

Companies and Intellectual Property Commission

a member of the dti group

TERMS OF REFERENCE

CIPC BID NUMBER: 23/2017/2018

DESCRIPTION: REQUEST FOR PROPOSALS FOR THE APPOINTMENT OF SIX (6) RESOURCES FOR THE ARCHITECTURE AND APPLICATIONS; DIVISION OF THE BUSINESS INTELLIGENCE AND SYTEMS GROUP

CONTENTS

1.	TERMS	AND CONDITIONS OF REQUEST FOR TENDER (RFT)	3
2.	Introdu	ction	6
	2.1.	Main Functions of the Commission	6
3.	Backgr	ound	6
	3.1.	Current CIPC environment	7
4.	Scope	of Work	7
	4.1.	Review and implement Enterprise Architecture	7
	4.2.	Business Model, requirement and processes definition and prioritizatio	n7
5.	RESOL	JRCES	8
	5.1.	Solutions and Design Architect (one)	8
	5.2.	Senior ICT Security Specialist / Architect (one)	10
	5.3.	Senior Business Analysts (two)	12
	5.4.	Business Architect (one)	14
	5.5.	Data Architect	17
6.	CONTR	RACT DURATION	
	6.1.	Total hours required per resource	21
	6.2.	Working hours	21
7.	SERVI	CE LEVEL AGREEMENT	21
	7.1.	Service Performance Reviews	21
8.	Specia	Conditions	
9.	Evalua	tion Criteria	
	9.1.	Responsiveness Criteria	Error! Bookmark not defined.
10.	SUB	MISSION OF PROPOSALS	Error! Bookmark not defined.
11.	Enq	uiries	Error! Bookmark not defined.

1. TERMS AND CONDITIONS OF REQUEST FOR TENDER (RFT)

- 1. CIPC's standard conditions of purchase shall apply.
- 2. Late and incomplete submissions will not be accepted.
- Any bidder who has reasons to believe that the RFT specification is based on a specific brand must inform CIPC before BID closing date.
- 4. Bidders are required to submit an original Tax Clearance Certificate for all price quotations exceeding the value of R30 000 (VAT included). Failure to submit the original and valid Tax Clearance Certificate will result in the invalidation of this RFT. Certified copies of the Tax Clearance Certificate will not be acceptable.
- 5. No services must be rendered or goods delivered before an official CIPC Purchase Order form has been received.
- 6. The Government Procurement General Conditions of contractors (GCC) will apply in all instances.
- 7. As the commencement of this project is of critical importance, it is imperative that the services provided by the Service Provider are available immediately. Failing to commence with this project immediately from date of notification by CIPC would invalidate the prospective Service Provider's proposal.
- 8. No advance payment(s) will be made. CIPC will pay within the prescribed period as per the PFMA.
- 9. All price quoted must be inclusive of Value Added Tax (VAT)
- 10. The successful Service Provider must at all times comply with CIPC's policies and procedures as well as maintain a high level of confidentiality of information.
- 11. Price must be valid for 90 days
- 12. All information, documents, programmes and reports must be regarded as confidential and may not be made available to any unauthorised person or institution without the written consent of the Commissioner or her delegate.
- 13. The Service Provider is restricted to the time frames as agreed with CIPC for the various phases that will be agreed to on signing of the Service Level Agreement.
- 14. CIPC will enter into Service Level Agreement with the successful Service Provider.
- 15. CIPC reserves the right not to award this bid to any prospective bidder or to split the award
- 16. Fraud and Corruption:

The Service Provider selected through this Terms of Reference must observe the highest standards of ethics during the performance and execution of such contract. In pursuance of this policy, CIPC Defines, that for such purposes, the terms set forth will be as follows:

