



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

## **ANNEXURE: “H”**

### **TERMS OF REFERENCE (“TOR”)**

**CIPC BID NUMBER: 02/2023/2024**

**DESCRIPTION: INVITATION TO SERVICE PROVIDERS TO  
SUBMIT PROPOSALS FOR THE SUPPLY  
INSTALLATION AND MONITORING OF CCTV  
CAMERA SYSTEM FOR THE CIPC OFFICES.**

**CONTRACT PERIOD: 5 YEARS**

**BID CLOSING DATE: 14 JUNE 2024**

**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 a valid Tax Clearance Pin for all price quotations exceeding the value of R30 000 (VAT included). Failure to submit the valid Tax Clearance Pin will result in the invalidation of this RFP. Certified copies of the Tax Clearance pin 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 Policy Framework Act (Act 5 of 2000) as amended together with Preferential Procurement Regulations, 2022
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 CIPC reserves the right to negotiate with the successful bidder on price.
8. The service provider must ensure that their work is confined to the scope as defined.
9. 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.
10. The Government Procurement General Conditions of contractors (GCC) will apply in all instances.
11. 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.
12. No advance payment(s) will be made. CIPC will pay within the prescribed period as per the PFMA.
- 13. All prices quoted must be inclusive of Value Added Tax (VAT)**
- 14. All prices must be quoted in South African Rand**
- 15. All prices must be valid for One hundred and twenty days (120) days**
16. 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.
17. 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.
18. 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.
19. 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.



20. 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.
21. 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.
22. CIPC will enter into Service Level Agreement with the successful Service Provider.
- 23. CIPC reserves the right not to award this bid to any prospective bidder or to split the award.**
- 24. 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) **All documents in the USB must open and be readable – CIPC will not be held liable for documents not opening**
- h) **USB'S WITH NO DOCUMENTS INCLUDED WILL BE DISQUALIFIED AS ONLY USB'S ARE USED FOR EVALUATION PURPOSES**
- i) The **USB** must contain the **exact** documents/ information submitted in the original copy for record keeping
- j) 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 blank 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 or number documents separatetly.
- k) **THE USB WILL BE USED FOR EVALUATION HENCE THE BIDDER IS REQUIRED TO ENSURE THAT THE USB CONTAINS ALL INFORMATION.**
- l) **CIPC WILL NOT BE HELD LIABLE FOR INCOMPLETE PROPOSALS/ INFORMATION SUBMITTED IN THE USB'S**
- m) **Score are allocated based on the information provided in the USB's**
- n) All pages must be signed; numbered and initial as per the Original copy
- o) The USB must be submitted in **PDF format ONLY** and must be **read ONLY; NO Passwords Protection**
- p) BIDDERS TO ENSURE THAT USB'S ARE WORKING PRIOR SUBMISSION
- q) Bidders to ensure that USB 's are not password protected
- r) IT IS THE BIDDERS RESPONSIBILITY TO VERIFY IF THE USB IS WORKING BEFORE SUBMISSION
- s) BIDDER'S WITH USB'S NOT OPENING OR PASSWORD PROTECTED WILL BE DISQUALIFIED



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**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) and SBD FORM 1: (Invitation for Bids).  
**AND COMPLIANCE TO ANNEXURE A FROM PAGE 23 TO 25**
- 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 21/22**
  - ❖ SBD1 - INVITATION TO BIDS
  - ❖ PRICE BREAKDOWN PREFERABLE IN THE BIDDERS LETTERHEAD SIGNED BY AN AUTHORISED REPRESENTATIVE

NB: Bidders must also refer to page 20 of 26 of the Terms of reference under Mandatory Requirements

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

**Please complete and sign**

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**

## 2. PURPOSE

The purpose of the bid is to invite suitably qualified and PSIRA registered SA owned service providers to bid for the provision of a new integrated CCTV camera system, which includes a 24/7 and 365 day monitoring and surveillance, armed response, and establishment of a new security control room. The monitoring and surveillance service is required for a period of (60) months with an option to extend the contract.

## 3. INTRODUCTION

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.

The CIPC headquarters is located at 77 Meintjies street, Sunnyside, Pretoria, while represented in other part of the country through three (3) Self Service Centers (SSC). Their address are as follows:

<b>Talis house,</b>	<b>Sancardia Mall</b>	<b>Shop 03</b>
<b>Cnr Simonds and Marshal Street</b>	<b>541 Madiba Street</b>	<b>Northern Rose House</b>
<b>Marshalltown</b>	<b>Arcadia</b>	<b>Thibault Square</b>
<b>Johannesburg</b>	<b>Pretoria</b>	<b>Cape Town.</b>

**NB: Those are the sites that requires new installation and arm response.**

## 4. BACKGROUND

There is an existing CCTV camera system within the CIPC Headquarters (77 Meintjies Street, Sunnyside, Pretoria), which requires an upgraded surveillance capacity. This existing infrastructure must be integrated into the new proposed CCTV camera and surveillance system to be designed, supply, installed and commission in each of the Self Service Centers (SSC). All three (3) SSC`s are similarly designed with the office divided into two parts, a client and back office for staff.

The client's office is fitted with ±14 Self Service Terminals (i.e. Computers fitted on the wall) for self service, while back office is made staff workstation with computers, office manager office, server room and kitchenette, back door leading to exit passage. The office requirements precise on number of cameras (IP camera) will be different from one SSC to another. The system must be able to detect intrusion through the intruder alarm system, reflected in the monitoring /surveillance panel, and confirmed on the monitored screens. An armed response unit must be on alert and ready to response to any emergency situation.

