

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

FOR

CIPC BID NO: 06/2017/2018

TERMS OF REFERENCE

THE SCOPE TO INCLUDE:-

1. PROVISION OF THE SERVICES OF AN EXPERT IN TAXONOMY UPDATE IN LINE WITH PUBLISHED APPLICABLE CHANGES
2. CONSOLIDATE THE TAXONOMY APPLICABLE TO CIPC
3. GAIN APPROVAL AND PUBLISH TAXONOMY FOR SERVICE PROVIDERS CONSUMPTION

VERSION 0.1

Quotation NO:/.....

1. PURPOSE

The purpose of this document is to outline the terms of reference (TOR) for the invitation of a **service provider** to submit a quotation for provision of services for **maintenance and update of the taxonomy designed for CIPC based on regular updates from IFRS, FRSC and Companies Act.**

Main Benefits of Taxonomy Update:

- Updated taxonomy to be used by the software service providers
- Remain relevant in the changing environment of Financial reporting formats
- Adherence to the IFRS standards

2. SCOPE OF WORK

The scope of work for the appointed service provider will be to:

- Provide services of an expert to CIPC for taxonomy maintenance and update on an as and when required basis
- Update taxonomy on an as and when required basis
- Regular review of the changes applicable to the taxonomy developed
- Source approval for the revised taxonomy
- Apply approved changes for the taxonomy in line with the international financial reporting standards, financial reporting standards council and Companies Act developments
- Maintenance will be required on the current taxonomy of the CIPC as published on the CIPC website (www.cipc.co.za).

3. PRICE SCHEDULE

The service provider must provide costing based on the pricing schedule table below.

- Service providers must endeavor to structure their pricing in terms of deliverables set below on an as and when required basis.

Item	Description of element	Quantity / Estimated hours	Price (Excl. VAT)	Price (Incl. VAT)
1.	Provision of the services of an expert in taxonomy update in line with the applicable changes			
2.	Consolidate the taxonomy applicable to CIPC and apply approved changes for the taxonomy in line with the international financial reporting standards, financial reporting standards council and Companies Act developments			
3.	Gain approval and publish taxonomy for software service providers consumption			
	TOTAL			

4. SERVICE PROVIDER APPOINTMENT - SERVICE LEVEL AGREEMENT

The successful service provider will be required to enter into a Service Level Agreement (SLA) with CIPC within 10 working days after receiving official confirmation of being awarded.

5. CONTRACTUAL PERIOD

The contract will be on an as and when required basis for a period of 3 years

6. EVALUATION CRITERIA

The evaluation process will be done on accordance with the following criteria:

Bids will be evaluated in accordance with the 80/20 preference point system contemplated in the Preferential Procurement Policy Framework Act (Act 5 of 2000).

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

- a) Bid offers must be properly received on the tender closing date and time specified on the invitation, fully completed and signed in ink as per Standard Conditions of Tender.
- b) Submission and completion of the Declaration of Interest
- c) Submission of an original and valid Tax Clearance Certificate
- d) Submission of the company's registration certificate from the Register of Companies (CIPC).

8. Evaluation Process

The evaluation will be completed in 4 phases:

- Phase 1: Compliance to minimum requirements
- Phase 2: Functional evaluation
- Phase 3: Pricing and Preferential Procurement policy

Phase 1: Compliance to minimum requirements

During phase 1 all bidders will be evaluated to ensure compliance to minimum document requirements (ex. Tax Clearance Certificates), ensuring all documents have been completed and that the specified documentation has been submitted in accordance to the bid requirements. All bidders that comply with the minimum requirements will advance to phase 2.

Phase 2: Functional evaluation

All bidders that advance to phase 2 will be evaluated by a panel of evaluators, to determine compliance to the functional requirements of the bid. The functional evaluation will be rated out of 100 points and will be determined as follows:

Before we consider price, Service Providers need to demonstrate the following:

- Demonstrated expertise with taxonomy update, requirements analysis expertise, Update taxonomy, Regular review of the changes applicable to the taxonomy developed
- Provide three references (companies that you have delivered this type of service to in the past 24 months)



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- Provide CVs of the people who will be working on the project, clearly setting out their respective roles. E.g. Project Leader, Researchers, IFRS Experts etc. and time required.

The functional evaluation will be rated out of 100 points and will be determined as follows:

EVALUATION CRITERIA		Rating					Weight	Total										
		1	2	3	4	5	%											
1.	Expertise Demonstrated expertise with taxonomy development and updates in line with the IFRS financial reporting standards, e.g. development and addition of required extensions, requirements analysis (as per Governance and Architecture Framework published by XBRL SA), functional and technical specifications Submit an: <ul style="list-style-type: none">• abridged company profile outlining your taxonomy updates expertise,• Regular review of the changes applicable to the taxonomy developed• Source approval for the revised taxonomy• Apply approved changes for the taxonomy in line with the international financial reporting standards, financial reporting standards council and Companies Act developments						25											
2.	Company Competency Testimonials Provide a minimum of three (3) contactable references (jurisdictions / regulators that you have delivered this type of service to in the past 24 months) Jurisdictions / Regulators will be contacted and asked the following: <ul style="list-style-type: none">• Was the service provided satisfactory?• Was the service provided in line with the Service provider's proposal and within budget?• Did the Service provider deliver accurately and on time?• Would the company make use of the service provider's services again? <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>Very poor testimonial</td><td>Less than satisfactory but not outright poor</td><td>Satisfactory based on minimum requirements or expectations from clients</td><td>Slightly better performance than minimum requirements or expectations from client</td><td>Excellent performance far beyond minimum requirements or expectations from client</td></tr></table>	Score = 1	Score = 2	Score = 3	Score = 4	Score = 5	Very poor testimonial	Less than satisfactory but not outright poor	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						25	
Score = 1	Score = 2	Score = 3	Score = 4	Score = 5														
Very poor testimonial	Less than satisfactory but not outright poor	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														
3.	Resource Competency CVs						25											



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Provide CVs of the people who will be working on the project, clearly setting out their respective roles. E.g. Project Leader, Researchers, IFRS Experts etc. and time required. The CV's must indicate the experience and success in development and/or maintenance of XBRL taxonomies										
Score = 1	Score = 2	Score = 3	Score = 4	Score = 5						
Experience less than or equal to 2 years.	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.						
4. Cost Estimation Maintenance of the CIPC taxonomy based on the published taxonomy and demonstrated knowledge of CIPC specific requirements as incorporated into IFRS (cost related to effort required to understand and correctly implement future changes to the CIPC taxonomy)									25	
Total									100	

NB: Please provide information regarding the above to allow proper evaluation: A company profile might not be sufficient.

Functionality / quality will be evaluated on a scale of 1 – 5 in accordance with the criteria below. The rating will be as follows: **1 = Very poor/ No experience, 2 = Poor/ 1-2 years' experience, 3 = Good / 2-3 years' experience, 4 = Very good 4-5 years' experience, 5 = Excellent 5 or more years.**

Only service providers scoring higher than 60% will be considered for price.

9. COPYRIGHT

Copyright in all documentation, electronic data / programme source codes, manuals and documentation produced or prepared for the CIPC (relating to research on BR) 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 research 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 relating to this research to the CIPC, immediately upon the expiry or termination of the Contract.

1.1.1 11. CONTACT DETAILS

2 Technical Enquiries

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3 Supply Chain Enquiries

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