / Joint Ventures / Sub-contractors are involved, each party must submit a separate Tax Clearance Certificate.
5. Copies of the TCC 001 “Application for a Tax Clearance Certificate” form are available from any SARS branch office nationally or on the website [www.sars.gov.za](http://www.sars.gov.za).
6. Applications for the Tax Clearance Certificates may also be made via eFiling. In order to use this provision, taxpayers will need to register with SARS as eFilers through the website [www.sars.gov.za](http://www.sars.gov.za).

SBD 3.1

**ANNEXURE "C"**

**(TO BE PLACED IN A SEPARATE SEALED ENVELOPE: "MARKED WITH THE BIDDER'S NAME") FAILURE TO COMPLY THIS REQUIREMENT WILL DISQUALIFY THE BID**

**PRICING SCHEDULE – FIRM PRICES  
(PURCHASES)**

**NOTE: ONLY FIRM PRICES WILL BE ACCEPTED. NON-FIRM PRICES (INCLUDING PRICES SUBJECT TO RATES OF EXCHANGE VARIATIONS) WILL NOT BE CONSIDERED**

**IN CASES WHERE DIFFERENT DELIVERY POINTS INFLUENCE THE PRICING, A SEPARATE PRICING SCHEDULE MUST BE SUBMITTED FOR EACH DELIVERY POINT**

Name of bidder..... Bid number.....

Closing Time 11:00 on .....

OFFER TO BE VALID FOR.....DAYS FROM THE CLOSING DATE OF BID.

ITEM NO	QUANTITY	DESCRIPTION	BID PRICE IN RSA CURRENCY (INCLUDING VAT)
---------	----------	-------------	---

**TOTAL BID AMOUNT: R..... FOR A PERIOD OF .....**

**Bidders are required to indicate a ceiling price based on the total estimated time for completion of all phases and including all expenses inclusive of VAT for the project.**

- |   |   |         |
|---|---|---------|
| - | Required by:  | .....   |
| - | At:   | .....   |
| - | Brand and model   | .....   |
| - | Country of origin   | .....   |
| - | Does offer comply with specification?                                 | *YES/NO |
| - | If not to specification, indicate deviation(s)                        | .....   |
| - | Period required for delivery  | .....   |
| - | Delivery basis (all delivery costs must be included in the bid price) | .....   |

\*Delivery: Firm/not firm

**Note:** All delivery costs must be included in the bid price, for delivery at the prescribed destination.

**\*Delete if not applicable**

Any enquiries regarding bidding procedures may be directed to the

COMPANIES AND INTELLECTUAL PROPERTY COMMISSION (CIPC): SUPPLY CHAIN INFORMATION

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)

Any enquiries regarding bidding procedures may be directed to the –

Or for technical information – E-mail: [Emojanaga@cipc.co.za](mailto:Emojanaga@cipc.co.za) Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.



## Annexure “D”

### SBD 4

#### DECLARATION OF INTEREST

1. Any legal person, including persons employed by the state<sup>1</sup>, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority where-

- the bidder is employed by the state; and/or
- the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative: .....

2.2 Identity Number:.....

2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>): .....

2.4 Company Registration Number: .....

Tax Reference Number: .....

2.5 VAT Registration Number: .....

2.6.1 The names of all directors / trustees / shareholders / members, their individual identity numbers, tax reference numbers and, if applicable, employee / persal numbers must be indicated in paragraph 3 below.

<sup>1</sup>“State” means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity;
- (c) provincial legislature;
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

<sup>2</sup>“Shareholder” means a person who owns shares in the company and is actively involved in the management of the enterprise or business and exercises control over the enterprise.



2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / trustee / shareholder/ member: .....

Name of state institution at which you or the person connected to the bidder is employed : .....

Position occupied in the state institution: .....

Any other particulars: .....

.....  
.....

