

## **TERMS OF REFERENCE (TOR)**

**CIPC BID NUMBER: 28/2017/2018**

**DESCRIPTION: INVITATION TO BIDDERS TO SUBMIT  
PROPOSALS FOR THE PROVISION OF OFFICE PREMISES TO THE  
CIPC**

**CONTRACT DURATION:**

**THIRTY MONTHS (36)**

## 1. INTRODUCTION

The Companies and Intellectual Property Commission (CIPC), a member of the “the dti” group, (Department of Trade and Industry) is responsible for the registration of companies, external companies and co-operatives; registration of intellectual property rights; maintenance of information on its registers; promotion of education and awareness of company and intellectual property law; promotion of compliance with relevant legislation; and efficient and effective enforcement of all relevant legislation.

The CIPC currently occupies office space within the Carlton Centre Building, Commissioner Street, Johannesburg and of which the lease is to expire end April 2018. Therefore CIPC desires to secure larger office space, within a building in the Johannesburg Central Business District, which our clients can easily access.

## 2. PURPOSE

This bid has a dual purpose as CIPC firstly requires to secure adequately and suitable office space within the Johannesburg CBD and secondly requires the landlord to appoint, manage and coordinate the tenant installation in accordance to CIPC requirements.

## 3. ACCOMMODATION

3.1 The requirements for the accommodation is as follows:

### **Lease**

Location: - Within the Johannesburg Central Business Districts and in close proximity of the various transport modes for ease of access to CIPC clients.

Accessibility: - The accommodation should preferably be located on the ground floor, where it is visible and accessible from the Street and cater for easy access to persons with disabilities.

Grading: - The accommodation is to be a Grade B (Prime) or Grade C (Prime -) on the comparative accommodation grading scale.

Size: - The size of accommodation required by CIPC is to be between 180m<sup>2</sup> and 200m<sup>2</sup> which is to be divided into a front- and back-office.

Parking: - Five (5) parking bays for CIPC officials is to be included in the lease and the building should comprise of public parking with capacity to cater for at least (50) fifty CIPC clients visiting the office.

Lease Period: - The lease period is to be for a minimum (36) thirty-six month period and the contract should include the option of a further extension of the accommodation to be negotiated.

Occupancy: - The accommodation must be an existing building, ready for occupancy by the CIPC, immediately after completion of the tenant installation and network infrastructure.

Safety: - The accommodation must be in compliance with all Building-, Safety- and Emergency- Legislation.

Security: - The accommodation must be located within an area which is generally safe and the premises safeguarded (24) hours by a security service provider.

Access to Persons with Disabilities: - The accommodation must be prepared for access for persons with disabilities as prescribed in legislation.

Amenities: - The accommodation must be a clean and conducive environment and facilities, cleaning and hygiene services well managed and maintained.

Power: - The accommodation must have a reliable power source to ensure the minimum interruption of business operations and the provision of a back-up power generator will be an advantage. A separate electrical meter reader will be an advantage and enable CIPC to manage, monitor and implement power saving initiatives.

Water: - The accommodation must have a clean and constant supply of water to the kitchen, water cooler and a "HydroBoil".

Maintenance: - The landlord should preferably be responsible for the normal day-to-day electrical, plumbing, air-conditioning and general building repairs and maintenance to ensure a safe and conducive working environment. (This is to be included in the lease).

Fire Prevention/Detection: The accommodation must be in compliance, in respect of the all National Building Regulations, SANS 10040, as amended and Fire and Local Municipal Fire Legislation, Regulations, etc. and the minimum requirement being that a "smoke detection system" to be fitted, linked to the Landlords (24) hour security control room. All fire equipment, including the "portable" fire equipment, needs to provided and maintained by the landlord as part of the lease.

#### **4. SCOPE OF TENANT INSTALLATION**

4.1 The scope of the tenant installation for the CIPC Self Service Centre is as follows:

#### **4.1.1 Tennant Fit-out**

Shop front: - The shop front windows and doors are to be secured by a roller-shutter gate to secure the premises, personnel and assets when required and afterhours.