**NB: Primary objective is to detect early intrusion and respond according and on time.**



## 5. INVITATION

The purpose of the bid is to invite suitably qualified and PSIRA registered SA owned service providers to bid for the provision of a new integrated CCTV camera system, which includes a 24/7 and 365 day monitoring and surveillance, armed response, and establishment of a new security control room. The monitoring and surveillance service is required for a period of (60) months with an option to extend the contract.

## 6. OBJECTIVE

The primary objective of this bid is to provide for early intrusion detection system, which provides for the following;

- i Ensure clear, visible, useful, sharp, high-resolution and meaningful footage are produced;
- ii Ensure that high risk areas are monitored closely and effectively;
- iii Integration of new and existing security surveillance system;
- iv Enhancing and creation of events list (security alert);
- v Grouping of multiple security apparatuses into single monitoring platform (Intrusion detection, panic button, video surveillance, etc.);
- vi Proper recording and achieving of footage for easy retrieval for forensic review or investigation;
- vii Filtering and analysing of video footage (prioritising important security information, abnormal or suspicious behaviour for operator to review;
- viii Provision of a 24/7 and 365 days monitoring and arm response;
- ix Provide regular maintenance of the system, including the cameras.

## 7. SCOPE OF THE PROJECT

The scope of work includes, but is not limited to, the following:-

- a) Conduct a comprehensive site survey to assess all the CIPC premises and identify optimal camera placement for maximum coverage and effectiveness, while developing a detailed CCTV camera system design. Provide a comprehensive project plan, outlining the key milestones, timelines, and deliverables.
- a) Procure, install and configure all necessary CCTV equipment, including cameras, recording devices, network infrastructure, and supporting hardware ensuring seamless integration with existing security infrastructure within the “*the dtic*” campus.
- b) Conduct thorough testing and commissioning of the CCTV camera system, including fine-tuning camera angles, adjusting settings, and verifying functionality.
- c) Provide 24/7 and 365 days monitoring services, including real-time incident response (armed response services) and alarm management.
- d) Conduct regular maintenance and preventive inspections of the CCTV camera system to ensure ongoing functionality and optimal performance, including the existing CCTV camera system installed at the CIPC Office within the “*the dtic*” campus.

- e) Design, procure, install and configure all necessary and required equipment and software, including cameras, recording device (DVR, NVR) and other necessary equipment such as network infrastructure, monitors, cables, and power supplies to establish a new security control room.

### **7.1 Decommission existing CCTV Camera System**

- a. Locate the main power source for the CCTV cameras system and switch them off to prevent any electrical hazards during the decommissioning process;
- b. Cautiously remove each camera from its mounting position and patched or repair any wall or ceiling openings holes from the wall (Includes replacing ceiling tiles);
- c. Properly disconnect the wiring (power cables, video cables, and network cables) from their respective connections. We applicable label and organise the cables to simplify reinstallation in the future if necessary;
- d. Carefully remove the digital video recorders (DVRs), network video recorders (NVRs), monitors, switches, biometric, door readers, etc and uninstall them as well;
- e. Conscientiously dispose of all wiring in accordance to local regulations, and the process may include recycling.
- f. Document all components associated with the CCTV camera system (cameras, door readers, NVR, monitors, switches, DVR, etc) for each office and hand deliver to the CIPC Office, 77 Meintjies Street, Sunnyside, Pretoria.

### **7.2 Commission New CCTV Camera System & Security Control Room**

- a. Evaluate the office space setup with consideration on the exit, entrance, passages, blind spot, high risk areas, privacy, legal requirements, and advice CIPC on the best positions to place the cameras;
- b. Provided the appropriate cameras and equipment based on the CIPC requirements and based on the factors such as camera resolution, field of view, low-light performance, and any additional features needed (infrared for night vision). Select the appropriate recording device (DVR, NVR) and other necessary equipment such as monitors, cables, and power supplies, joystick, etc;
- c. All cameras must be installed in accordance with the manufacturer's instructions and best practices for installing the cameras, and ensure that cables are neatly routed and concealed where possible;
- d. Mount the cameras securely in the predetermined locations, ensuring proper alignment and stability;
- e. Attach the cameras to walls, ceilings, or specialised camera mounts using appropriate equipment;
- f. Connect the cameras to the appropriate power sources separate from the server power, either directly or through power over Ethernet (PoE) adapters if applicable;
- g. Connect the video cables from the cameras to the recording device or video management system (VMS);
- h. Carefully, ensure proper cable management and secure connections to prevent issues with power or signal loss;
- i. Configure the recording device and software: Set up the recording device (DVR or NVR) and configure the necessary settings;
- j. This includes configuring storage options, resolution settings, frame rates, recording schedules, and motion detection settings;
- k. Install any software or management applications required to access and control the CCTV system;





- l. Access each camera's configuration settings and adjust parameters as needed. This may include adjusting camera angles, focusing, zoom levels, exposure settings, motion detection sensitivity, and other camera-specific settings;
- m. Configure any advanced features such as video analytics or facial recognition if applicable;
- n. Perform thorough testing of the CCTV system to ensure it functions as intended. Test each camera's field of view, video quality, motion detection, and other features. Verify that the recorded footage is being stored correctly and can be accessed and reviewed. Test remote access to the system if applicable, ensuring that authorised personnel can view the live video feed or recorded footage remotely;
- o. Render training to the CIPC Officials (Facilities & Security including ICT) personnel who will be using or managing the CCTV system;
- p. Train the security officers who will be managing the CCTV system and familiarise them with the system's features, operation, and maintenance procedures;
- q. Create clear guidelines and procedures for accessing the system, reviewing footage, exporting video, and ensuring data privacy, security and supply a fault register for registration of any fault for reporting purpose;
- r. Provide CIPC with a detailed records of the commissioning process, including the camera layout plan, equipment specifications, configuration settings, and any modifications made. This documentation will be valuable for future reference, troubleshooting, and system upgrades;
- s. Develop a maintenance plan to ensure the CCTV system remains in optimal working condition and any logged fault shall be addressed within 4 hours; and
- t. The plan should include regular inspections and cleaning of cameras lenses, check cable connections, and perform software updates as recommended by the manufacturer.
- u. Configure Red phones in each SSC and connect to the Control room Fire panel.