2.7.2 If you are presently employed by the state, did you obtain the appropriate authority to undertake remunerative work outside employment in the public sector? **YES / NO**

2.7.2.1 If yes, did you attached proof of such authority to the bid document? **YES / NO**

(Note: Failure to submit proof of such authority, where applicable, may result in the disqualification of the bid.

2.7.2.2 If no, furnish reasons for non-submission of such proof:

.....  
.....  
.....

2.8 Did you or your spouse, or any of the company's directors / trustees / shareholders / members or their spouses conduct business with the state in the previous twelve months? **YES / NO**

2.8.1 If so, furnish particulars:

.....  
.....  
.....

2.9 Do you, or any person connected with the bidder, have any relationship (family, friend, other) with a person **YES / NO**



Companies and Intellectual  
Property Commission  
a member of the dti group

employed by the state and who may be involved with  
the evaluation and or adjudication of this bid?

2.9.1 If so, furnish particulars.

.....  
.....  
.....

2.10 Are you, or any person connected with the bidder,

**YES/NO**

aware of any relationship (family, friend, other) between any other bidder and any person employed by the state who may be involved with the evaluation and or adjudication of this bid?

2.10.1 If so, furnish particulars.

.....  
.....  
.....

2.11 Do you or any of the directors / trustees / shareholders / members  
of the company have any interest in any other related companies  
whether or not they are bidding for this contract?

**YES/NO**

2.11.1 If so, furnish particulars:

.....  
.....  
.....

### 3 Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number



Companies and Intellectual  
Property Commission  
a member of the iti group


3

#### 4 4DECLARATION

I, THE UNDERSIGNED (NAME).....

CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 23 OF THE  
GENERAL CONDITIONS OF CONTRACT SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

May 2011

## ANNEXURE “E”

### SBD 6.1

#### PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011

This preference form must form part of all bids invited. It contains general information and serves as a claim form for preference points for Broad-Based Black Economic Empowerment (B-BBEE) Status Level of Contribution

**NB: BEFORE COMPLETING THIS FORM, BIDDERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF B-BBEE, AS PRESCRIBED IN THE PREFERENTIAL PROCUREMENT REGULATIONS, 2011.**

---

#### 1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 90/10 system for requirements with a Rand value of up to R1 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R1 000 000 (all applicable taxes included).

1.2 The value of this bid is estimated to exceed/not exceed R1 000 000 (all applicable taxes included) and therefore the.....system shall be applicable.

1.3 Preference points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contribution.

1.3.1 The maximum points for this bid are allocated as follows:

1.3.1.1 PRICE

**POINTS**

.....

1.3.1.2 B-BBEE STATUS LEVEL OF CONTRIBUTION

.....





**Total points for Price and B-BBEE must not exceed**

**100**

- 1.4 Failure on the part of a bidder to fill in and/or to sign this form and submit a B-BBEE Verification Certificate from a Verification Agency accredited by the South African Accreditation System (SANAS) or a Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA) or an Accounting Officer as contemplated in the Close Corporation Act (CCA) together with the bid, will be interpreted to mean that preference points for B-BBEE status level of contribution are not claimed.
- 1.5 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

**2. DEFINITIONS**

- 2.1 **“all applicable taxes”** includes value-added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies;
- 2.2 **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- 2.3 **“B-BBEE status level of contributor”** means the B-BBEE status received by a measured entity based on its overall performance using the relevant scorecard contained in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- 2.4 **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of services, works or goods, through price quotations, advertised competitive bidding processes or proposals;
- 2.5 **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- 2.6 **“comparative price”** means the price after the factors of a non-firm price and all unconditional discounts that can be utilized have been taken into consideration;
- 2.7 **“consortium or joint venture”** means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract;
- 2.8 **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;
- 2.9 **“EME”** means any enterprise with an annual total revenue of R5 million or less.
- 2.10 **“Firm price”** means the price that is only subject to adjustments in accordance with the actual increase or decrease resulting from the change, imposition, or abolition of customs or excise duty and any other duty, levy, or tax, which, in terms of the law or regulation, is binding on the contractor and demonstrably has an influence on the price of any supplies, or the rendering costs of any service, for the execution of the contract;
- 2.11 **“functionality”** means the measurement according to predetermined norms, as set out in the bid documents, of a service or commodity that is designed to be practical and useful, working or operating, taking into account, among other factors, the quality, reliability, viability and durability of a service and the technical capacity and ability of a bidder;