Front Office: - The front office where the CIPC clients to will be assisted, requires the CIPC Branding, look and feel as per the material samples and specifications to be provided to the successful bidder and Compulsory Bid Briefing Session to be held with potential bidders.

Dry-walling: The front- and back- office need to be divided by means of a dry-wall partition, with an inter-leading solid door, secured with a minimum four (4) lever security lock.

False wall: A secure false dry-wall partition to face the shop front must be installed within the appropriate position as directed and approved by CIPC, for the self-help terminals to be secured on.

The said false wall, needs to be a curved drywall, approximately 2.5m in height, covered with brown laminated wood vinyl material, covering the entire width of the wall.

The wall is to accommodate twelve (12) "Twenty-Three Inch" self-help touch screen terminals, each weighing approximately 8.94kg.

The self-help terminals are to be mounted and secured by means of customised wall brackets by the appointed service provider.

Demarcation: Each individual self-help terminal, need to be demarcated with an esthetical glass or other acceptable/suitable materials, to ensure the privacy of clients transacting with CIPC.

Electrical Power Points: Each self-help computer terminal as well as the additional (7) computer workstations, are to have a dedicated power point, secured within an enclosed conduit and/or trunking where required. Positioning thereof, as per floor layout still to be finalised as this is dependent on the available space. One terminal is to be set-up for persons with disabilities in wheelchairs. Additional points need to be provided for the TV display screen, Roller shutter gate, CIPC illuminated signage box, etc.

Trunking: Trunking is to be installed to run both power and networks cabling separately.

Floor Coverings: Front office must be tiled with a "cherry blossom" glue vinyl (1212 X 185 x 4,5mm), accompanied by a skirting of the similar colour.

Paint: The remaining walls must be painted, at least (2-3) coats, in a "matt white finish" good quality interior washable paint.

Air-conditioning: The front office area must well ventilated and equipped with an efficient air-conditioning system, maintained by the landlord, to control temperatures within the set parameters specified in legislation for a conducive working environment.

Lighting: The front office must be well illuminated with energy saving cool white lighting bulbs and/or fluorescent tubes and comply with the applicable legislation.

Emergency Lighting: The front office needs to be fitted with “emergency lighting” linked to a back-up battery power supply unit to ensure adequate lighting in the event of a power failure or emergency situation.

Noise Reduction and Control: The noise levels within the front office need to be maintained at an acceptable level between 40 and 60 decibels as external noise needs to be reduced to an acceptable level.

Back Office: - The back office layout must cater for Management and/or Supervisory functions to be conducted, storage of stationary, documents and cleaning- and other- materials. This is also to include a rest room/kitchen area for staff on their tea and lunch breaks.

Walls: The walls dividing the front- and back-office, needs to be a secure structure erected from floor to ceiling.

Doors: The doors within the back-office need to be of solid material, fitted with a minimum four (4) lever security locking mechanism.

Office: The Manager/Supervisor Office needs be constructed within the back office, where the business functions could be conducted in private.

Work Station Area: A steel frame structure, with steel legs and “Brown Granite” counter top is to be installed to accommodate (8) eight workstations.

Kitchenette: The back office area is to include a kitchenette with wash basin with kitchen cupboards, manufactured from materials with a dark wooden grain laminated wood finish.

Kitchen Counter: The kitchen counter is to be constructed of steel frame and legs, with a “White Granite” top. A fridge, microwave oven, hydro-boil, water cooler and coffee vending machine shall be provided for the kitchenette.

Storeroom: The storeroom should comprise of a ventilated approximate 3m<sup>2</sup> secure structure, to be fitted with steel racks for storage of files, stationary, cleaning- and other essential- materials to be stored. The storeroom is to accommodate the UPS and therefore an electrical power point needs to be provided within the room.

Painting: The walls (dry-walling as well as other walls), needs to be painted with (2-3) coats of a high quality matt white finish.

Air-conditioning and Ventilation: The back office needs to be well ventilated, and equipped with air-conditioning, maintained by the landlord as part of the lease.