- I. "Corrupt practice" means the offering, giving, receiving or soliciting of anything of value to influence the action of CIPC or any personnel of Service Provider(s) in contract executions.
- II. "Fraudulent practice" means a misrepresentation of facts, in order to influence a procurement process or the execution of a contract, to CIPC, and includes collusive practice among bidders (prior to or after Proposal submission) designed to establish Proposal prices at artificially high or non-competitive levels and to deprive CIPC of the benefits of free and open competition;
- III. "Unfair trade practices" means supply of services different from what is ordered on, or change in the Scope of Work;
- IV. "Coercive practices" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the execution of contract;
- V. CIPC shall reject a proposal for award, if it determines that the bidder recommended for award, has been engaged in corrupt, fraudulent or unfair trade practices;
- VI. CIPC shall declare a Service Provider ineligible, either indefinitely or for a stated period of time, for awarding the contract, if it at any time it determines that the Service Provider has been engaged in corrupt, fraudulent and unfair trade practice including but not limited to the above in competing for, or in executing, the contract.

I, the undersigned service provider,

(NAME).....certify that:

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

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

•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	•	

.....

Signature

Date

2. INTRODUCTION

The mandate of the Companies and Intellectual Property Commission (hereafter refer to as 'The Commission' or 'CIPC') is the registration and maintenance of Companies, Cooperatives and Intellectual Property rights and the maintenance of registered Close Corporations. Related services include the disclosure of information as well as dispute resolution arising out of infringements to these rights.

2.1. Main Functions of the Commission

- Registration and maintenance of Companies, Co-operatives and Intellectual Property Rights and the maintenance of Close Corporations on its register;
- Disclosure of information on its register;
- Promotion of education and awareness of Company, Co-operative 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;
- Report, research and advise the Minister on matters of National policy relating to company, co-operative and intellectual property law

In order to execute its mandate effectively, CIPC requires the integrity and efficiency of its processes and the security and reliability of information and services provided to all its stakeholders.

CIPC requires the services of a service provider who can provide resources with the relevant knowledge, skills and expertise in enterprise architecture and business analysis to further enhance and modernise its current service offering.

3. BACKGROUND

CIPC has made significant progress in innovation, collaboration and process automation efforts since 2013 to improve its overall service delivery and turnaround times. These improvements have, however, been approached in a in a

fragmented manner and the approximate 230 processes spread across the respective core business and support domains are still being processed and managed in silos.

CIPC's strategic goals are directed at reducing administrative compliance for companies, co-operative and Intellectual Property (IP) owners and to create a reputable Business Regulation and IP Protection environment in South Africa.

Towards achieving this the Commission has decided to modernize its technology capabilities by developing and implementing new technology platform components as articulated in the Future View Programme.

3.1. Current CIPC environment

The Commission faces several challenges, some of which include:

- Non-adherence by companies with the published processes;
- Only 24% of core business processes are automated;
- Some steps within hybrid and manual processing are not automated;
- Processes are not integrated and are performed in silos;
- Lack of effective monitoring and statistical information on processes;
- Fragmented systems ; and
- Systems instability.

4. SCOPE OF WORK

The scope of work includes the following:

4.1. Review and implement Enterprise Architecture

- Define "To Be" Business Architecture;
- Define "As Is" and To Be" Data and Architecture Reference Model (i.e. Data Model, Metadata Harmonization); and
- Define "To Be" Application Architecture.

4.2. Business Model, requirement and processes definition and prioritization

- Develop a Business Model; and
- Identify, standardise and formalise To-Be business processes.

4.3. Skills transfer

• To ensure the sustainability of the initiative, it will be expected of the resources to transfer relevant skills to staff members identified.

5. RESOURCES

Six (6) resources are required namely: one Senior Solutions and Design Architect; one Senior ICT Security Specialist / Architect; Senior Data Architect; Senior Business Architect and two Senior Business Analysts.

5.1. Solutions and Design Architect (one)

The **solutions and design architect** will focus on converting requirements into the architecture and design that ultimately constitute the blueprint for the solution. The requirements for this position are broken down into the headings below.

Qualifications

The **solutions and design architect** should be TOGAF certified or have an equivalent certification thereto.