Companies and Intellectual  
Property Commission  
a member of the dti group

- 2.12 **“non-firm prices”** means all prices other than firm prices;
- 2.13 **“person”** includes a juristic person;
- 2.14 **“rand value”** means the total estimated value of a contract in South African currency, calculated at the time of bid invitations, and includes all applicable taxes and excise duties;
- 4.1.1.1.1.1.1 2.15 **“sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing, another person to support such primary contractor in the execution of part of a project in terms of the contract;
- 2.16 **“total revenue”** bears the same meaning assigned to this expression in the Codes of Good Practice on Black Economic Empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act and promulgated in the *Government Gazette* on 9 February 2007;
- 2.17 **“trust”** means the arrangement through which the property of one person is made over or bequeathed to a trustee to administer such property for the benefit of another person; and
- 2.18 **“trustee”** means any person, including the founder of a trust, to whom property is bequeathed in order for such property to be administered for the benefit of another person.

### 3. ADJUDICATION USING A POINT SYSTEM

- 3.1 The bidder obtaining the highest number of total points will be awarded the contract.
- 3.2 Preference points shall be calculated after prices have been brought to a comparative basis taking into account all factors of non-firm prices and all unconditional discounts;.
- 3.3 Points scored must be rounded off to the nearest 2 decimal places.
- 3.4 In the event that two or more bids have scored equal total points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 3.5 However, when functionality is part of the evaluation process and two or more bids have scored equal points including equal preference points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 3.6 Should two or more bids be equal in all respects, the award shall be decided by the drawing of lots.

### 4. POINTS AWARDED FOR PRICE

#### 4.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc} 80/20 & \text{or} & 90/10 \\ P_s = 80 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) & \text{or} & P_s = 90 \left( 1 - \frac{P_t - P_{\min}}{P_{\min}} \right) \end{array}$$

Where

- $P_s$  = Points scored for comparative price of bid under consideration
- $P_t$  = Comparative price of bid under consideration
- $P_{\min}$  = Comparative price of lowest acceptable bid

Thresholds for application of preference points increased:

- 80/20 preference points – R30 000 up to R50m (Regulation 6)
  - ✓ B-BBEE points for level 3 have been reduced from 16 to 14 to align with the amended codes
- 90/10 preference points – Above R50m (Regulation 7)
  - ✓ B-BBEE points for level 3 have been reduced from 8 to 6 to align with the amended codes

## 5. Points awarded for B-BBEE Status Level of Contribution

5.1 In terms of Regulation 5 (2) and 6 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (90/10 system)	Number of points (80/20 system)
1	10	20
2	9	18
3	6	14
4	5	12
5	4	8
6	3	6
7	2	4
8	1	2
Non-compliant contributor	0	0

- 5.2 Bidders who qualify as EMEs in terms of the B-BBEE Act must submit a certificate issued by an Accounting Officer as contemplated in the CCA or a Verification Agency accredited by SANAS or a Registered Auditor. Registered auditors do not need to meet the prerequisite for IRBA's approval for the purpose of conducting verification and issuing EMEs with B-BBEE Status Level Certificates.
- 5.3 Bidders other than EMEs must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by a Registered Auditor approved by IRBA or a Verification Agency accredited by SANAS.
- 5.4 A trust, consortium or joint venture, will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.



5.5 A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.

5.6 Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.

5.7 A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended sub-contractor is an EME that has the capability and ability to execute the sub-contract.

