

ANNEXURE: “H”

TERMS OF REFERENCE (“TOR”)

CIPC BID NUMBER: 13/2023/2024

**DESCRIPTION: INVITATION TO BIDDERS TO PROVIDE ;
PROPOSAL FOR THE PROVISION OF OFFICE
PREMISES TO THE CIPC**

CONTRACT PERIOD: SIXTY (60) MONTHS

BRIEFING SESSION: 08 SEPTEMBER 2023 (COMPULSORY)

BID CLOSING DATE: 27 SEPTEMBER 2023

**NB: IT IS THE RESPONSIBILITY OF THE PROSPECTIVE BIDDERS TO
DEPOSIT TENDERS IN THE CORRECT BOX AND TENDERS DEPOSITED
IN WRONG BOXES WILL NOT BE CONSIDERED.**

**THE CIPC TENDER BOX HAS THE FOLLOWING DESCRIPTION: “CIPC
TENDER BOX”.**

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.
3. Any bidder who has reasons to believe that the RFP 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 RFP. 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. This RFP will be evaluated in terms of the **80/20** system prescribed by the Preferential Procurement Regulations, 2001.
7. The bidder must provide assurance/guarantee to the integrity and safe keeping of the information (that it will not amended/corrupted/distributed/permanently stored/copied by the service provider) for the duration of the contract and thereafter. Failure to submit will invalidate the bid proposal.
8. CIPC reserves the right to negotiate with the successful bidder on price.
9. The service provider must ensure that their work is confined to the scope as defined.
10. Travel between the consultant's home, place of work to the DTI (CIPC) vice versa will not be for the account of this organization, including any other disbursements.
11. The Government Procurement General Conditions of contractors (GCC) will apply in all instances.
12. 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.
13. No advance payment(s) will be made. CIPC will pay within the prescribed period as per the PFMA.
- 14. All prices quoted must be inclusive of Value Added Tax (VAT)**
- 15. All prices must be quoted in South African Rand**
- 16. All prices must be valid for One hundred and twenty days (120) days**
17. 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.
18. 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 his/her delegate.
19. The successful bidder must ensure that the information provided by CIPC during the contract period is not transferred/copied/corrupted/amended in whole or in part by or on behalf of another party.
20. Further, the successful bidder may not keep the provided information by way of storing/copy/transferring of such information internally or to another party in whole or part relating to companies and/or close corporation. As such all information, documents, programs 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 his delegate.

21. The service provider will therefore be required to sign a declaration of secrecy with CIPC. At the end of the contract period or termination of the contract, all information provided by CIPC will become the property of CIPC and the service provider may not keep any copy /store/reproduce/sell/distribute the whole or any part of the information provided by CIPC unless authorized in terms of the declaration of secrecy.
22. 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.
23. CIPC will enter into Service Level Agreement with the successful Service Provider.
- 24. CIPC reserves the right not to award this bid to any prospective bidder or to split the award.**
- 25. 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 also reserves the right to terminate this Agreement by giving 10 (ten) business days written notice to the service provider due to any perceived (by CIPC) undue reputational risk to CIPC which CIPC can be exposed to resulting from the service provider or its management/directors being found to be involved in unethical behaviour, whether in its dealings with CIPC or any other business dealings.**
Note: "Unethical behaviour" includes but not limited to an action that falls outside of what is considered morally right or proper for a person, a profession or an industry
- vii. CIPC shall declare a Service Provider ineligible, either indefinitely or for a stated period of time, for awarding the contract, if 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.
- viii. The service provider will sign a confidentiality agreement regarding the protection of CIPC information that is not in the public domain.

2. **COMPLUSORY BID REQUIREMENTS (FAILURE TO COMPLY WITH ALL REQUIREMENTS BELOW WILL IMMEDIATELY DISQUALIFY THE PROPOSAL)**

INSTRUCTIONS FOR THE SUBMISSIONS OF A PROPOSALS

SUBMISSION OF ORIGINAL HARD COPY

- a) Bidder's must submit **One (1) original copy** (hard printed copy of the technical proposal), this is for record keeping purposes and the USB Only will be used for bids evaluation.
- b) The Bid Document must be marked with the Bidder's Name
- c) The Bid documents *must be signed* 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
- d) All pages of the submitted proposal must be numbered.

SUBMISSION OF USB

- a) **NO DISC WILL BE ALLOWED**
- b) **ONE (1) USB must be submitted, including technical proposal as well as price proposal saved in separate folders;**
- c) The USB must be marked with the bidder's name.
- d) The USB must have an index page/ table of contents listed all documents included in the proposal for easy referencing during evaluation (group information in separate folders)
- e) Open each folder prior submission to ensure that documents are saved and are properly opening and working
- f) BIDDERS TO VERIFY IF DOCUMENTS ARE SUCCESSFULLY LOADED IN THEIR USB'S
- g) USB'S WITH NO DOCUMENTS INCLUDED WILL BE DISQUALIFIED AS ONLY USB'S ARE USED FOR EVALUATION PURPOSES
- h) The USB must contain the *exact* documents/ information submitted in the original copy for record keeping
- i) Bidders to ensure that the information is properly saved in the USB prior submitting to CIPC and that there are **no missing pages, USB sticks opens, readable, and contain no blank pages, documents, or folders**. *Ensure that each folder created is numbered or documents placed in numbering order, avoid clustering folders with a lot of documents rather create separate folders*
- j) **THE USB WILL BE USED FOR EVALUATION HENCE THE BIDDER IS REQUIRED TO ENSURE THAT THE USB CONTAINS ALL INFORMATION.**
- k) **CIPC WILL NOT BE HELD LIABLE FOR INCOMPLETE PROPOSALS/ INFORMATION SUBMITTED IN THE USB'S**
- l) All pages must be signed; numbered and initial as per the Original copy
- m) The USB must be submitted in PDF format ONLY and **must be read ONLY; NO Passwords Protection**
- n) **BIDDERS TO ENSURE THAT USB'S ARE WORKING PRIOR SUBMISSION**
- o) Bidders to ensure that USB 's are not password protected
- p) It is the bidders responsibility to verify if the usb is working before submission
- q) Bidder's with usb's not opening or password protected will be disqualified

FAILURE TO COMPLY WITH ALL THE ABOVE MENTIONED REQUIREMENTS WILL IMMEDIATELY INVALIDATE THE BID.