Electrical Power: Adequate power points are to be provided within trunking or conduits for the electrical equipment for the back office, and include additional points to cater for the computer hub-switch gear, workstations, printer, etc.

Lighting: The back office lighting must be in accordance to the legislation and fitted with economical cool white bulbs/fluorescent tubes.

Floor: The kitchenette floor area needs to be tiled with "Super White Nano Shiny Polished Porcelain" floor tiles (600mmx600mm). The remainder of the back office floor, is to be fitted with "Brown Berber Point" carpet tiles.

#### 4.1.2 General

- i. Potential bidders will be provided information regarding the tenant fit-out, branding, etc. required for the CIPC office at the Compulsory Briefing Session.  
**(\* Failure to attend shall invalidate the Bid\*)**
- ii. A picture of the "false wall" on which the touch screen terminals are to be fitted, is included for your perusal. Similar installations could be viewed at the Pretoria and Johannesburg Self-help Service Centres, respectively located within the Sunnypark Shopping Mall, corner of Robert Sobukwe and Steve Biko Streets, Sunnyside, Pretoria and Carlton Centre, Level 200, 150 Commissioner Street, Johannesburg.
- iii. Bids to include a floor sketch, pointing out the allocated office space and floor, accessibility to Person with Disability, 24 hours security control room and current rent roll list.
- iv. The successful bidder will be required to provide a detailed space plan drawing, for sign-off by CIPC and on which the contractor is to execute the tenant fit-out. The fees associated to this, should be included in the actual bid pricing schedule.
- v. Should the bidder decide in future to sell the building to another company while in contract with CIPC and the new owners decide to evict CIPC, the bidder shall be liable for the refund of the tenant installation.

## **5. PRICE ESCALATION**

- All prices must be VAT inclusive and quoted in South African Rands;
- Any escalation percentage (%) per year must be clearly indicated without hidden costs and this must be inclusive for the duration of the contract period;
- The lease offer, must indicate the allowance for tenant's installation;
- The lease offer must also include general day-to-day building maintenance required to ensure a safe and conducive working environment.
- The lease contract should be signed with the owners/landlord of the building and not an agency or third party.

**NB: A signed and endorsed draft lease proposal is to be included for each office accommodation submitted for consideration in this bid.**

## **6. ENVISIONED TIMEFRAMES FOR OCCUPANCY**

The proposed accommodation should be ready for occupancy as soon as possible, for CIPC to occupy of the premises by **01 August 2018**.

## **7. EVALUATION**

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

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

## **7.1 Evaluation Process**

The evaluation will be completed in 4 phases:

- Phase 1: Compliance to minimum requirements
- Phase 2: Functional evaluation
- Phase 3: Site visit and presentation by the bidders
- Phase 4: 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.

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

- a) Bid offers must be properly received on 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 a valid original Tax Clearance Certificate from SARS.
- d) Submission of the company's registration certificate from Register of Companies (CIPC).
- e) Submission of a confirmation of registration with the National Treasury Central Suppliers Database (CSD).



**Responsive Criteria: Failure to attend the compulsory briefing session shall result in the bid not to be considered: (minimum requirements)**

**a) Attendance of the Compulsory Briefing Session.**

**Phase 2: Functional Evaluation**

All bidders that advance to Phase 2 will be evaluated by a panel 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:

EVALUATION CRITERIA	Rating					Weight %	Total
	1	2	3	4	5		
A signed and endorsed draft lease proposal indicate the lease cost including the allowance for tenant's installation signed by the owners/landlord of the building and not an agency or third party.						25	
Provide a current building Report indicating the Grading of the building. <ul style="list-style-type: none"> <li>Grading A – 5</li> <li>Grading B – 4</li> <li>Grading C - 3</li> </ul>						20	
A detailed building plan/sketch pointing out the allocated office space and floor, accessibility to Persons with Disabilities, 24 hours security control room and current rent roll list.						20	
Provide copies of all Registration and Affiliation Certificates in respect of any such registration and/or affiliations in respect of property, accommodation and leasing or facilities management. i.e. SAPOA, etc.						20	
Proof of building compliance to all Building-, Safety- and Emergency-Legislation (e.g.) SANS 10040, as amended and Fire and Local Municipal Fire Legislation, Regulations						15	
<b>Total</b>						<b>100</b>	