5.8 A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have an equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capability and ability to execute sub-contract.

## 6. BID DECLARATION

6.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

## 7. B-BBEE STATUS LEVEL OF CONTRIBUTION CLAIMED IN TERMS OF PARAGRAPHS 1.3.1.2 AND 5.1

7.1 B-BBEE Status Level of Contribution: ..... = ..... (maximum of 10 or 20 points) (Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 5.1 and must be substantiated by means of a B-BBEE certificate issued by a Verification Agency accredited by SANAS or a Registered Auditor approved by IRBA or an Accounting Officer as contemplated in the CCA).

## 8 SUB-CONTRACTING

8.1 Will any portion of the contract be sub-contracted? YES / NO (delete which is not applicable)

8.1.1 If yes, indicate:

- (i) what percentage of the contract will be subcontracted? .....%
- (ii) the name of the sub-contractor? .....
- (iii) the B-BBEE status level of the sub-contractor? .....
- (iv) whether the sub-contractor is an EME? YES / NO (delete which is not applicable)

## 9 DECLARATION WITH REGARD TO COMPANY/FIRM

9.1 Name of company/firm .....



Companies and Intellectual  
Property Commission

a member of the dti group

9.2 VAT registration number : .....

9.3 Company registration number .....

9.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
- ☐ One person business/sole propriety
- ☐ Close corporation
- ☐ Company
- ☐ (Pty) Limited

[TICK APPLICABLE BOX]

9.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....

.....

.....

9.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
- ☐ Supplier
- ☐ Professional service provider
- ☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

9.7 Total number of years the company/firm has been in business? .....

9.8 I/we, the undersigned, who is / are duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the B-BBE status level of contribution indicated in paragraph 7 of the foregoing certificate, qualifies the company/ firm for the preference(s) shown and I / we acknowledge that:

- (i) The information furnished is true and correct;
- (ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- (iii) In the event of a contract being awarded as a result of points claimed as shown in paragraph 7, the contractor may be required to furnish documentary proof to the satisfaction of the purchaser that the claims are correct;





Companies and Intellectual  
Property Commission  
a member of the dti group

(iv) If the B-BBEE status level of contribution has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

- (a) disqualify the person from the bidding process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) restrict the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, from obtaining business from any organ of state for a period not exceeding 10 years, after the audi alteram partem (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution

**SIGNATURE(S) OF BIDDER(S)**

**WITNESSES:**

1. ....

2. ....

**DATE:** .....

**ADDRESS:** .....

.....

## ANNEXURE “F”

### SBD 8

#### 5 DECLARATION OF BIDDER’S PAST SUPPLY CHAIN MANAGEMENT PRACTICES

- 1 This Standard Bidding Document must form part of all bids invited.
- 2 It serves as a declaration to be used by institutions in ensuring that when goods and services are being procured, all reasonable steps are taken to combat the abuse of the supply chain management system.
- 3 The bid of any bidder may be disregarded if that bidder, or any of its directors have-
  - a. abused the institution’s supply chain management system;
  - b. committed fraud or any other improper conduct in relation to such system; or
  - c. failed to perform on any previous contract.
- 4 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.

Item	Question	Yes	No
4.1	<p>Is the bidder or any of its directors listed on the National Treasury’s Database of Restricted Suppliers as companies or persons prohibited from doing business with the public sector?</p> <p>(Companies or persons who are listed on this Database were informed in writing of this restriction by the Accounting Officer/Authority of the institution that imposed the restriction after the <i>audi alteram partem</i> rule was applied).</p> <p><b>The Database of Restricted Suppliers now resides on the National Treasury’s website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) and can be accessed by clicking on its link at the bottom of the home page.</b></p>	<p>Yes</p> <input type="checkbox"/>	<p>No</p> <input type="checkbox"/>
4.1.1	If so, furnish particulars:		