### 7.3 Security Control Room

- a. Develop a System Design that outlines the placement of all the security control room equipment such as your monitors, server, computer, joysticks, communication, wiring, etc.
- b. Construct tenants installation/(fit-out) which includes built-in counter, workstation with lockable cabinets to place screen/monitors, computers, etc;
- c. Video Management System (VMS): A software platform that allows for the monitoring, recording, and management of video surveillance footage from CCTV cameras;
- d. Monitors: Multiple high-resolution monitors (3 x 55-inch LED Screen with display port and HDMI) to display live video feeds from CCTV cameras, as well as recorded footage and other relevant information. **CIPC will provide 2 x 55-inch LED Screen making the total screen (3) three;**
- e. CCTV Cameras: All network of surveillance cameras strategically placed in all CIPC Offices to capture and monitor activities in those premises. All PTZ cameras shall be pan-tilt-zoom cameras allowing for remote control and zoom capabilities using a joysticks;

- f. Digital Video Recorders (DVRs) or Network Video Recorders (NVRs): These devices are used to store and archive video footage captured by the CCTV cameras. They must provide storage capacity of 90 days and allow for easy retrieval of recorded footage when needed;
- g. Access Control System: An electronic system that controls and manages access to all secured areas. It must include biometric devices (fingerprint scanners), door locks, and an access control management software;
- h. Alarm Management System: A system that receives and manages alarms from various security devices, such as intrusion detection systems, fire alarm systems, or panic buttons. For operators to respond quickly to security incidents;
- i. Incident Management Software: A software application that enables operators to record, track, and manage security incidents. It provides a centralized platform for incident reporting, workflow management, and documentation;
- j. Communication Systems: radios, telephones for internal and external communication between control room operators, security personnel, law enforcement agencies and other stakeholders during emergencies or routine operations;
- k. Computer Workstations: Workstations equipped with computers, keyboards, and mice for control room operators to monitor video feeds, access and operate security systems, and communicate with other personnel; **NB CIPC will provide the required (3) Computers;**
- l. Network Infrastructure: Routers, switches, and servers to establish and maintain a secure and reliable network connection between various security devices and systems within the control room;
- m. Power Backup Systems: Uninterruptible Power Supply (UPS) units to ensure continuous operation of critical security equipment during power outages;
- n. Incident Display Boards: Large screens or display boards that show real-time updates on ongoing security incidents, alarm statuses, or emergency procedures;
- o. Documentation and Reference Materials: Manuals, standard operating procedures (SOPs), emergency response plans, floor plans (All CIPC Office Capture in the computer for easy reference), and other reference materials that provide guidance to control room operators;
- p. Ergonomic Furniture: Comfortable and adjustable chairs, desks (built-in), and consoles designed to support control room operators during long hours of monitoring and operation;
- q. Provision of three (3) PSIRA registered security officers in possession of a CCTV Surveillance Certificate from an accredited South African Qualifications Authority (SAQA) service provider and a Grade 12 certificate;
- r. Security supervisor with grade "B" for each shift and (2) Two security officers each shift with grade "C"; and
- s. The security officers are required 24 hours and 7 days a week (Day & Night), including public holidays and weekends to render monitoring and surveillance of the security control room.

## 8. FUNTIONAL REQUIREMENTS

### 8.1 Pretoria Self Service Centre

- a. 6 x 1 Dome Camera, 4MP IR 2.8mm, built in Mic, Infra-red, Fix lens 30m, face detection and event triggering;
- b. 2 x 1 PTZ 4MP Dome network camera, Optimal zoom, 2560 x 1440 resolution, face detection and event triggering;
- c. 2 x 1080P HD, Smoke detector, Wi-Fi Spy Camera, Wireless, IP Camera;



- d. Intruder alarm system (including break glass, passive infra-red, etc) covering main entrance, kitchen door, door leading to office via passage, and server room; and
- e. Biometric system covering **Server Room**, **Security Control Room** and **Door Separating Front & Back Office** door (system must have capacity to store data using read or write capabilities).

**NB: Number of biometrics must (3) covering doors as highlighted in the above sentence**

## 8.2 Johannesburg Self Service Centre

- a. 6 x 1 Dome Camera, 4MP IR 2.8mm, built in Mic, Infra-red, Fix lens 30m, face detection and event triggering;
- b. 2 x 1 PTZ 4MP Dome network camera, Optimal zoom, 2560 x 1440 resolution, face detection and event triggering;
- c. 2 x 1080P HD, Smoke detector, Wi-Fi Spy Camera, Wireless, IP Camera;
- d. Intruder alarm system (including break glass, passive infra-red, etc) covering main entrance, kitchen door, door leading to office via passage, and server room; and
- e. Biometric system covering **Server Room**, **kitchen door**, **Door separating back & front office**, and **back exit door** (system must have capacity to store data using read or write capabilities).

**NB: Numbers of biometrics must (4) covering doors as highlighted in the above sentence**

Remarks: The current lease agreement with landlord is due on the 31 August 2024, and provision must be made in the quotation for the relocation of the office (i.e. decommission and re-installation of the system) into a new building.