3. **SUBMISSION OF PRICE PROPOSAL**

- a) Prospective Bidders must submit a printed hard copy of the Price Proposal in a separate **SEALED** envelope. It is important to separate price from the Technical proposal as Price is evaluated at the last phase of the Evaluation.
- b) The price envelop must be marked with the bidder's name
- c) Bidders to complete Pricing Schedule SBD 3.3 (Annexure "C")- [REFER TO ATTACHED SBD FORMS](#)
- d) The total Price (***Ceiling price***) must be carried over to BOTH SBD 3.3 (Pricing Schedule- [Annexure A](#)) and SBD FORM 1: (Invitation for Bids). **AND COMPLIANCE TO PAGE 19 TO 21**
- e) The Total Bid Amount will be used for the evaluation of bids therefore it must be inclusive of all costs for the duration of the contract.
- f) All prices must be VAT inclusive and quoted in South African Rand (ZAR). ***Failure to comply with this requirement will disqualify the bid.***
- g) All prices must be valid for 120 days

PLEASE NOTE THAT IT IS COMPULSORY THAT BIDDERS SUBMIT PROPOSAL AS PER THE FOLLOWING

- 1. 1 (ONE) ORIGINAL / HARD COPY PRINTED
- 2. 1 (ONE) USB FOR TECHNICAL PROPOSAL AND PRICE MUST BE INCLUDED IN THE SAME USB BUT SAVED IN A SEPARATE FOLDER ("MARKED PRICE PROPOSAL") BIDDERS TO ENSURE THAT USB'S ARE WORKING PRIOR SUBMISSION
- 3. ONE SEALED ENVELOPE FOR PRICE PROPOSAL (INSIDE THERE MUST BE)
 - ❖ PRICE SCHEDULE – SBD.33 : **PLEASE TAKE NOTE OF THE CLAUSE IN SBD 3.3 AND ENSURE COMPLIANCE**
 - ❖ **ALL CONDITIONS OF PRICE FOR EXAMPLE- PRICE FLUCTUATIONS OR PRICES NOT FIRM DUE TO ROE, ETC MUST BE CLEARLY STATED IN SBD 3.3 IN THE SPACE PROVIDED. SEE PAGE 14 THE SBD FORM**
 - ❖ SBD1 - INVITATION TO BIDS
 - ❖ PRICE BREAKDOWN PREFERABLE IN THE BIDDERS LETTERHEAD SIGNED BY AN AUTHORISED REPRESENTATIVE

NB: Bidders must also refer to page 19 to 21 of the Terms of reference under Mandatory Requirements

FAILURE TO COMPLY WITH ALL THE ABOVE MENTIONED REQUIREMENTS WILL IMMEDIATELY INVALIDATE THE BID.

I, the undersigned (NAME).....certify that:

I have read and understood the conditions of this tender.

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

.....

Signature

.....

Date

FAILURE TO COMPLY WITH ALL THE ABOVE MENTIONED REQUIREMENTS WILL IMMEDIATELY INVALIDATE THE BID.

1. BACKGROUND

The Companies and Intellectual Property Commission (CIPC), a member of the “*the dtic*” group” (Department of Trade Industry and Competition) is responsible for the registration of companies, 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.

2. OBJECTIVE

The primary objective of this bid is to invite suitably qualified landlords to submit proposals for the lease of office premises for the CIPC Self Service Center (SSC), and provide a complete tenant installation (fit-out) in accordance to CIPC requirements (designs and specifications).

3. CONTRACT PERIOD

The contract period with the successful landlord will be for a period of **(60) sixty months commencing on 01 February 2024**, of which the tenant's installations project will be expected to be completed.

4. SCOPE OF THE PROJECT

The scope of this project shall entail the provision of readily available office premises and must meet the CIPC requirements specified below. The tenant's installation must form part of the proposal and costed accordingly. The project shall entail the following main aspects:

4.1 BUILDING SPECIFICATIONS

The proposal should include all the below services:-

4.1.1 Office Location

The office location should be within the Sunnyside and Suncardia surrounding area and in close proximity to the various transport modes for ease of access to CIPC clients. The accommodation must be a shopfront located preferably on the ground floor, where it is visible and accessible from the street and cater for easy access to persons with disabilities.

4.1.2. Lease Period

The lease period is to be for a period of (60) sixty months and the contract should include the option for a further extension of the accommodation to be negotiated.

4.1.3. Office Space Requirements

The size of accommodation required by CIPC is to be between 280m² and 300m² which is to be divided into a front and back office. The back office will be inclusive of office accommodation, storage, server room, manager's office, kitchen and security control room.

NB: CIPC will not consider any office space requirements that falls out of the range cited above.

4.1.4 Parking

Ten (10) parking bays for CIPC officials is to be included in the lease and the building should comprise of access controlled public parking with capacity to cater for at least (50) fifty CIPC clients visiting the office. The parking must be well-lit and patrolled by security officers.

4.1.5 Grading

The accommodation is to be a Grade B (Prime) or Grade C (Prime -) on the comparative accommodation grading scale and the bidder must provide proof which is not older than 12 months. The proof of grading must be issued by an organisation accredited by the South African Property Ownership Association (SAPOA) and in line with their requirements.