Experience

The solutions and design architect should have:

- At least five years' experience in solutions architecture;
- Be an ex-developer who has accumulated such experience as to reach a good level in expertise. This
 experience must cover ideally a variety of platforms and products, knowledge about the lifecycle of an
 application, or even of an information system; and
- Must have participated in the analysis, design, and implementation of communication networks including data processing transmissions.

Duties

The solutions and design architect will be required to:

- Develop of the Business, Solution and ICT architectures;
- Define and document the developed architectures;
- Ensure cross-architecture alignment towards solution implementation;
- Communicate the architectures in an easily understood manner;
- Identify and interact with stakeholders towards the objectives of this project;
- Align all deliverables to good ICT governance as defined by global ICT related governance bodies;
- Plan for new technology insertion;
- Manage risk identification and risk mitigation strategies associated with the architectures; and
- Plan the management and version control of all related documents created for this project

Knowledge

The senior solutions and design architect should have:

- Knowledge and understanding of the Architecture Development Lifecycle (ADLC); and
- Strong knowledge of the problem domain that the systems are meant to provide solutions for;
- Have a working knowledge of coding and error detection methodologies; and
- Understand new technology to apply in business.

Skills

The senior solutions and design architect should be:

- Technically competent in the core frameworks;
- Able to plan for evolutionary paths;
- Technically competent in the area of data modelling, communications, transmissions and analyses computer software systems, data requirements, response times and computer hardware configurations relative to the modelling, communication and data transmission requirements;
- Able to review communications local area networks (LAN) and wide area networks (WAN) as to their ability to support data processing requirements;
- Able to analyse an organization's overall business and establish how their software is used.

- Able to assess new software applications to see if they are suitable for an organization and if the current hardware will support them.
- Abstract the complexity of a system into a manageable model that describes the essence of a system by exposing important details and significant constraints.
- Focus on scalability, maintainability, performance and modularity;
- Design high level view of Systems according to the standards of the CIPC.
- A strong communicator insofar written, verbal and presentation skills are concerned;
- Able to provide detailed information about cost and benefits of software to ensure that it will serve the client over a long period; and
- Recommend changes to transmission networks, both in terms of hardware devices and switching point required to improve network performance.

5.2. Senior ICT Security Specialist / Architect (one)

The Senior ICT Security Specialist / Architect will be responsible for ensuring that:

- Solutions are designed securely to support business objectives whilst ensuring no unnecessary risks are introduced into ICT networks and systems.
- A team player in the implementation of the Information Security Management Strategy and Roadmap and operational security function.

Qualifications

The Senior ICT Security Specialist / Architect should be:

- A Certified Information Systems Security Professional (CISSP) and/or Certified Information Security Manager (CISM).
- A Certification in Architecture Frameworks (e.g. Zachman and/or TOGAF) will be an advantage.

Experience

The **Senior ICT Security Specialist / Architect** should have a strong security background and at least eight years' experience relevant to the skills as listed below.

Duties

The Senior ICT Security Specialist / Architect will be required to:

- Write all build security requirement documents as dictated by the design of the solutions architect and according to the standards defined by the CIPC.
- Where necessary provide security implementation guidelines of architectural decisions.
- Model the security of all internal and external leading electronic channels.
- To provide leadership, consultancy and guidance on Information Security Management Strategy and Roadmap and requirements for security controls to CIPC, programs and projects.
- Update secure configurations by routinely reviewing vendor sites, bulletins, and notifications for security information.
- Maintain, configure, and analyze network and host-based security platforms.
- Information security incident analysis, investigations and resolutions.
- Managing cyber security technologies.
- Operational management, support and maintenance of:
 - Perimeter technologies;
 - Firewall policies;
 - Network Security;
 - End point security;
 - Certificate management;
 - Threat Intelligence; and
 - Cyber threats, analysis and troubleshooting.

Knowledge

The Senior ICT Security Specialist / Architect should have:

- A strong business understanding;
- Expert knowledge of security processes and procedures;
- A strong knowledge of McAfee security products; and
- Sound knowledge in terms of the skills listed below.