## 8.3 Cape Town Self Service Centre

- a. 6 x 1 Dome Camera, 4MP IR 2.8mm, built in Mic, Infra-red, Fix lens 30m, face detection and event triggering;
- b. 2 x 1 PTZ 4MP Dome network camera, Optimal zoom, 2560 x 1440 resolution, face detection and event triggering;
- c. 1 x 1080P HD, Smoke detector, Wi-Fi Spy Camera, Wireless, IP Camera
- d. Intruder alarm system (including break glass, passive infra-red, etc) covering main entrance, kitchen door and including server room;
- e. Biometric system covering **Server Room** and **Exit Door** (system must have capacity to store data using read or write capabilities).

**NB: Number of biometrics must be (2) two covering doors as highlighted in the above sentence**

## 8.4 THE DTIC Campus (Building block "F")

- a. 3 x 1080P HD, Smoke detector, Wi-Fi Spy Camera, Wireless, IP Camera
- b. 1 x Dome Camera, 4MP IR 2.8mm, built in Mic, Infra-red, Fix lens 30m, face detection and event triggering;

Remarks: The above cameras are an addition to the existing CCTV camera system in the "the dtic" campus meant to cover all blinds spots missed during the last installation.

## 8.5 Camera

- a. The cameras must be IP cameras with capability to capture good quality, visible, useful, sharp, high-resolution, undistorted and meaningful footage of the overall activities occurring in and around the office. The footage time zone in all the cameras (monitors) must be synchronise to be able to stand in the court of law.

Remarks: The successful bidders will be required to assess the decommissioned IP cameras and make a determination is they can be re-used in the CIPC Social Responsibility Partnership, which is meant to Fight against Crime.

## 8.6 Biometric & Access Control System

The system must be password protected, fully Power-Over-Ethernet capable. Must include emergency break glass units, door status monitoring and sound bomb, proximity exit buttons, magnate doors locks, etc.

## 8.7 Uninterrupted Power Supply

The successful service provider must make provision for an interrupted power supply (UPS) that provide power supply for up to 8 hours during power failure/loadshedding. The UPS must have a status display screen and self-starting features with an Ethernet communication interface.

## 8.8 Networking

- a. The installation must be run on a secured dedicated CIPC network provided and manage by CIPC ICT Division;
- b. Secure VPN connections must be established to and from the surveillance room across the Internet;
- c. All log data and management activities must be conducted across that link. The link will terminate at the CIPC Data Centers;
- d. It is required that connectivity of the surveillance room must be available 24/7 and 365 days for the duration of the contract; and
- e. Service providers are required to indicate how the proposed solution will be provisioned by means of a detailed architecture diagram and description of how this will be managed.

## 9. MAINTENANCE AND WARRANTY SERVICE LEVEL AGREEMENT

- a. The successful bidder shall include in his bid proposal all cost associated with maintenance (proactive and reactive) and replacements;
- b. Maintenance shall be conducted at regular intervals for the duration of the contract, and will cover the following the minimum requirements:-
  - Inspect the system installation according to the operator & maintenance documentation;
  - Make good any defects as required in terms of the guarantee given for the system installation in terms of the specifications; and
  - Attend to any complaints made by the client's authorised representative within 4 hours.
- c. Bidders must include a 36 months' warranty for all equipment supplied and render maintenance of the system for the duration of the contract;



- d. During the entire period of the contract the successful service shall be responsible for any faulty equipment, including the CCTV system installed in the CIPC head office, 77 Meintjies street, Sunnyside, Pretoria
- e. A service level agreement will be signed between CIPC and successful service provider;
- f. The service level agreement shall outline the remedies for default on maintenance and those will include monetary penalty that the service provider may be required to pay for failing to meet maintenance obligations; and
- g. Parties to the contract shall determine the amount or formula for calculating the penalty.

## 10. TESTING AND COMMISSIONING

- a. The service provider shall in writing notify CIPC of the completion of the installation and testing and propose the final testing date;
- b. The successful bidder is required to undertake testing and commissioning and shall ensure that all necessary test equipment has been recently calibrated by a relevant test authority, and installation was done in accordingly and all installed cameras are as per the requirements;
- c. All testing/commissioning equipment shall be supplied by the successful bidder and a qualified Engineer registered with ECSA, confirming that the work complies with the manufacturers and SABS standards and issue a testing report or certification certifying the installation;
- d. If the successful bidder is not qualified to perform specific tests, it shall be the duty of the successful bidder to appoint a relevant authority, deemed to be suitably competent to perform relevant tests;
- e. Before proceeding, the successful bidder shall submit copies of his/her workers for screening and his/her intended Quality Control Procedure (QCP) and Safety file to the CIPC for approval;
- f. The successful bidder is required to test the functionality of each sub-system to the CIPC's approval and acceptance before proceeding with the overall system functionality;
- g. Where point to point cable testing is carried out, the successful bidder shall produce documentation as evidence thereof, and allow further resources to check 100% of the devices in the presence of the CIPC; and
- h. Should the CIPC not be satisfied with the level of skill and quantity of resources provided to undertake the work described above, the CIPC reserves the right to obtain the expertise of a third party to undertake this work and the cost thereof recovered from the successful bidder

## 11. TRAINING AND INDUCTION

The successful service provider will be required to provide a training manual and transfer of skill to nominated personnel from Facilities and Security Unit, Information Technology or any other section of the CIPC.

## 12. DELIVERABLES

- a. Decommission and commission new system in the above CIPC Offices;
- b. Integrated the CCTV camera system, test, commission, monitor/surveillance and render arm respond;
- c. Provide regular maintenance of the installation, while rendering effective arm response to emergency situation; and
- d. Provide a comprehensive project and a detailed architectural drawing.