4.1.6 Occupancy

The accommodation must be an existing building, ready for occupancy by the CIPC on the 01 February 2024, immediately after completion of the tenant installation and network infrastructure. The appointed landlord will be expected to finalise the tenant's installation in (6) six weeks once a purchase order is issued.

4.1.7 Safety

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

4.1.8 Security

The accommodation must be located within a building which is safe and the premises is safeguarded (24) hours by a security service provider. The mall must be at all times patrolled by security officers reporting to a security control room.

4.1.9 Access to Persons with Disabilities

The accommodation including the parking must be accessible or prepared for access for persons with disabilities as prescribed in legislation.

4.1.10 Ablution Facilities

The accommodation must provide for fully functional new or refurbished ablution facilities (Male, Female & Persons with Disabilities) that meets the OHS Act requirements, preferably separate from the public. If the ablutions are shared by multi companies, the landlord is to provide cleaning service. The building must also provide ablution facilities for public, preferably separate from staff.

4.1.11 Ceiling Tiles

A provision must be made to replace broken or untidy ceiling tiles with new ones.

4.1.12 Amenities

The accommodation must be a clean and conducive environment and facilities, cleaning and hygiene services well managed and maintained. Cleaning of the exterior of the office space and other common areas shared with other tenants remains the responsibility of the landlord.

4.1.13 Power

- The accommodation must have a reliable back-up power source to ensure the minimum interruption of business operations, and in case of power outages. **(This is to be included in the lease).**
- A separate electrical meter reader must be installed and metered separately, and power factor correction and Auto Voltage Regulation (AVR) equipment shall be installed. The installation must comply with all the relevant building regulations and COC must be issued.

4.1.14 Water

The accommodation must have clean and constant supply of water to the kitchen, water cooler and CIPC reserves the right to test the quality of water at any time.

4.1.16 Maintenance

The landlord must 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).**

4.1.17 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 and CIPC (24) hour security control room. All fire equipment, including the “portable” fire equipment, needs to be provided and maintained by the landlord as part of the lease.

4.2. TENANT INSTALLATION

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

4.2.1 Tennant Fit-out

4.2.1.1 Shop front

The shop front windows and doors are to be secured by a roller-shutter or retractable security gate depending on the location of the office space to secure the premises, personnel and assets when required and afterhours. The office windows shall be fitted with a dark film should it face the direction to protect the officials from exposure to the effect of sunlight.

4.2.1.2 Front Office

Dry-walling: The front and back offices 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. (To be addressed in the Briefing Session)

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 fourteen (14) "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, needs 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 (16) computer workstations, are to have a dedicated power point, secured within an enclosed conduit and/or trunking where required. At least (6) computer workstations must be linked to a back-up battery power supply unit or generator to ensure business continuity in the event of a power failure or emergency situation. 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, reception desk, 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 & **Firearm Storage Area:** Construct a user-friendly facilities for visitors to check in and store their firearms.

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 or generator 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.

4.2.1.3 Back Office

The back office layout structure must be able to accommodate the following:-

No.	Description	Square meters	Power Point	Quantity
1	Server Room – Constructed using brick and mortar	4m	Min 5	-
	Security Control Room – Brick and mortar	25m	Min 18	4
	Store Room – Dry wall partitioning	3m	1	-
	Manager Office – Dry wall partitioning	9m	X2	1
	Kitchen – part of the open plan	-	Min 6	-
	Open Plan Workstations – Built-in workstation using wood/printer	-	Min 18	12

Back Office: The back office 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 an Ablution Facilities for staff and 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 and fitted with a lockable door to separate the back and front office.

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.

Workstation Area: All (12) workstations must be built-in and constructed from materials with a dark wooden grain laminated wood finish with lockable cabinets and duplicate keys.

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 must be made on a "Black Granite" top. A fridge, microwave oven and water cooler shall be provided for the kitchenette by CIPC.

Storeroom: The storeroom should comprise of a ventilated approximate 3m² secure structure, to be fitted with steel racks for storage of files, stationary, cleaning- and other essential- materials to be stored.

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

Electrical Power: Adequate power points are to be provided with 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, server room, security control room equipment, 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.

4.1.2.4 Security Control Room

Air-conditioning and Ventilation: The security control room and server room shall be well ventilated, and equipped with separate air-conditioning system controlled separately from the entire office, maintained by the landlord as part of the lease.

Door: The door to the security control room shall be made of a solid wooden, fitted with a minimum four (4) lever security locking mechanism, and separate from the entrance of the office.

Lighting: The security control room and server room lighting must be in accordance to the legislation and fitted with economical cool white bulbs/fluorescent tubes.

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

4.1.3 General

- i. Potential bidders will be provided with information regarding the tenant fit-out, 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, can be viewed at the CIPC SSC located at Sancardia Mall, 1st floor, 541 Madiba Street, Arcadia, Pretoria.
- 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. As part of the proposal bidders are required to provide a detailed space plan drawing in line with CIPC requirements above, for sign-off by CIPC and on which the contractor is to execute the tenant fit-out. The fees associated with the tenant’s installation / Fit-out, 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.

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

5. ENVISIONED TIMEFRAMES FOR OCCUPANCY

The proposed accommodation should be ready for occupancy by the **01 February 2024**. The appointed landlord will be expected to finalise the tenant’s installation in (6) six weeks once a purchase order is issued.

6. CONTRACT DURATION

The contract period with the successful landlord will be for a period of (60) sixty months commencing on 01 February 2024, of which the tenant’s installations project will be expected to be completed.