Skills

The Senior ICT Security Specialist / Architect should have skills in the following contexts:

- Risk assessment procedures, policy formation, role-based authorization methodologies, authentication technologies and security attack pathologies;
- NIST, ISO 27001/27002, ITIL and COBIT frameworks;
- Windows, UNIX and Linux operating systems;
- Perimeter security controls firewall, IDS/IPS, network access control and network segmentation;
- Router, switch and VLAN security, wireless security;
- Security concepts related to DNS, routing, authentication, VPN, proxy services and DDOS mitigation technologies;
- Practices and methods of IT strategy, enterprise architecture and security architecture;
- Network security architecture development and definition;
- Internal and External Vulnerability Scanning and Penetration Testing;
- Highly skilled in Cyber defense operations and managing security monitoring toolsets, preferably McAfee from threat identification to resolution; and
- Communication to influence and talk to people with confidence to influence improvements in the security across the organisation.

5.3. Senior Business Analysts (two)

The senior business analysts' efforts will focus on the Future View re-engineering programme to ensure that the technology systems and business processes implemented meet the Customer, regulatory and organizational needs of the Commission.

Qualifications

The **senior business analyst** should possess certification in BABOK, or have an equivalent qualification in Business Analysis.

Experience

The **senior business analyst** should have a minimum of five years' experience in:

• Business analysis, including SDLC methodologies;

- Project planning and administration; and
- Risk assessment.

Duties

The senior business analyst will be required to:

- Provide input into the project scope and product deliverables;
- Elicit user requirements and specifications from business and stakeholders for systems development;
- Perform root cause analyses and document statements;
- Process change requests;
- Provide input into process re-engineering initiatives;
- Develop business cases;
- Develop technical, functional and software design documents;
- Develop test cases in line with the business requirements;
- Provide assistance with the management of the project's scope, acceptance, installation and deployment;
- Assist in integration and testing of new solutions;
- Develop training manuals and where required offer training assistance; and
- Provide relevant post implementation support.

Knowledge

The senior business analyst should have strong knowledge and sound understanding of:

- Project management to understand the deliverables of the project;
- Process, information and technology analysis;
- System design and documentation requirements;
- Latest trends in re-engineering drives;
- Understanding of systems engineering concepts;
- Modeling techniques and methods;
- Knowledge of sophisticated methods, metrics and tools to achieve the business benefits;
- Systems Development Life Cycle methodologies; and
- Agile methods.

Skills

The senior business analyst should have the following skills:

- Analytical (data, statistical, cost/benefit, root cause, gap analysis, etc.);
- Business Analysis modelling skills and application of modelling techniques;
- Change Management;
- Communication: verbal; written (business and technical writing); and presentation skills;
- Conceptual and ability to decompose abstract theory into smaller bites of detail;
- Conflict management skills and techniques;
- Critical thinking
- Design or review of test cases;
- Data fields and data dictionaries development;
- Data modelling and review;
- Documentation and records management;
- Financial Planning.
- Functionality validation;
- Listening;
- MS Word, PowerPoint, Project, Viso;
- Problem solving;
- Quantitative reporting;
- Risk identification and assessment
- Skills to apply the right amount of pressure in a dynamic way, when and where required;
- SQL Queries; and
- Technical Integration.

5.4. Business Architect (one)

The **Business Architect** aligns strategic goals and objectives with decisions regarding products and services, partners, organization, capabilities and key business and IT initiatives. The primary focus of the Business Architect

includes the analysis of business motivations and operations, through the use of business analysis frameworks and related networks that link these aspects of the enterprise together.

Qualifications

The business architect should possess Bachelor's degree; Master of Business Administration preferred

Certification in Architecture Frameworks (e.g. Zachman and/or TOGAF), or have an equivalent qualification.