### 13. PROJECT REPORTING

- a. The successful service provider must provide a detailed project plan with timelines specifying acquisition of infrastructure, decommission, installation, test, commission and project management. The project shall be implemented in accordance with the terms of reference; and
- b. The successful service provider shall appoint a project manager who will report to the Snr Manager: Facilities and Security or his/her delegation. The service provider shall have compulsory bi-weekly meeting with the Snr Manager: Facilities and Security or his /her delegation for the duration of the contract period and in case of emergence, parties to the contract can propose an urgent meeting.

Remarks: The successful service provider must provide a commissioning roll-out plan before commencing with project.

### 14. SECURITY BACKGROUND CHECK

- a. The CIPC reserve the right to conduct a security background check in respect of the selected bidders, their Directors and staff; and
- b. Appointment of the successful service providers will be subjected to a positive background check and confirmation of SA ownership, registration with Private Security Industry Regulatory Authority, Companies and Intellectual Properties Commission and blacklisting verification with National Treasury.

### 15. LEGISLATIVE REQUIREMENTS

- a. The successful service provider shall comply with all the relevant legislation, including the OHS Act requirements, Health and Safety regulations applicable to CIPC and “*the dtic*” campus;
- b. The bidders are required to provide recent proof of letter of good standing with COIDA; and
- c. The successful bidder shall submit a safety file 14 days prior to the commencement of the project.

### 16. TERMINATION OF CONTRACT

The contract shall immediately be terminated should the successful service provider no longer qualify as a service provider in terms of Private Security Industry Regulatory Act, (Act No 56 of 2001), or deregistered in terms of the Companies Act or blacklisted by the National Treasury.

### 17. PROJECT PLAN

Bidders must indicate through a project plan, submit a comprehensive project execution plan comprising the approach and how to they will manage the scope, time, costs, risk, safety, quality, and communications (Including stakeholders engagement and management).

### 18. WORKING CONDITIONS



### 18.1 The CIPC Obligation

- a. The CIPC Snr Manager: Facilities and Security or his/her delegation will serve as the contact person on all matters relating to the project;
- b. The CIPC Snr Manager: Facilities and Security will review, evaluate and approve the services provided by the service provider against the service level agreement on an ongoing basis and prior to payment is made; and
- c. The CIPC will supply all reasonable, relevant, available data and information required and requested by the service provider for the proper execution of the services and such assistance as shall reasonably be required by service provider in carrying out their duties under this contract.

### 18.2 Successful Bidders Obligation

- a. To work closely with the Snr Manager: Facilities and Security or his/her delegation responsible for the project within the CIPC;
- b. Attend meetings when required as stipulated in the Terms of reference for the purposes of providing feedback on the project milestones, plenary sessions on issues related to the installation or any matters arising from or in connection therewith;
- c. The successful bidders will be responsible for its own computers and technical literature to adequately perform all the functions;
- d. The successful bidders must exercise all reasonable skill, care and diligence in the execution of the work and shall carry out their obligation in accordance with professional standards;
- e. The successful bidders must be willing to collaborate with the CIPC and other law enforcement agencies/stakeholder in the fight against crime in and around in all CIPC office;
- f. The successful bidders will be required to sign a confidentiality declaration form, undertaking to keep all the information at his/her disposal strictly confidential; and
- g. The successful bidders must plan and provide for all possible risks that may affect the delivery of the project on time and indicate what mechanisms are in place to manage such risks.

### 18.3 Proprietary rights

The proprietary right with regard to copyright, patents and any other similar rights that may result from the service rendered by the resource belong to CIPC.

- The final product of all work done by the resource, shall at the end of service period, be handed over to CIPC.
- The resource may not copy documents and/or information of the relevant systems for any other purpose than CIPC specific.

### 18.4 Indemnity / Protection / Safeguard

- The resources safeguard and set CIPC free to any losses that may occur due to costs, damage, demands, and



claims that is the result of injury or death, as well as any damage to property of any or all contracting personnel, that is suffered in any way, while delivering a service to CIPC.

- The resources safeguard and set CIPC free to any or all further claims for losses, costs, damage, demands and legal expenses as to the violation on any patent rights, trade marks or other protected rights on any software or related data used by the resources.

#### **18.5 Safety Governance**

- Refer to the Occupational Health and Safety Evaluation Criteria and Requirements Annexure B
- Refer to CIPC Acceptance of Occupational Health and Safety Legislation and Other Requirements Annexure C.
- The above-mentioned Annexure A and B shall be deemed as contractual requirements of the Terms of Reference and shall be used as mandatory evaluation Criteria.
- The resource must at all times follow the security measures and obey the rules as set by the organization.
- The successful bidder shall observe the site rules and regulations as stipulated by the CIPC. This includes all rules and regulations issued by the CIPC Health & Safety Manager.
- All personnel who conduct works on a designated construction site shall undergo a medical examination before commencing works onsite.

#### **18.6 Quality**

- The Senior Manager: Facilities and Security or his/her delegation will subject the quality and standard of service rendered by the successful bidder to quality control.
- Should CIPC, through the Senior Manager: Facilities and Security or his/her delegation, be of the opinion that the quality of work is not to the required level, the successful bidder will be required to produce a method statement.
- System integrators shall have existing accreditation in place or shall be able to indicate a commitment to gaining relevant ISO accreditation.
- The successful bidders shall provide a framework of deliverable operation and maintenance documentation before commencing with the project, and this equipment datasheets, operation manuals, maintenance procedures, configuration settings, as-built drawings.

#### **18.7 Equipment**

- The contractor shall ensure provision of Scaffolding and associated requirements, sufficient for use in delivering effective works according to contractual obligations. This shall include daily inspections of all erected scaffolding in compliance with the latest revision of the Occupational Health and Safety Act.
- The successful bidder shall ensure provision of Electrical power backup, sufficient for use in office environment, and in site environment for purposes of delivering effective works.