7. SPECIAL CONDITIONS

- i. The bidder must provide assurance/guarantee to the integrity and safe keeping of the information (that it will not amended/corrupted/distributed/permanently stored/copied by the service provider) for the duration of the contract and thereafter;
- ii. CIPC reserves the right to negotiate with the successful bidder on price;
- iii. Travel between the consultant's home, place of work to the **dti Campus** (CIPC) will not be for the account of CIPC, including any other disbursements unless agreed to in writing by CIPC prior to the expense being incurred;
- iv. 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);
- v. No advance payment will be made. Payment would be made in terms of the deliverables or other unless otherwise agreed upon by CIPC and the successful bidder. CIPC will pay within the prescribed period according to PFMA;
- vi. The price quoted by the prospective service provider must include Value Added Tax (VAT);
- vii. 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;
- viii. The successful bidder must ensure that the information provided by CIPC during the contract period is not transferred/copied/corrupted/amended in whole or in part by or on behalf of another party;
- ix. Further, the successful bidder may not keep the provided information by way of storing/copy/transferring of such information internally or to another party in whole or part relating to companies and/or close corporation;
- x. As such all information, documents, programs 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 and/or his/her delegate;
- xi. The service provider will therefore be required to sign a Declaration of Secrecy with CIPC. At the end of the contract period or termination of the contract, all information provided by CIPC will become the property of CIPC and the service provider may not keep any copy /store/reproduce/sell/distribute the whole or any part of the information provided by CIPC unless authorized in terms of the Declaration of Secrecy;
- xii. The Service Provider (successful bidder) will be required to sign a Service Level Agreement with CIPC prior to the commencement of the contract; and
- xiii. Compliance with PFMA regulations in terms of the safeguarding of assets and adequate access control must be guaranteed. Assets include all infrastructure, software, documents, backup media and information that will be hosted at the Offsite ICT Recovery Site. These security measures must be specified in the SLA.
- xiv. As the commencement of this contract is of critical importance, it is imperative that the prospective Service Provider has resources that are available immediately. Failure to commence with this contract immediately from date of notification by CIPC could invalidate the prospective Service Provider's proposal.
- xv. The Service Provider shall be required to provide training & skills transfer for the services as per paragraph 3 of this document.
- xvi. Service Provider shall provide CIPC with all the license documentation that CIPC is entitled to as per the costing of the licenses.
- xvii. The Service Provider shall be required to provide training & skills transfer for the services as per paragraph 3 of this document.
- xviii. Bidders shall be subjected requested to demonstrate all claims made in the proposal.
- xix. The resources that a bidder supply will be subjected to an assessment results which will determine the suitability of the service provider to implement against the assignment of the ToR. Failure to provide suitable candidates will lead to cancellation of award of the tender.
- xx. CIPC reserves the right not to make this appointment

8. EVALUATION PROCESS (Criteria)

The 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).

Evaluation (Phases)

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

8.1 PHASE 1: COMPLIANCE TO MINIMUM REQUIREMENTS AND MANDATORY REQUIREMENTS

During Phase 1 all bidders will be evaluated to ensure compliance to minimum document requirements. Without limiting the generality of the CIPC's other critical requirements for this Bid, bidder(s) **must submit the documents** listed in the **Table** below. All documents must be completed and signed by the duly authorized representative of the prospective bidder(s). During this phase Bidders' response will be evaluated based on compliance with the listed administration and mandatory bid requirements. All bidders that comply with the minimum requirements will advance to Phase 2.

Item No	Document that must be submitted	Compliance provide ANSWER: Yes /No	Non-submission may result in disqualification
1.	Invitation to Bid – SBD 1		Complete and sign the supplied pro forma document.
2.	Tax Status – SBD1		a) Bidders must submit Tax Clearance Certificate (TCC) PIN b) The TCS PIN will be used for the verification of tax compliance status a Bidder
3.	Declaration of Interest –SBD 4		Complete and sign the supplied pro forma document.
4.	Preference Point Claim Form – SBD 6.1		Non-submission will lead to a zero (0) score on BBBEE
5.	Declaration of Bidder's Past Supply Chain Management Practices – SBD 8		Complete and sign the supplied pro forma document.
6.	Certificate of Independent Bid Determination – SBD 9		Complete and sign the supplied pro forma document.
7.	Registration on Central Supplier Database (CSD)		The Service Provider is encouraged to be registered as a service provider on the Central Supplier Database (CSD). Visit https://secure.csd.gov.za/ to obtain your Vendor number. Submit PROOF of registration on the Central Supplier Database (CSD Report) SUBMIT SUPPLIER NUMBER AND UNIQUE REFERENCE NUMBER
8.	NB: Pricing Schedule: Compliance to PAGE 19 AND 21 ANNEXURE "A" FAILURE TO COMPLY WITH THIS REQUIREMENT SHALL IMMEDIATELY DISQUALIFY A BIDDER.		<ul style="list-style-type: none"> • Submit full details of the Price Proposal in a separate SEALED envelope. • Price must be carried over to BOTH SBD 3.3 (Pricing Schedule) and SBD FORM1: (Invitation for Bids). <i>The Total Bid Amount (CEILING AMOUNT) will be used for the evaluation of bids therefore it must be inclusive of all costs for the duration of the contract)</i> FAILURE TO COMPLY WITH THIS REQUIREMENT SHALL IMMEDIATELY DISQUALIFY A BIDDER.
9	IMPORTANT: SUBMISSION OF USB REFER TO PAGE 4 AND PAGE 5 BIDDERS TO READ AND UNDERSTAND THE CONDITIONS STATED ON PAGE 3 TO 5 OF THIS TOR FAILURE TO COMPLY WITH THIS REQUIREMENT SHALL IMMEDIATELY DISQUALIFY A BIDDER.		<ol style="list-style-type: none"> 1. Bidders must submit a USB with their proposal- 1 copy of the original document 2. USB to be submitted in pdf format and to be read only 3. All documents to be signed and bidders initial each page 4. Bidders must check that USB sticks open, are readable, and contain no blank pages, documents, or folders. Ensure that each folder created is numbered, and avoid clustering folders with many documents rather create separate folders. 5. No password protected USB allowed. Do not submit CDS 6. Bidders will be disqualified should the requirements mentioned on page 3 and 6 not complied with.
10	BIDDERS TO INDICATE IF THEY READ AND UNDERSTOOD THE CONDITIONS STATED IN PAGE 3 TO PAGE 6 OF THIS TOR		FAILURE TO COMPLY WITH THIS REQUIREMENT SHALL IMMEDIATELY DISQUALIFY A BIDDER.
11.	Proof of building evaluation grading by accredited SAPOA or SAPOA accredited service provider'		The Service Provider is must submit proof of building evaluation grading report for the past 12 months from SAPOA or SAPOA accredited service provider' FAILURE TO COMPLY WITH THIS REQUIREMENT SHALL IMMEDIATELY DISQUALIFY A BIDDER
12	IMPORTANT: SUBMISSION OF PROPOSE BUILDING FLOOR PLAN DRAWING AS PER CIPC REQUIREMENTS.		Bidders must submit a detailed building floor plan drawing/sketch in line with CIPC requirements, for sign-off by CIPC and on which the contractor is to execute the tenant fit-out FAILURE TO COMPLY WITH THIS REQUIREMENT SHALL IMMEDIATELY DISQUALIFY A BIDDER.