Companies and Intellectual Property Commission

Register for Tender Defaulters  
a member of the dti group

4.2	Is the bidder or any of its directors listed on the Register for Tender Defaulters in terms of section 29 of the Prevention and Combating of Corrupt Activities Act (No 12 of 2004)?  <b>The Register for Tender Defaulters can be accessed on the National Treasury's website (<a href="http://www.treasury.gov.za">www.treasury.gov.za</a>) by clicking on its link at the bottom of the home page.</b>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.2.1	If so, furnish particulars:		
4.3	Was the bidder or any of its directors convicted by a court of law (including a court outside of the Republic of South Africa) for fraud or corruption during the past five years?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.3.1	If so, furnish particulars:		
4.4	Was any contract between the bidder and any organ of state terminated during the past five years on account of failure to perform on or comply with the contract?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
4.4.1	If so, furnish particulars:		

**Continuation: SBD 8**

**CERTIFICATION**

**I, THE UNDERSIGNED (FULL NAME).....**

**CERTIFY THAT THE INFORMATION FURNISHED ON THIS DECLARATION FORM IS TRUE AND CORRECT.**

**I ACCEPT THAT, IN ADDITION TO CANCELLATION OF A CONTRACT, ACTION MAY BE TAKEN AGAINST ME SHOULD THIS DECLARATION PROVE TO BE FALSE.**

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**

## ANNEXURE “G”

### SBD 9

#### CERTIFICATE OF INDEPENDENT BID DETERMINATION

1. This Standard Bidding Document (SBD) must form part of all bids<sup>1</sup> invited.
2. Section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, prohibits an agreement between, or concerted practice by, firms, or a decision by an association of firms, if it is between parties in a horizontal relationship and if it involves collusive bidding (or bid rigging).<sup>2</sup> Collusive bidding is a *pe se* prohibition meaning that it cannot be justified under any grounds.
3. Treasury Regulation 16A9 prescribes that accounting officers and accounting authorities must take all reasonable steps to prevent abuse of the supply chain management system and authorizes accounting officers and accounting authorities to:
  - a. disregard the bid of any bidder if that bidder, or any of its directors have abused the institution's supply chain management system and or committed fraud or any other improper conduct in relation to such system.
  - b. cancel a contract awarded to a supplier of goods and services if the supplier committed any corrupt or fraudulent act during the bidding process or the execution of that contract.
4. This SBD serves as a certificate of declaration that would be used by institutions to ensure that, when bids are considered, reasonable steps are taken to prevent any form of bid-rigging.
5. In order to give effect to the above, the attached Certificate of Bid Determination (SBD 9) must be completed and submitted with the bid:

<sup>1</sup> Includes price quotations, advertised competitive bids, limited bids and proposals.

<sup>2</sup> Bid rigging (or collusive bidding) occurs when businesses, that would otherwise be expected to compete, secretly conspire to raise prices or lower the quality of goods and / or services for purchasers who wish to acquire goods and / or services through a bidding process. Bid rigging is, therefore, an agreement between competitors not to compete.

**Continuation:- SBD 9**

#### CERTIFICATE OF INDEPENDENT BID DETERMINATION

I, the undersigned, in submitting the accompanying bid:



**Bid Number:** \_\_\_\_\_

**Description** \_\_\_\_\_  
\_\_\_\_\_

in response to the invitation for the bid made by: \_\_\_\_\_

do hereby make the following statements that I certify to be true and complete in every respect:

I certify, on behalf of: \_\_\_\_\_ that:

(Name of Bidder)

1. I have read and I understand the contents of this Certificate;
2. I understand that the accompanying bid will be disqualified if this Certificate is found not to be true and complete in every respect;
3. I am authorized by the bidder to sign this Certificate, and to submit the accompanying bid, on behalf of the bidder;
4. Each person whose signature appears on the accompanying bid has been authorized by the bidder to determine the terms of, and to sign the bid, on behalf of the bidder;
5. For the purposes of this Certificate and the accompanying bid, I understand that the word "competitor" shall include any individual or organization, other than the bidder, whether or not affiliated with the bidder, who:
  - (a) has been requested to submit a bid in response to this bid invitation;
  - (b) could potentially submit a bid in response to this bid invitation, based on their qualifications, abilities or experience;  
and
  - (c) provides the same goods and services as the bidder and/or is in the same line of business as the bidder