Experience

The **business architect** should have 10+ years experience in:

- Business analysis;
- Experience in delivery results at highest management level
- Proven experience in Business Process Engineering and underlying methods
- Expert in Requirement Management
- Proven experiences in transformation projects

Duties

The business architect will be required to:

- Manages multiple initiatives of extensive scope and complexity.
- Leads and facilitates cross functional teams in transformational initiatives using business architecture principals to ensure goals are achieved.
- Develops and applies expert knowledge of assigned and related business domains and enterprise business architecture discipline.
- Captures and understands business objectives, measures and targets to provide traceability.
- Ensures that target state designs align to and enable business and enterprise objectives.
- Develops and maintains working relationships with business leaders/strategy owners.
- Advises executives through objective metrics of progress and recommended directional changes.
- Define the set of strategic, core and support processes that transcend functional and organizational boundaries.
- Identify and describe external entities such as members, TPA's and external systems that interact with the business.

- Be part of the team responsible for the successful delivery of the new process and application architecture of the company. Support here with expertise in transformation initiatives.
- End-to-End Business Process analysis and Requirement gathering on enterprise level
- Design Future Processes based on KPI's and lean principals but as well looking for short/mid-term improvements
- Drive improvements based on clear measurements
- Propose changes and improvements with a clear vision about the results to achieve
- Implement those changes and demonstrate results
- Conduct Proof of Concepts, write option papers and advice senior management on right choices regarding
 process and technology investments based on risk analysis
- Promotion, training and enhancement of the CIPC Business Process Practice
- Maintenance of the Business Process Documentation
- Act as bridge between business and IT

Knowledge

The **business architect** should have strong knowledge and sound understanding of:

- Deep understanding of Business Architecture focusing on processes, preferable from the public sector. Agency regulated environment business process knowledge could be considered as a plus.;
- Sound understanding of Architecture, Project Management, Analysis Frameworks
- Modelling expertise (BPMN, UML) with state of the art modelling tools like Sparx Enterprise Architect, ARIS, Mega or others
- Ideally experiences with Business Process Suite like Oracle Fusion Middleware SOA / BPM, Camunda, or others
- Experience understanding, evaluating, and recommending changes to business processes are required.
- Expertise of Agile Development methodologies is required.
- Experience with formal Project methodologies is preferred.
- Experience developing strategic business process methodologies to drive collaboration and business results.

Skills

The business architect should have the following skills:

- Exceptional communication skills and ability to communicate appropriately at all levels of the organization (written, verbal and visual).
- Business Analysis modelling skills and application of modelling techniques;
- Change Management;
- Strong situational analysis and decision making abilities; and Conceptual and ability to decompose abstract theory into smaller bites of detail;
- Conflict management skills and techniques;
- Quick thinker, decision maker and results oriented
- Capable to work within a multidisciplinary and multinational environment, together with internal and external team members

5.5. Data Architect (one)

The Senior Data Architect role has accountability for the implementation and sustainable execution of the CIPC Enterprise Data Management Practice (EDMP) in support of all CIPC Processing System products and solutions. The Data Architect is likewise accountable for the value delivered through the maintenance and publication of and the solution compliance to the enterprise data and metadata models

Qualifications

The **data architect** should be TOGAF certified or have an equivalent certification thereto. Should posess certification in Data Management (DMBOK)

Experience

The senior data architect should have a the following experience:

 10-15 years of progressive experience in data architecture, logical and physical relational database modeling and design, meta data management, operational database management, data warehousing, and enterprise data governance.

- 7-10 years of experience with industry related models (e.g. IBM unified data model etc.) data governance and ODS.
- 3-5 years and/or relevant industry experience as well as experience in the Data Modelling discipline
- Exposure to diverse large-scale technical configurations, technologies, and processing environments, including Unix platforms
- Proven work experience as a Data Architect, Data Scientist, Data Analyst or similar role
- In-depth understanding of database structure principles
- Experience gathering and analyzing system requirements
- Knowledge of data mining and segmentation techniques
- Expertise in SQL and Oracle; Informix could be considered as a plus
- Able to demonstrate practical experience in relational and dimensional modelling techniques, OO modelling also an advantage
- Experience using Info sphere Data Architect or any other Data Modelling Tool
- Experience with industry models such as IFW BDW and FSDM
- Broad understanding of Data Management (DMBOK), systems development lifecycle methodologies and IT Architecture
- Relevant regulatory knowledge, and understanding of banking and financial services