### **19. PRICING**





**TO BE COMPLETED; PRINTED AND INCLUDED IN THE SEALED ENVELOPE -PRICE PROPOSAL AND PLACED IN THE SEPARATE FOLDER IN THE USB MARKED "FINANCIAL PROPOSAL" OR PRICE PROPOSAL.**

- a. The proposal with supporting documents and the price schedule (highlighting price breakdown for the entire project, monthly cost for monitoring/surveillance including arm response must be submitted in separate envelopes as this will be attended to separately.
- b. Price should include all associated costs to complete the installation/project, as well as the repair, maintenance, monitoring and surveillance, including arm response to emergency situation for the duration of the contract.
- c. All prices must be VAT inclusive and quoted in South African Rand (ZAR), with details on price elements that are subjected to escalation and exchange rate fluctuations clearly indicated.
- d. The terms of payment are Net 30 days after receipt of invoice and acceptance of work.

#### THE FOLLOWING DOCUMENTS TO BE ATTACHED

1. SDB 3.3: PRICING SCHEDULE
2. SDB FORM 1: INVITATION TO BIDS
3. A BIDDER **MUST** ATTACH **PRICE BREAKDOWN IN THE BIDDER'S COMPANY LETTERHEAD STATING UNIT COSTS AS WELL AS THE TOTAL BID PRICE INCLUSIVE OF ALL FOR THE DURATION OF THE CONTRACT**
4. BIDDER'S TO COMPLY WITH ALL CONDITIONS BELOW AS WELL AS THOSE ON PAGE 6 OF 26 AND PAGE WITH REGARDS TO PRICE

The costing should be based on all requirements of the terms of reference for a period 5 YEARS **costs applicable**. The onus is upon the prospective bidders to take into account all costs and to CLEARLY indicate the price. Cost breakdown must be provided, covering all required aspects in this tender. **NB The total price must be carried over to the pricing schedule and will be used to evaluate the bids. Prices must be firm for the duration of the project. PRICE CARRIED OVER TO SDB FORM 3.3 AND SDB FORM 1 MUST INCLUDE ALL COSTS FOR THE DURATION OF ALL PERIOD STATED ABOVE UNDER PRICING. FAILURE TO COMPLY WITH THIS REQUIREMENT SHALL IMMEDIATELY INVALIDATE THE BID.**

## 20. CONTRACT DURATION

The contract period will be for (5) years commencing from the finalisation and commissioning of the security control room.

## 21. TERMS AND CONDITION OF THE SERVICE

- a. The successful bidders must ensure that there is adequate back-up in terms of absenteeism, sick leave, etc;
- b. The company directors, security officers as well as technicians/workers shall be SA citizens and subjected to a security screening process and any personnel found not to be competent, shall be immediately replaced;
- c. No security officer shall be changed without prior approval from CIPC Snr Manager: Facilities and Security or his/her delegation;
- d. The appointed company must be in a possession to commence with the service after receiving a purchase order;

- e. The contractor shall have sufficient insurance and public liability coverage (for his/her account) against any claims, cost, loss and/or damages ensuing from his/her obligations and shall ensure that such insurance remains effective for the duration of the contract as the company shall be responsible for any damages and loss suffered by CIPC as a result of the contractors own negligence or intent which originated at the site;
- f. The successful service provider shall be required in terms of Unemployment insurance Act and Unemployment insurance contribution Act to pay an unemployment insurance contribution of 2% of the value of each workers payment month, and CIPC reserve the rights to regularly confirm the service provider compliance with UIF; **(To form part of the Service level agreement);**
- g. The successful service provider shall be required to comply with the Department of Labour Sectorial Determination:- Private Security Sector, the service provider shall pay security officers a minimum hourly rates as determine by the Minister of Labour in the Sectorial Determination and give them increase as per the Sectorial Determination. CIPC have the right to engage the security officers to determine compliance to the minimum hourly rates as determine by the Minister of Labour in the Sectorial Determination, including any increase thereof; **(To form part of the Service level agreement)**
- h. The successful service provider shall be full responsible for ensuring timely and full payment to their workers;
- i. The successful service shall be liable for any financial or legal consequences resulting from their failure to pay workers, which may include penalties in the form of deduction or contractual remedies;
- j. The successful service provider will be required to sign a service level agreement (SLA), which will incorporate all of the above; and
- k. Successful service provider must be open to participating in social responsibility initiatives.

## **22. 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;  
**CIPC reserves the right to negotiate with the successful bidder on price;**
- ii. Travel between the consultant's home, place of work to the "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;
- iii. Government Procurement General Conditions of Contract (GCC) as issued by National Treasury will be applicable on all instances. The general conditions are available on the National Treasury website ([www.treasury.gov.za](http://www.treasury.gov.za));
- iv. 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;
- v. The price quoted by the prospective service provider must include Value Added Tax (VAT);
- vi. 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;
- vii. 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;
- viii. 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;
- ix. 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;



- x. 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;
- xi. The Service Provider (successful bidder) will be required to sign a Service Level Agreement with CIPC prior to the commencement of the contract;
- xii. 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.
- xiii. 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.
- xiv. The Service Provider shall be required to provide training & skills transfer for the services.
- xv. Service Provider shall provide CIPC with all the license documentation that CIPC is entitled to as per the costing of the licenses.
- xvi. Bidders shall be subjected requested to demonstrate all claims made in the proposal.
- xvii. The resources that a bidder supply will be subjected to an assessment result 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.
- xviii. CIPC reserves the right not to make this appointment.