**Continuation:- SBD 9**

6. The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However communication between partners in a joint venture or consortium<sup>3</sup> will not be construed as collusive bidding.
7. In particular, without limiting the generality of paragraphs 6 above, there has been no consultation, communication, agreement or arrangement with any competitor regarding:
- (a) prices;
  - (b) geographical area where product or service will be rendered (market allocation)
  - (c) methods, factors or formulas used to calculate prices;
  - (d) the intention or decision to submit or not to submit, a bid;
  - (e) the submission of a bid which does not meet the specifications and conditions of the bid; or
  - (f) bidding with the intention not to win the bid.
8. In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications and conditions or delivery particulars of the products or services to which this bid invitation relates.
9. The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

<sup>3</sup> Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

**Continuation:-SBD 9**

10. I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

.....  
**Signature**

.....  
**Date**

.....  
**Position**

.....  
**Name of Bidder**



Companies and Intellectual  
Property Commission

a member of **the dti** group

**“PLEASE SEE THE ATTACHED TERMS OF REFERENCE  
ANNEXURE “H”**

**FOR**

**CIPC BID NO: 04/2017/2018**



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

**TERMS OF REFERENCE**

**REQUEST FOR TENDERS FOR:**

***Rendering of Communications / Marketing Services with regards to the  
Change Management & Communications Campaign of the CIPCs XBRL  
Programme***

**Version: 310317\_XBRL\_Change\_Communications\_TOR\_v0-8\_HV\_ALKEditions\_29 05 2017\_Final  
(09/05/2017)**

## 1. Purpose

The purpose of this document is to outline the terms of reference (TOR) for the invitation of Change Management & Communications Service Providers to drive the Change Management & Communications Campaign of the CIPCs XBRL Programme for a period of not more than 24 months.

## 2. 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; and
- Report, research and advice Minister on matters of national policy relating to company and intellectual property law.

CIPCs customer engagement model has changed completely. CIPC has modernized various channels for customer interaction and transacting and the organization now has to inform and educate CIPC customers how to access the CIPC to transact and engage with the organization.

## 3. Background

The CIPC as the regulator of Companies in South Africa launched a Programme in February 2016 to implement XBRL as Digital Financial Reporting Standard for qualifying entities by mandating submission of Annual Financial Statements (AFSs) to the CIPC by 1 July 2018.

The Programme plan includes four stages, namely XBRL Planning (Taxonomy Development, Request for Proposal incorporating Terms of Reference), Reporting Platform and System Development, Pilot Measure and Maintain and Official Roll-out.

Stage 1 entailed milestones like Identifying Stakeholders, Development of a Business Case, Creating Awareness, Establishing a Programme Team and Consolidation of the Taxonomy Development. The milestones of Stage 1 have been achieved including development of the taxonomy in line with the IFRS taxonomy dated 31 March 2016.

The Programme is currently at Stage 2. The CIPC consolidated a Request for Proposal (RFP) and initiated a tender to obtain the services of a Software Service Provider for development of the system. The development of the software solution is about to commence.