ALL BIDDERS THAT COMPLY WITH THE MINIMUM REQUIREMENTS WILL ADVANCE TO PHASE 2.

8.2 PHASE 2: FUNCTIONAL EVALUATION AND COMPLIANCE TO SPECIFICATION

- 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:

Cr.No	FUNCTIONALITY EVALUATION CRITERIA	RATING					WEIGHT	TOTAL SCORE
		1	2	3	4	5		
1	<p>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.</p> <p><u>Ratings to be awarded as follows:</u></p> <ol style="list-style-type: none"> Score = 1 No Lease submitted Score = 2 Lease submitted and not meeting all above. Score = 3 Signed lease and meeting all above. Score = 4 Signed lease agreement with list of tenants Score = 5 Signed Lease agreement, list of tenants and building ownership. 						25	
2	<p>Provide a current building Report from SAPOA indicating the building Grading.</p> <p><u>Ratings to be awarded as follows:</u></p> <ol style="list-style-type: none"> Score = 1 Report with no grading/very poor Score = 2 Report with Grade C Score = 3 Report with Grade B Score = 4 Report with Grade A Score = 5 Report with Grade P 						20	
3	<p>A detailed building floor plan drawing/sketch pointing out the front and back office, server room, security control room, office, store room, etc.</p> <p><u>Ratings to be awarded as follows:</u></p> <ol style="list-style-type: none"> Score = 1 Floor plan not in compliance Score = 2 Floor plan meeting some of the above Score = 3 Floor plan meeting all requirements Score = 4 Detailed floor plans/sketch detailing all the above requirements, which confirmation location of the propose office as ground floor and a front office. Score = 5 Detailed floor plans/sketch with extensive details of all the above, which confirmation location of the propose office as the ground floor and a front office, and 3D floor plans plus more adds ons information. 						20	
4.	<p>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.</p> <p><u>Ratings to be awarded as follows:</u></p> <ol style="list-style-type: none"> Score = 1 No Registration/Affiliate registration submitted Score = 2 Partly compliant documents (document submitted not up-to-date) Score = 3 Submit proof of up-to-date registration with one of the building organisation (SAPOA, NHRBRC, SACSC, etc.). Score = 4 Submit up-to-date proof of registration with two of the building organisation (SAPOA, NHRBRC, SACSC, etc.). Score = 5 Submit up-to-date proof of registration with three or more building/property organisations (SAPOA, NHRBRC, SACSC, etc.) 						20	
5.	<p>Proof of building compliance to all Building, Safety & Emergency Legislation (e.g.) SANS 10040, as amended and Fire and Local Municipal Fire Legislation, Regulations.</p> <p><u>Ratings to be awarded as follows:</u></p> <ol style="list-style-type: none"> Score = 1 None compliant. Score = 2 Inadequate proof Score = 3 Proof of Occupational Certificate Score = 4 Proof of Occupational Certificate and COC Score = 5 Proof of Occupational Certificate, COC, Fire Safety Certification 						15	
TOTAL							100	

NOTE:

- 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**
- Functionality will count out of 100 points. Bidders must achieve a minimum score of **60 points out of 100** on the functionality evaluation to proceed to the next phase.
- Only Bidders who scored 60 or more points that will be evaluated for phase 3: **Site visit and Presentation**
- BIDDERS THAT ACHIEVE LESS THAN 60 POINTS ON FUNCTIONALITY WILL BE DISQUALIFIED FOR FURTHER EVALUATION**

8.3 PHASE 3: SITE VISIT AND PRESENTATION

- All bidders that advance to Phase 3 will be evaluated by a panel to determine compliance to the site visit and presentation requirements of the bid.
- The evaluation will be rated out of 100 points and will be determined as follows:
- Bidders to provide information as per below requirements