## 23. 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 3 phases:

**Phase 1: Compliance to minimum requirements**

**Phase 2: Functional Evaluation**

**Phase 3: Pricing and preferential procurement policy**

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## 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 <b>Tax Clearance Certificate (TCC) PIN</b> b) <b>The TCS PIN</b> 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) Note: <b>Important: The CSD will be used as our primary verification document to claim points for specific goals for this bid</b> <b>It is compulsory to submit a CSD report for point verification</b>		The Service Provider is encouraged to be registered as a service provider on the Central Supplier Database (CSD). Visit <a href="https://secure.csd.gov.za/">https://secure.csd.gov.za/</a> to obtain your Vendor number. Submit PROOF of registration on the Central Supplier Database (CSD Report) <b>SUBMIT SUPPLIER UNIQUE REFERENCE NUMBER</b> <b>Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed</b>
8.	NB: Pricing Schedule:  Compliance to <a href="#">PAGE 16 AND 17- ANNEXURE "A"</a>  REFER TO PAGE 5 TO 6 and 23 <b><u>FAILURE TO COMPLY WITH THIS REQUIREMENT SHALL IMMEDIATELY DISQUALIFY A BIDDER.</u></b>		<ul style="list-style-type: none"> <li>Submit full details of the Price Proposal in a separate <b>SEALED</b> envelope.</li> <li>Price must be carried over to <b>BOTH SBD 3.3 (Pricing Schedule) and SBD FORM1:</b> (Invitation for Bids). <i>The Total Bid Amount (<b>CEILING AMOUNT</b>) will be used for the evaluation of bids therefore it must be inclusive of all costs for the duration of the contract)</i> <b><u>FAILURE TO COMPLY WITH THIS REQUIREMENT SHALL IMMEDIATELY DISQUALIFY A BIDDER.</u></b></li> </ul>
9	IMPORTANT: <b>SUBMISSION OF USB</b>  REFER TO PAGE 5 OF 26  BIDDERS TO READ AND UNDERSTAND THE CONDITIONS STATED IN PAGE 3 TO PAGE 6 OF THIS TOR  <b><u>FAILURE TO COMPLY WITH THIS REQUIREMENT SHALL IMMEDIATELY DISQUALIFY A BIDDER.</u></b>		<ol style="list-style-type: none"> <li>Bidders must submit a USB with their proposal- 1 copy of the original document</li> <li>USB to be submitted in pdf format and to be read only</li> <li>All documents to be signed and bidders initial each page</li> <li><b>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.</b></li> <li><b>NOT password</b> protected USBs allowed. Do not submit CDS</li> <li>Bidders will be disqualified should the requirements mentioned on page 3 and 6 not complied with.</li> </ol> <b><u>FAILURE TO COMPLY WITH ALL REQUIREMENTS SHALL IMMEDIATELY DISQUALIFY A BIDDER.</u></b>
10	BIDDERS TO INDICATE IF THEY READ AND UNDERSTOOD THE CONDITIONS STATED IN PAGE 3 TO PAGE 6 OF THIS TOR		<b><u>FAILURE TO COMPLY WITH THIS REQUIREMENT SHALL IMMEDIATELY DISQUALIFY A BIDDER.</u></b>
11.	<b>Private Industry Security Regulatory Authority. (PSIRA) Accreditation / Letter must be submitted – failure to submit will render your bid being disqualified</b>  1. The certification must be in the bidding company's name and must be signed and dated by the authorized representative		<b><u>A Valid Private Industry Security Regulatory Authority. (PSIRA) must be submitted in order to proceed to the next phase</u></b> (phase 2). <ol style="list-style-type: none"> <li>The certification must be signed dated by authorized representative</li> <li>Non- compliance with these requirements will immediately disqualify the bid.</li> </ol> <b><u>FAILURE TO COMPLY AND SUBMIT THE REQUIRED DOCUMENTATION WILL RENDER YOUR BID INVALID</u></b>
12	<b><u>100% South African Owned Company – Identity Copies of all Directors must be submitted in order to proceed to the next phase</u></b> (phase 2). 1. Certified identity documents of all company director's must be submitted with the bid.		<b><u>Certified Identity Copied of all registered Directors must be submitted in order to proceed to the next phase</u></b> (phase 2)
13	<b>IMPORTANT: SUBMISSION OF PROPOSE SECURITY CONTROL ROOM. Create a separate folder for this in the USB. <u>FAILURE TO COMPLY WITH THIS REQUIREMENT SHALL IMMEDIATELY DISQUALIFY A BIDDER.</u></b>		<ol style="list-style-type: none"> <li>Bidders must submit a 3D presentation layout of the proposed security control room. This must be provided in the USB as well</li> </ol> <b><u>FAILURE TO COMPLY WITH THIS REQUIREMENT SHALL IMMEDIATELY DISQUALIFY A BIDDER.</u></b>