Duties

The data architect will be required to

- Develops, advocates, and augments the policies and principles of the EDMP
- Works with product and project teams to analyze and understand enterprise business drivers to determine business information and data architecture requirements
- Creates and evangelizes a holistic data architecture vision, analyzes the current data management environment to identify critical deficiencies, and designs and proposes solutions for improvement
- Analyzes technology industry and market trends and determines potential impact on the enterprise
- "Sells" the data architecture process, its outcomes, and ongoing value to the business and stakeholders
- Designs and leads the implementation of an enterprise data management practice in support of the enterprise
 business requirements and strategies

- Designs and leads the governance activities associated with ensuring compliance with the data architecture
- Oversees data architecture implementation and modification activities including build out and deployment of an enterprise-accessible meta data repository and enterprise data model and associated publication mechanism
- Collaborates with CIPC EPMO and primary service vendors to integrate data management principles into delivery lifecycle activities
- Oversees the evaluation, selection, and implementation of data related software product standards, and the design of standard configurations
- Consults with application development projects to incorporate data structures into the enterprise data model and meta data repository
- Identifies the organizational (skills, processes, structures, and culture) and financial impact of the data management practice and reports to CIPC senior management
- Documents and publishes all enterprise data management practice artifacts
- Performs other duties as assigned by manager
- Assists Project Managers to define and document technical scope based on customer / business needs for assigned projects
- Participates in Business and Technical Design Reviews
- Evaluates and recommends data scope and direction changes during Construction Phases
- Represents assigned Enterprise Data Management Practice to various committees (User or Work groups)
- Develop database solutions to store and retrieve company information
- Analyze structural requirements for new software and applications
- Migrate data from legacy systems to new solutions
- Design conceptual and logical data models and flowcharts
- Improve system performance by conducting tests, troubleshooting and integrating new elements
- Optimize new and current database systems
- Coordinate with the Data Management department to identify future needs and requirements
- Provide operational support for Management Information Systems (MIS)

Knowledge

The **data architect** should have the following knowledge:

- Deep knowledge of database technology capabilities, tools, and design patterns
- Knowledge of all components of relational database design in a high-availability environment
- Basic knowledge of financial models and budgeting
- Strong understanding of object-oriented design and analysis
- Strong understanding of service-oriented architecture design
- Strong understanding of integration technologies and related standards (XML)

Skills

The data architect should have the following skills:

- Exceptional interpersonal skills, including teamwork, facilitation, and negotiation
- Demonstrated leadership skills in an outsourced environment
- Excellent analytical and technical skills
- Excellent written and verbal communications skills
- Excellent planning and organizational skills
- Excellent data modeling and meta data management skills

6. CONTRACT DURATION

The contract for *each resource* will comprise a total of 1,000 service hours spread over a period of seven months.

Service hours referred to in this document denote productive hours spent onsite at the CIPC offices and will be required as follows:

6.1. Total hours required per resource

Resource	Total hours required	Timeframe
Solutions and Design Architect	1, 000	Seven months from date agreed upon in SLA
Data Architect	1, 000	Seven months from date agreed upon in SLA
Senior Business Analyst	1, 000	Seven months from date agreed upon in SLA
Senior business analyst	1, 000	Seven months from date agreed upon in SLA
Senior ICT Security Specialist / Architect	1, 000	Seven months from date agreed upon in SLA
Senior Business Architect	1,000	Seven months from date agreed upon in SLA

6.2. Working hours

CIPC business working hours are from 07:30 until 16:00 excluding Saturdays, Sundays and Public holidays. The times can be negotiated to run from 08:00 until 16:30.

7. SERVICE LEVEL AGREEMENT

CIPC will enter into a Service Level Agreement (SLA) with the service provider to whom the Tender is awarded to. The SLA will contain detail regarding the duties and expectations of the relevant resources as well as what the Commission will be responsible to provide for.

7.1. Service Performance Reviews

Service performance reviews will be held at planned intervals to determine the level of performance against the conditions as stipulated in the SLA.