Cr.No	<u>SITE VISIT AND PRESENTATION</u>	RATING					WEIGHT	TOTAL SCORE
		1	2	3	4	5		
1.	<u>Building Location</u> What is the physical address of the proposed office premises? How far is the premises in distance (km) from the current office location, Suncardia Mall, 1 st Floor, 541 Madiba Street, Arcadia, Pretoria? <u>Ratings to be awarded as follows:</u> 1. Score 5: Within a radius of 200m 2. Score 4: Within a radius between 200m and 300m 3. Score 3: Within a radius between 300m and 400m 4. Score 2: Within a radius between 400m and 600m 5. Score 1: Within a radius of more than 600m						10	
2.	<u>Building Location</u> How far is the premises in distance (m/km) from bus stop (s) and taxi routes? <u>Ratings to be awarded as follows:</u> 1. Score 5: Within a radius of 200m 2. Score 4: Within a radius between 200m and 300m 3. Score 3: Within a radius between 300m and 400m 4. Score 2: Within a radius between 400m and 600m 5. Score 1: Within a radius of more than 600m						10	
3.	<u>Does the premises provide easy access from the street and is it clearly visible?</u> <u>Ratings to be awarded as follows:</u> 1. Score 1: Very poor/ not compliant 2. Score 2: Partly compliant 3. Score 3: Compliant premises 4. Score 4: Compliant with clear access and visibility 5. Score 5: Compliant with clear, open, visible, marked access						10	

CONTINUATION OF PHASE 3: SITE VISIT AND PRESENTATION

Cr.No	SITE VISIT AND PRESENTATION	RATING					WEIGHT	TOTAL SCORE
		1	2	3	4	5		
4.	<p>Is the premises properly guarded with sufficient personnel & security systems for (24/7) hours (365) days a year?</p> <p><u>Ratings to be awarded as follows:</u></p> <p>1. Score 1: Very poor security (i.e. insufficient security personnel & security measures (security lights, intrusion detection, training, evacuation plans & procedures, cameras, etc.), main entrance inadequately secured to prevent intrusion, precisely during industrial or night.</p> <p>2. Score 2: Poor security (i.e. the building will either have sufficient security personnel or security measures (security lights, intrusion detection, training, evacuation plans & procedures, cameras, etc.), not both.</p> <p>3. Score 3: Compliant to security (i.e. building will have sufficient security personnel, and security measures (security lights, intrusion detection, training, evacuation plans & procedures, cameras, etc.).</p> <p>4. Score 4: Compliant to security (i.e. building will have sufficient security personnel, security measures (security lights, intrusion detection, training, evacuation plans & procedures, cameras, etc.), and building entrance is adequately secured with security gates.</p> <p>5. Score 5: Compliant to security (i.e. building will have sufficient security personnel, security measures (security lights, intrusion detection, training, evacuation plans & procedures, cameras, etc.), security station, signage advising on the security presence and building entrance is adequately secured with security gates.</p>						15	
5.	<p>Demonstrate whether the building has Emergency Power Generator.</p> <p><u>Ratings to be awarded as follows:</u></p> <p>1. Score 1: Generator is available (Dysfunctional and no service record)</p> <p>2. Score 2: Generator is available but partly maintain or service (maintenance record and tested)</p> <p>3. Score 3: Generator is available, well maintained or serviced (up-to-date service/maintenance record)</p> <p>4. Score 4: Generator is available, well maintained or serviced (up-to-date service/maintenance record) by certified professional, and regularly testing with up-to-date load testing record.</p> <p>5. Score 5: Generator is available, well maintained or serviced (up-to-date service/maintenance record), serviced by certified professionals, maintenance schedule follows manufacturer recommendations and regularly testing with up-to-date load testing record.</p>						20	
6.	<p>Does the premises have a fire detection- and/or fire suppression- system and is it linked to the control room?</p> <p><u>Ratings to be awarded as follows:</u></p> <p>1. Score 1: Available & dysfunctional (no testing, no maintenance record, very poor fire safety, dysfunctional emergency equipment.</p> <p>2. Score 2: Available but not compliance (Partial testing & service, incomplete maintenance record, poor fire safety, ill-maintained emergency equipment)</p> <p>3. Score 3: Available & properly maintained and serviced, Fire safety in place, up-to-date emergency equipment.</p> <p>4. Score 4: Available & properly maintained and serviced, up-to-date record for the past 24 months. Up-to-date & sufficient emergency equipment (fire extinguisher, fire alarm, emergency light, first aid kit, horse reels, etc.).</p> <p>5. Score 5: Available & properly maintained and serviced, up-to-date record for the past 24 months. Up-to-date & sufficient emergency equipment (fire extinguisher, fire alarm, emergency light, first aid kit, horse reels, etc.). Displayed Floor plans & evacuation plans (step-by-step instruction), and exit and entrance signage.</p>						15	