EVALUATION CRITERIA	Rating					Weight	Total										
	1	2	3	4	5	%											
<b>Communication / Marketing Strategy</b>  <ul style="list-style-type: none"><li>Please provide a document that contains a comprehensive communication/marketing strategy for the CIPC that would inform and motivate different audience groups of the XBRL Programme, but with a particular focus on qualifying entities who will be required by legal mandate to submit financial statements by 1 July 2018 via XBRL. The document must address the information and education needs of client companies and define advocacy, public information, business mobilization and change management communication to client companies and software service providers. The strategy should include:<ul style="list-style-type: none"><li>Key target audiences</li><li>Objectives</li><li>Relevant Messaging</li><li>Proposed entry points and activities at stakeholder level (identifying most relevant media channels)</li><li>Proposed materials to be linked to the activities</li></ul></li></ul>						25%											
<b>Execution plan for Strategy</b>  <ul style="list-style-type: none"><li>Develop a project plan document for implementation of the strategy and also to monitor / detect any need for adjustments or changes in strategy implementation, and to track problems and needs related to adoption by intended audience groups, and for execution of all deliverables in the strategy.</li><li>The plan must show monthly milestones leading up to end date of the contract</li><li>The plan must have a detailed work breakdown structure with individual tasks, timelines and resource allocation for the whole contract period</li><li>The plan must address risks and risk mitigation</li></ul>						35%											
<b>Alignment of plan to strategy</b>  <ul style="list-style-type: none"><li>How well does the plan address all objectives of the strategy in practical (executable) ways?</li></ul>						15%											
<b>Resource Competency</b>  To ensure technical consistency, clarity, accuracy and transparency in communication strategies, particularly in message development and timely dissemination of information about XBRL in general and the CIPC programme in particular, please provide CV's of relevant team members who will be working on the programme with proven experience in communication / marketing campaign:						12%											
<table><tr><th>Score = 1</th><th>Score = 2</th><th>Score = 3</th><th>Score = 4</th><th>Score = 5</th></tr><tr><td>Experience less than or</td><td>Experience greater than 2 years, but not more than 3 years.</td><td>Experience greater than 3 years, but not more than 6 years.</td><td>Experience greater than 6 years, but not more than 8 years.</td><td>Experience greater than 8 years.</td></tr></table>								Score = 1	Score = 2	Score = 3	Score = 4	Score = 5	Experience less than or	Experience greater than 2 years, but not more than 3 years.	Experience greater than 3 years, but not more than 6 years.	Experience greater than 6 years, but not more than 8 years.	Experience greater than 8 years.
Score = 1	Score = 2	Score = 3	Score = 4	Score = 5													
Experience less than or	Experience greater than 2 years, but not more than 3 years.	Experience greater than 3 years, but not more than 6 years.	Experience greater than 6 years, but not more than 8 years.	Experience greater than 8 years.													



## Company Competency

To ensure technical consistency, clarity, accuracy and transparency in communication strategies, particularly in message development and timely dissemination of information about XBRL in general and the CIPC programme in particular, please provide testimonial letters from client companies and contactable references with regards to company performance:

Score = 1	Score = 2	Score = 3	Score = 4	Score = 5
<b>Very poor testimonial</b>	<b>Less than satisfactory but not outright poor</b>	Satisfactory based on minimum requirements or expectations from clients	Slightly better performance than minimum requirements or expectations from client	Excellent performance far beyond minimum requirements or expectations from client

Total

### 3.1 Specification/Terms of Reference

The service provider will be expected to perform the following duties:

- To plan, schedule and host public events in various parts of the country to create awareness and buy-in into the CIPC XBRL Programme;
- To liaise directly (e.g. face-to-face meetings) with stakeholders as defined by the CIPC. These will include but may not be limited to executives of the top 100 listed companies of the JSE as well as other regulators in South Africa like SARB, JSE, FSB, SARS, etc., as well as representatives of software service providers;
- To identify and devise ways to liaise with Business, Accounting and Information and Communication Technology professional bodies (e.g. researching and utilizing of existing communication forums);
- The CIPC will require an overall strategy for this tender as well as a plan on how execution of the communications & marketing strategy will be executed; and
- The CIPC will require a monthly detailed communication/marketing plan to be approved by the CIPC before commencement of activities for every month, and a report on the outcome at the end of every month.