8. SPECIAL CONDITIONS

- 8.1. The Service Provider/candidate must ensure that their work is confined to the scope as defined and agreed.
- 8.2. 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)
- 8.3. No advance payment will be made. Payment will be made in terms of the completed deliverables unless otherwise agreed upon by other parties (CIPC and the contractor). CIPC will pay within the prescribed period according to PFMA.
- 8.4. The price quoted for the services must include Value Added Tax (VAT).
- 8.5. The Service Provider/candidate shall be expected to sign a Non-Disclosure Agreement
- 8.6. Tender offers must be received on the tender closing date and time specified on the invitation, fully completed and signed in ink as per Standard Conditions of Tender.
- 8.7. Completion and submission of the Declaration of Interest.
- 8.8. CIPC reserves the right not to make this appointment.
- 8.9. The Service Provider/candidate shall be required to provide training & skills transfer for the services. The skills transfer criteria will be agreed upon and documented in the Service Level Agreement.

9. EVALUATION CRITERIA

10. EVALUATION CRITERIA

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

The evaluation will be completed in phases:

- Phase 1: Compliance to minimum requirements
- Phase 2(a): Functional evaluation
- Phase 2(b): Practical Assessment
- Phase 3: Pricing and preferential procurement policy

Phase 1: Compliance to minimum requirements

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

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

NB

- Bidders to attach CVs for each consultant clearly stating contactable references (Maximum of <u>2 CV's for each</u> position). Only referees who can give testimony only on the sought skills are required. CIPC may assess only the most experienced consultant of the two candidates.
- ✓ CVs should be <u>properly marked for each position</u> as indicated above in paragraph 4. Only best (2) two CVs to be submitted for each post)
- ✓ All bidders 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:

Phase 2(a): Functional Evaluation criteria

CR	TERIA	RAT	ING				WEIGHT	TOTAL
		1	2	3	4	5		SCORE
1.	Resourcing							
CVs	s of the resources to be provided for assessment*							
•	Qualifications: According to requirements listed above							
•	Competency: Demonstrated experience, knowledge and skills as per						50	
	requirements listed above.							
	Example: Skills: # years' experience in in relevant software							
	development							
2.	History of contracts with other organisations:							
•	List of previous organisations, date, duration and type of service						40	
	provided						40	
•	Type of resources provided to respective organisations							
3.	References:							
•	At least four contactable references (landline/mobile numbers and						10	
	email addresses)							
TO	ΓAL						100	

*Functional evaluation conducted on CVs indicate that where resources are no longer available at the awarding of the Tender, that <u>resources with the same qualifications</u>, <u>knowledge</u>, <u>skills</u> and <u>experience</u> as those evaluated be made <u>available by the successful service provider</u>.

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

• Bids to be evaluated on a scale of 1-5 in accordance with the rating as indicated below

1 = Very poor, 2 = Poor, 3 = Good, 4 = Very good, 5 = Excellent.

A score of 3 will be allocated where the minimum requirement as set out in the document has been met as reflected in the table below.

CR	TERIA		RATING ACCORDING TO	FUNCTIONAL EVALU	IATION CRITERIA ABO	OVE
		1	2	3	4	5
1.	Resourcing	No or little evidence of	Qualifica-tions and	Qualifica-tions and	Qualifica-tions and	Qualifica-tions and
CVs	s of the resources provided for	qualifications and	compe-tencies below	compe-tencies meet	compe-tencies	compe-tencies exceed
ass	essment*	compe-tencies	requirements	require-ments	exceed	require-ments by far
•	Qualifications				require-ments	
•	Competency					
2.	History of contracts with other	Minimum or no	Critical information	List of previous	List of previous	List of previous
	organisations:	information of previous	lacking on list of	organisa-tions, &	organisa-tions, &	organisa-tions, &
•	List of previous organisations, &	organisa-tions/type of	previous organisa-	details provided	details provided	details provided Type
	details provided	resources provided	tions, & details & type	Type of resources	Type of resources	of resources provided
•	Type of resources provided		of resources provided	provided as	provided have more	far exceed information
				requested	information than	than required
					required	
3.	References:	Less than 2	2	3 contactable	4-5 contactable	>5
•	At least three contactable	references and	contactable references	references all have	references all with	contactable references
	references (landline/mobile	incomplete or no	with incomplete	landline/ mobile	landline/ mobile	all with landline/
	numbers and email addresses)	landline/mobile numbers	landline/ mobile	numbers and email	numbers and email	mobile numbers and
		and email addresses	numbers or email	addresses	addresses	email addresses
		listed	addresses			
			1			1