**Bidders scoring less than 60 points in Phase 2 will not be eligible for Phase 3 evaluation i.e. pricing and preferential procurement.**

**Please provide details for all the above information to enable proper evaluation.**



### Phase 3: Site visit and Presentation

EVALUATION CRITERIA	Rating					Weight %	Total
	1	2	3	4	5		
<b><u>Building Location</u></b> What is the physical address of the proposed premises How far is the premises in distance (km) from the Carlton Centre, Braamfontein, Johannesburg <ul style="list-style-type: none"> <li>• Within a radius of less than 15Km = 5</li> <li>• Within a radius of less than 15 and 25Km = 4</li> <li>• Within a radius of less than 25Km = 3</li> <li>• Within a radius of less than 50Km = 5</li> <li>• Within a radius of more than 50Km = 1</li> </ul>						10	
Does the premises provide easy access from the street and is it clearly visible						10	
Is there access for persons with disabilities as prescribed in legislation						10	
What is the Grading of the building						10	
Is the premises guarded (24) hours (365) days a year						10	
Is effective access control being implemented within the building						10	
Does the building have an Emergency Power Generator, and does it provide power to in the event of a power outage						10	
Does the premises have a fire detection- and/or fire suppression-system and is it link to the control room						10	
Is the area where the building is located seen as a “generally safe” environment						10	
What modes of transport are there is close proximity which clients could use and indicate how far from the building						10	
<b>Total</b>						<b>100</b>	

**Bidders obtaining less than 60 will not be evaluated further. Please provide details for all the above information for proper evaluation.**

The Bids will be evaluated on a scale of 1 – 5 in accordance with the criteria below. The rating will be as follows:

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

## Phase 4: Pricing

### ***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 3 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
<b>Total</b>	<b>100</b>

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

## **8. ATTENDANCE OF COMPULSORY BRIEFING SESSION**

A "Compulsory Briefing Session" shall be held for all potential bidders to attend. (Failure to attend shall invalidate the bid").

### **Briefing session to be held:**

Date: 02 March 2018

Time: 11:00

Venue: Shop 3, Level 5, Sunnypark Shopping Centre, Cnr Robert Sobukwe and Steve Biko Street.  
Sunnyside, Pretoria

## **9. SUBMISSION OF PROPOSALS**

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

### **Proposals should be addressed to:**

Manager (Supply Chain Management)

Companies and Intellectual Property Registration Office

Block F, **the dti** Campus, 77 Meintjies Street, Sunnyside,  
PRETORIA

## **ENQUIRIES**

### **A. Supply Chain Enquiries**

Ms. Ntombi Maqhula or Mr Solomon Motshweni

Contact No: (012) 394 5233 / 45344

E-mail: [Nmaqhula@cipc.co.za](mailto:Nmaqhula@cipc.co.za) or [smotshweni@cipc.co.za](mailto:smotshweni@cipc.co.za)

### **B. Technical Enquiries**

Mr France Mzayifane Komane

Contact No: (012) 394 8742

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

# ANNEXURE "A"

(NB: THE FORM MUST BE COMPLETED FOR EACH OF THE PROPOSED)

## LOCATION:

No.	Description	Please indicate (Yes/No) or describe
1	Name of Building	
2	Physical Address	
3	Square meters available for the proposal	
4	No. of Parking Bays available for Clients?	
5	Building Operating Hours?	
6	Rental Rand per m <sup>2</sup>	
7	Monthly Rental	
8	Estimated Rates & Taxes	
9	Earliest Occupancy Date	
10	Lease period	
11	Name of the Landlord	
12	Who is responsible for general building maintenance and repairs?	
13	What is the Grading of the Building?	
14	Is the building classified as "Green Building"?	
15	What amount is provided for "tenant installation"?	
16	Does the building have adequate amenities for staff and general public?	
17	<b>Additional information</b>	

ANNEXURE "B"