CONTINUATION OF PHASE 3: SITE VISIT AND PRESENTATION

Cr.No	<u>SITE VISIT AND PRESENTATION</u>	RATING					WEIGHT	TOTAL SCORE
		1	2	3	4	5		
7.	<p>Is the area where the building is located seen as a “generally safe” environment?</p> <p><u>Ratings to be awarded as follows:</u></p> <p>1. Score 1: Very poor access to people with disabilities, (i.e. dysfunctional ramps and elevators, insufficient accessibility to restrooms, neglected exteriors (i.e. falling debris, unstable balconies or railings), close proximity (i.e. 50m and less) to high risk businesses (taxi rank, tavern, brothel, etc.)</p> <p>2. Score 2: Partly compliance to Building Regulation, OHS Act, etc. Poor access to people with disabilities, (i.e. ramp and dysfunctional elevators or escalator, insufficient accessibility to restrooms, neglected exteriors (i.e. falling debris, unstable balconies or railings), close proximity (i.e. 100m to 50m) to high risk businesses or buildings (taxi rank, tavern, brothel, etc.)</p> <p>3. Score 3: Compliance to Building Regulation & OHS Act. Adequate access to people with disabilities, (i.e. ramps and elevators, sufficient accessibility to restrooms, maintained exteriors (i.e. Debris, balconies or railings), close proximity (i.e. 200m to 100m) to high risk businesses or building (taxi rank, tavern, brothel, etc.)</p> <p>4. Score 4: Compliance to Building Regulation & OHS Act. Proper access to people with disabilities, (i.e. ramps and elevators, more than sufficient accessibility to restrooms, maintained exteriors (i.e. Debris, balconies or railings), close proximity (i.e. 300 to 200m) to high risk businesses (taxi rank, tavern, brothel, etc.)</p> <p>5. Score 5: Compliance to Building Regulation & OHS Act. Adequate access to people with disabilities, (i.e. ramps and elevators (i.e. well maintained with service record), more than sufficient accessibility to restrooms, maintained exteriors (i.e. Debris, balconies or railings), close proximity (i.e. 400 to 300m) to high risk businesses (taxi rank, tavern, brothel, etc.)</p>						10	
8.	<p>What modes of transport are there is close proximity which clients could use and indicate how far from the building?</p> <p><u>Ratings to be awarded as follows:</u></p> <p>1. Score 1: Within a radius between 100m (taxi routes, bus stop, etc.)</p> <p>2. Score 2: Within a radius between 200m and 300m (taxi routes, bus stop, etc.)</p> <p>3. Score 3: Within a radius between 300m and 400m (taxi routes, bus stop, etc.)</p> <p>4. Score 4: Within a radius between 400m and 500m (taxi routes, bus stop, etc.)</p> <p>5. Score 5: Within a radius between 600m (taxi routes, bus stop, etc.)</p>						10	
	TOTAL						100	

NOTE:

- 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**
- Site visit and presentation will count out of 100 points. Bidders must achieve a minimum score of **60 points out of 100** on the site visit and presentation to proceed to the next phase.
- Only Bidders who scored 60 or more points that will be evaluated for phase 4:**PRICING**
- BIDDERS THAT ACHIEVE LESS THAN 60 POINTS ON FUNCTIONALITY WILL BE DISQUALIFIED FOR FURTHER EVALUATION**

8.4 PHASE 4: PRICING AND PREFERENTIAL PROCUREMENT POLICY

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 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

- Provide fixed price quotation for the duration of the contract
- Cost must be VAT inclusive and quoted in South African Rand
- Costing should be aligned with the project activities / project phases

BROAD BASED BLACK ECONOMIC EMPOWERMENT (BBBEE)

- Provision of the Preferential Procurement Policy Framework Act (PPPFA), Act 5 of 2000 and its regulations 2017 will apply in terms of awarding points.
- Preference Points Claim Form, SBD 6.1 should be completed and signed by the bidder to be able to claim preference points.
- Calculation of points for B-BBEE status level contributor:
- Points will be awarded to a bidder for attaining the B-BBEE status level of contributor in accordance with the table below:
- Failure to submit a certificate from accredited verification agency substantiating the B-BBEE status level of contribution or is a non-compliant contributor, such bidder shall score 0 points out of the allocated maximum points for B-BBEE.

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

9. BRIEFING SESSION

PLEASE NOTE THAT THERE IS A BRIEFING SESSION SCHEDULED FOR THIS. BIDDERS WHO DID NOT ATTEND THE BRIEFING SESSION WILL NOT BE ALLOWED TO BID

<u>PLEASE NOTE</u> <u>COMPULSORY</u> BRIEFING SESSION/SITE VISIT	DATE: 08 SEPTEMBER 2023 TIME: 11H00 AM VENUE: SUNCARDIA MALL, 1ST FLOOR, 541 MADIBA STREET, ARCADIA, PRETORIA. IT IS COMPULSORY THAT BIDDERS ATTEND THE SESSION
---	--

10. ANNEXURE (“A”): BID PRICING

PAGES 19,20 AND 21 TO BE INCLUDED IN THE PRICE FOLDER AS WELL AS IN THE SEALED PRICE ENVELOP TOGETHER WITH ALL OTHER PRICE DOCUMENTS AS LISTED BELOW

No	PRICING INSTRUCTIONS: BIDDERS TO COMPLY WITH ALL REQUIREMENTS
1.	<u>Applicable Currency:</u> <ul style="list-style-type: none"> All prices shall be quoted in South African Rand.
2.	<u>Completion of Pricing Schedule:</u> <ul style="list-style-type: none"> Bidders shall complete the pricing schedule in full, inserting all the information required therein. In addition to the pricing schedule in this bid document, bidders may prepare a more detailed pricing schedule should they wish to do so, and include this in their pricing proposal, provided that such additional pricing schedule is in line with the deliverables on the CIPC issued pricing schedule.
3.	<u>Applicability of Quoted Prices:</u> <ul style="list-style-type: none"> All quoted prices must remain firm for the duration of the contract, unless stipulated otherwise in the special conditions of contract. The condition must be stated in SBD3.3 as well
4.	<u>Total Bid Cost:</u> <ul style="list-style-type: none"> Prices quoted must include all applicable taxes including VAT, less all unconditional discounts, plus all costs to deliver the services and/or goods. Note: Service providers will be responsible for all costs e.g. transportation for ALL activities associated with this bid. It is therefore the bidder's responsibility to ensure that all costs are included in the price proposal submitted to CIPC
5.	<u>Exchange Rate Fluctuations:</u> <ul style="list-style-type: none"> Where imported goods or services are to be used, and pricing is subject to exchange rate fluctuations, the applicable foreign currency must be stipulated, as well as the <u>exchange rate at the time of bidding.</u> The portion of the bid price subject to exchange rate fluctuations must be stated <u>in the pricing schedule- SBD 3.3</u>
6.	<u>Bid Price Calculation:</u> <ul style="list-style-type: none"> Bidders to not that estimates of quantities are provided to allow for the calculation of a bid price that allows equal comparison between bidders.
7.	<u>IMPORTANT</u> <ul style="list-style-type: none"> <i>Electricity must be excluded from this quotation as separate electrical meter reader must be installed</i> <i>Bidders are requested not to include electricity amount in this quotation.</i>
8.	<u>Applicable SBD Document to be included in the USB as well as sealed Pricing envelop</u> <ol style="list-style-type: none"> THIS PRICING SCHEDULE (ANNEXURE H (“A”) SDB 3.3: PRICING SCHEDULE SBD FORM 1: INVITATION TO BIDS FOR A BIDDER <u>MUST</u> ATTACH PRICE BREAKDOWN IN THE BIDDER'S COMPANY LETTERHEAD SIGNED BY AUTHORISED REPRESENTATIVE