- Bidders achieving less 75% will not proceed to the next phase
- NB: Bidders can provide any additional information as part of their bid, which they are of opinion could be utilised for evaluation of their bid

Note:

- Functionality will count out of 100 points. Bidders must achieve a minimum score of 75 out of 100 on the functionality evaluation to proceed to the next phase.
- Bidders that achieve less than 75% on functionality will be disqualified for further

Phase 2(b): Practical Evaluation criteria

Solutions and Design Architect

CRITERIA	RAT	ING				WEIGHT	TOTAL	
	1	2	3	4	5		OUCKE	
Designing a solution from a problem stament						30		
Translating the solution Designed into a Software System/Components						40		
Application of methodology in performance of the above						30		
TOTAL								

Senior ICT Security Architect

CRITERIA	RAT	ING				WEIGHT	TOTAL
	1	2	3	4	5		SCORE
Design security for web services						50	
Criticise with evidence security architecture of a mock organisation						40	
Application of methodology in performace of above						30	
TOTAL							

Business Architect

CRITERIA	RAT	ING				WEIGHT	TOTAL
	1	2	3	4	5		SCORE
Model a level0 business requirement into a level 3.						50	
Create a business requirement document that describe a particular business problem						30	
Applcation of methodology in performamce of above						20	
TOTAL							

Data Architect

CRITERIA	RAT	ING				WEIGHT	TOTAL	
	1	2	3	4	5		JUORE	
Design a data model for business intelligence from a business case.						50		
Design a data model to support a specific business requirement.						30		
Applcation of methodology in performamce of above.						20		
TOTAL								

- Bidders achieving less 75% will not proceed to the next phase
- NB: Bidders can provide any additional information as part of their bid, which they are of opinion could be utilised for evaluation of their bid

Note:

- Functionality will count out of 100 points. Bidders must achieve a minimum score of 75 out of 100 on the functionality evaluation to proceed to the next phase.
- Bidders that achieve less than 75% on functionality will be disqualified for further

Phase 3: Preferential Procurement Policy and Pricing

Please Note: CIPC 6.1 Preference Points Claim Form in terms of the PPPFA is attached for claiming above mentioned points, if not completed the company will automatically score 0 points

Preferential Procurement Policy

The bidders that have successfully progressed through to Phase 2 will be evaluated in accordance with the 80/20 preference point system contemplated in the Preferential Procurement Policy Framework Act (Act 5 of 2000).

Pricing

Pricing will be calculated using the lowest price quoted as the baseline, thus the lowest price quoted will achieve full marks, while all other quotes will achieve a weighted average mark based on the lowest price.

Description	Total
Price	80
BBBEE	20
Total	100

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

1. SUBMISSION OF PROPOSALS

Sealed proposals will be received at the Tender Box at the Reception, 77 Meintjies Street, Sunnyside, **the dti** campus, Block F.

Proposals should be addressed to:

Manager (Supply Chain Management) Companies and Intellectual Property Registration Office Block F, **the dti** Campus, 77 Meintjies Street, Sunnyside PRETORIA

1. ENQUIRIES

Supply Chain enquiries Ms Ntombi Maqhula OR Mr Solomon Motshweni E-mail: <u>Nmaqhula@cipc.co.za</u> / <u>smotshweni@cipc.co.za</u>

Technical enquiries

Mr Deane Nkuna Contact No: (012) 394 1281 E-mail: <u>dnkuna@cipc.co.za</u>