#### 4. Pricing Schedule

The service provider must provide costing based on a pricing table to be drafted by the service provider. Service providers must endeavor to structure their pricing in terms of milestone payments. The total amount should be carried over to the attached Pricing Schedule

These milestones must be structured in such a way that the deliverables are achievable and measurable. These milestones will be used as payment milestones once the deliverables have been signed off by the responsible owner. It will be in the bidder's best interest to structure the payment milestones in such a way that regular payments can be achieved.

The services provider should provide a clear execution (project) plan, with very clear activities, time frames, relevant deliverables and relevant costing.

**Note:** Service providers will be responsible for all costs; e.g. design and production of materials, third party payments, transportation and other disbursements for ALL activities/ meetings associated with this quote and must include this cost in the pricing for this quote.

#### 5. Service Provider Appointment – Service Level Agreement:

The successful service provider will be required to enter into a Service Level Agreement (SLA) with CIPC within 14 working days after receiving official confirmation of being awarded.

#### 6. Contractual Period

The contract will be valid for a period not exceeding 24 months. Services will not be required on a full-time basis, but on an as-and-when basis as stipulated by the strategy and execution plan.

#### 7. Responsiveness Criteria

Failure to provide the following might result in a quote not being considered: (minimum requirements):

- Proposals must be properly received on the closing date and time specified on the invitation, fully completed and signed in ink.
- Submission and completion of the Total Pricing Schedule 'SBD3.3', Declaration of Interest "SBD4", Declaration of Bidder's Past Supply Chain Management Practices 'SBD8' and Certificate of Independent bid determination "SBD9"
- Submission of an original and valid Tax Clearance Certificate
- Submission of the company's registration certificate from the Register of Companies (CIPC).

#### 8. Validity of Proposals



Companies and Intellectual  
Property Commission

The prospective service provider (Bidder) is required to confirm that it will hold its proposal valid for 90 days from the closing date of submission of proposals, during which time it will maintain without change, the personnel proposed for the services together with their proposed rates.

## 9. Copyright

Copyright in all documentation, electronic data/programme source codes, manuals and documentation produced or prepared for the CIPC (any training material included) by or on behalf of the Contractor or emanating from this Contract shall vest in the CIPC which shall have the right to adopt them for other projects. Any base systems, programme source codes, technical manuals or adaptations developed by the Contractor or its supplier prior to this contract will be excluded. The contractor shall not, without the written consent of the CIPC, granted by a duly authorized official, use, copy or communicate to any person such documents or information, except as strictly necessary for the purposes of the Contract. In addition and without limiting the foregoing, the Contractor shall deliver such documentation to the CIPC, immediately upon the expiry or termination of the Contract.

## 10. Special Conditions

- The service provider must ensure that their work is confined to the scope as defined and agreed.
- Government Procurement General Conditions of contract (GCC) as issued by National Treasury will be applicable in all instances. The general conditions is available on the National Treasury website ([www.treasury.gov.za](http://www.treasury.gov.za))
- No advance payment will be made. Payment will be made in terms of the deliverables. CIPC will pay within the prescribed period according to PFMA.
- The price quoted for the services must include Value Added Tax (VAT) and no hidden costs will be allowed, everything should be transparent.
- All prices must be valid for 90 days.
- CIPC reserves the right to cancel or not to award this bid
- 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.
- 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 her delegate.

### Technical Enquiries

Senior Manager

Tel: (012) 394 3990

E-mail: [JMathekga@cipc.co.za](mailto:JMathekga@cipc.co.za)

### Supply Chain Enquiries

Mr. Solomon Motshweni

Contact No: (012) 394 5233

E-mail: [SMotshweni@cipc.co.za](mailto:SMotshweni@cipc.co.za)

### Additional Information Pertaining to XBRL Programme

Website: [www.cipc.co.za](http://www.cipc.co.za)



Companies and Intellectual  
Property Commission

a member of **the dti** group