FAILURE TO COMPLY WITH ALL THE ABOVE REQUIREMENTS FOR PRICING SHALL IMMEDIATELY INVALIDATE THE BID

Note

The proposed accommodation should be ready for occupancy by the **01 February 2024**. The appointed landlord will be expected to finalise the tenant's installation in (6) six weeks once a purchase order is issued.

- Any escalation percentage (%) per year must be clearly indicated without hidden costs and this must be inclusive for the duration of the contract period (60 months);
- 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.
- The costing should be based on all requirements of the terms of reference for a period of 60 Months.
- Total Costing should be indicated per year from year 1 to 5 and a total bid price for year 1 to 5 must be stated.
- Prospective bidders must submit a total price as per table below clearly indicating the unit costs and any other costs applicable.
- Bidders to note that price validity is one hundred and twenty days (120) days

TABLE 1: (FORMAT FOR PRICE QUOTATION):

Item Number	Item Description	Monthly Amount (VAT inclusive)	Total Annual Amount (VAT Exclusive)	Total Annual Amount (VAT Inclusive)
1.	Monthly rental	R	R	R
2.	Monthly parking Bays (x10)	R	R	R
4.	Operating cost:			
a)	Rates and Taxes	R	R	R
b)	Water Consumption	R	R	R
c)	Sanitary Services	R	R	R
d)	Refusal Removal	R	R	R
e)	Tenants Installation/Allowance	R	R	R
f)	City Improvement District Levies (CID)	R	R	R
	Any other costs – please specify Please provide full details of the item.	R	R	R
5.	Internal Maintenance	R	R	R
6.	Air conditioning	R	R	R
7.	Generator Charges	R	R	R
8.	Common areas	R	R	R
	Any other costs – please specify Please provide full details of the item.	R	R	R
10.	Contract costs			
11.	Stamp duty			
12.	Firefighting equipment			
13.	Any other relevant cost			
	Any other costs – please specify Please provide full details of the item.	R	R	R

FAILURE TO COMPLY WITH ALL THE ABOVE REQUIREMENTS FOR PRICING SHALL IMMEDIATELY INVALIDATE THE BID.

Year 1 (R000)	Year 2 (R000)	Year 3 (R000)	Year 4 (R000)	Year 5 (R000)	Total (R000)
Including annual escalation)	(Including annual escalation)	(Including annual escalation)	(Including annual escalation)	Including annual escalation)	
TOTAL FOR PERIOD OF 5 YEARS				Price VAT excl.	
(Ceiling price to be carried over to SBD 3.3 and SBD form 1 for the duration of the contract. the total bid price will be used for price evaluation purposes)				VAT	
				TOTAL	

FAILURE TO COMPLY WITH ALL THE ABOVE REQUIREMENTS FOR PRICING SHALL IMMEDIATELY INVALIDATE THE BID

ANNEXURE “B”**THE FORM BELOW MUST BE COMPLETED BY ALL BIDDERS****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 ²	
7	Monthly Rental	
8	Estimated Rates & Taxes	
9	Lease period	
10	Name of the Landlord	
11	Who is responsible for general building maintenance and repairs?	
12	Is the building classified as “Green Building”?	
13	What amount is provided for “tenant installation”?	
14	Does the building have adequate amenities for staff and general public?	
15	Additional information	

11. SUBMISSION OF PROPOSALS

Sealed proposals will be received at the Tender Box at the Reception, 77 Mentjies 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 dtic** Campus, 77 Meintjies Street,

Sunnyside

PRETORIA

12. ENQUIRIES

A. Supply Chain Enquiries

Ms Ntombi Maqhula OR Mr Solomon Motshweni

Contact No: (012) 394 3971 /45344

E-mail: Nmaqhula@cipc.co.za OR SMotshweni@cipc.co.za

B. Technical Enquiries

Mr. Mzayifane Komane – Email: Mkomane@cipc.co.za

Note : It is the bidder's responsibility to call CIPC if they have any questions that have not been answered via email, as the system may have flagged their email as spam.

DEADLINE FOR SUBMISSION

BIDS OPENING DATE: 24 AUGUST 2023

BRIEFING SESSION: 08 SEPTEMBER 2023 (Compulsory refer to 18 of the TOR)

BIDS CLOSING TIME: 11: 00 AM

BIDS CLOSING DATE: 27 SEPTEMBER 2023

BIDDERS MUST ENSURE THAT BIDS ARE DELIVERED IN TIME TO THE CORRECT ADDRESS. LATE PROPOSALS WILL NOT BE ACCEPTED FOR CONSIDERATION

NB: IT IS THE PROSPECTIVE BIDDERS' RESPONSIBILITY TO OBTAIN BID DOCUMENTS IN TIME SO AS TO ENSURE THAT RESPONSES REACH CIPC, TIMEOUSLY. CIPC SHALL NOT BE HELD RESPONSIBLE FOR DELAYS IN THE POSTAL SERVICES AND BID DEPOSITED IN THE INCORRECT BID BOX