ALL BIDDERS THAT COMPLY WITH THE MINIMUM REQUIREMENTS WILL ADVANCE TO PHASE 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		
	COMPANY EXPERIENCE							
1	<p>Demonstrate companies experience, capabilities and resources in executing this project or similar projects in the past 3 or more years. Proposal must include companies' resources, which include the arm response team, security officers, qualifications, certifications, registration to PSIRA and other affiliate bodies.</p> <p><u>Ratings to be awarded as follows:</u></p> <p>1. <b>Score = 1</b> No Proposal.</p> <p>2. <b>Score = 2</b> Insufficient Proposal.</p> <p>3. <b>Score = 3</b> Sufficient demonstration of expertise, capabilities and resources in line with the scope above. (i.e. Average)</p> <p>4. <b>Score = 4</b> Sufficient demonstration of expertise, capabilities and resources in line with the scope above, plus relevant examples of one to two similar project conducted in the past 3 years.</p> <p>5. <b>Score = 5</b> Detailed demonstration of expertise, capabilities and resources in line with the scope above, plus relevant examples of three (3) or more similar project conducted in the past 3 years.</p>						40	
	REFERENCE							
2	<p>Provide minimum (3) three contactable reference, in a form of letters were similar projects or service was conducted successfully in the past three (3) or more years. The reference letters must have company letterheads and contain information must include the type of project, size, value of the project, period, whether the project is successfully complete or not.</p> <p><u>Ratings to be awarded as follows:</u></p> <p>1. <b>Score = 1</b> No reference.</p> <p>2. <b>Score = 2</b> Insufficient reference.</p> <p>3. <b>Score = 3</b> Sufficient reference in line with the scope above. (i.e. Average)</p> <p>4. <b>Score = 4</b> Sufficient reference in line with the scope above, plus an addition of two to three references were similar projects were conducted in the past 3 years.</p> <p>5. <b>Score = 5</b> Detailed references in line with the scope above, plus an addition of four or more references were similar projects were conducted in the past 3 years.</p>						25	
	PROJECT PLAN							
3	<p>With reference to the information provided above (i.e. Introduction, scope of work, compulsory briefing session, etc). Submit a detailed Project Plan highlighting the proposed approach &amp; methodology, timeframes, architecture diagram and description, key milestones for the execution of the installation/project. Project management tools &amp; techniques, please provide sample templates to be used.</p> <p><u>Ratings to be awarded as follows:</u></p> <p>1. <b>Score = 1</b> No project Proposal.</p> <p>2. <b>Score = 2</b> Insufficient project Proposal.</p> <p>3. <b>Score = 3</b> Sufficient demonstration of project management knowledge and expertise in line with the scope above. (i.e. Average)</p> <p>4. <b>Score = 4</b> Sufficient demonstration of project management knowledge and expertise, plus relevant examples of one to two similar project.</p> <p>5. <b>Score = 5</b> Detailed demonstration of project management knowledge, tools and expertise, plus relevant examples of three (3) or more similar project.</p>						35	
	TOTAL						100	

### Note:

- 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.
- BIDDERS THAT ACHIEVE LESS THAN 60 POINTS ON FUNCTIONALITY WILL BE DISQUALIFIED FOR FURTHER EVALUATION**

#### PHASE 4: PRICING AND PREFERENTIAL PROCUREMENT POLICY

##### 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) as amended together with Preferential Procurement Regulations, 2022

1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/documentation stated in the conditions of this tender:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

2. Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed. **Note: The CSD report will be used as the primary verification document for this bid. It is therefore compulsory to submit the CSD report**
3. The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser

#	Specific goals allocated points	Means of verification and Required Evidence	Preference Points (80/20)
1	<b>HDI, Race are black persons (ownership)*</b> 100% black ownership = 10 points and based on percentage pro rata for black ownership less than 100% eg: 67% = 6.7 points	<ul style="list-style-type: none"> <li>• B-BBEE Certificate</li> <li>• CSD Registration report</li> <li>• CIPC Company Registration</li> </ul> <p><i>Important the CSD will be used as our primary verification documents</i></p>	10
2	<b>Gender are women (ownership)*</b> 100% or more women ownership = 8 points and based on percentage pro rata for black ownership less than 100% eg: 50% = 4.0 points	<ul style="list-style-type: none"> <li>• B-BBEE Certificate</li> <li>• CSD Registration report</li> <li>• CIPC Company Registration</li> </ul> <p><i>Important the CSD will be used as our primary verification documents</i></p>	8
3	<b>Disability are disabled persons (ownership)*</b> WHO disability guideline 100% ownership = 2 points and based on percentage pro rata for black ownership less than 100% eg: 50% = 1.0 points	<ul style="list-style-type: none"> <li>• Confirmation of Disability Form as per SARS (ITRDD Form)</li> <li>• Medical Certificate</li> </ul> <p><i>Important the CSD will be used as our primary verification documents</i></p>	2

**Important:** The CSD will be used as our primary verification document to claim points for specific goals for this bid

- It is compulsory to submit a CSD report for point verification
- Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed
- 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

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





## 24. ANNEXURE ("A"): BID PRICING SCHEDULE

PAGES 23 to 25 TO BE INCLUDED IN THE PRICE FOLDER AS WELL AS IN THE SEALED PRICE ENVELOP TOGETHER WITH ALL OTHER PRICE DOCUMENTS AS LISTED BELOW: PRINT AND PLACE IN PRICE ENVELOP

**TABLE 1**

No	PRICING INSTRUCTIONS: BIDDERS TO COMPLY WITH ALL REQUIREMENTS
1.	<b><u>Applicable Currency:</u></b> <ul style="list-style-type: none"> <li>All prices shall be quoted in South African Rand.</li> </ul>
2.	<b><u>Completion of Pricing Schedule:</u></b> <ul style="list-style-type: none"> <li>Bidders shall complete the pricing schedule in full, inserting all the information required therein.</li> <li>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.</li> </ul>
3.	<b><u>Applicability of Quoted Prices:</u></b> <ul style="list-style-type: none"> <li>All quoted prices must remain firm for the duration of the contract, unless stipulated otherwise in the special conditions of contract.</li> <li>The condition must be stated in SBD3.3 as well</li> </ul>
4.	<b><u>Total Bid Cost:</u></b> <ul style="list-style-type: none"> <li>Prices quoted must include all applicable taxes including VAT, less all unconditional discounts, plus all costs to deliver the services and/or goods.</li> <li>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</li> </ul>
5.	<b><u>Exchange Rate Fluctuations:</u></b> <ul style="list-style-type: none"> <li>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 <b><u>exchange rate at the time of bidding</u></b>.</li> <li>The portion of the bid price subject to exchange rate fluctuations must be stated in the pricing schedule- SBD 3.3</li> </ul>
6.	<b><u>Bid Price Calculation:</u></b> <ul style="list-style-type: none"> <li>Bidders to not that estimates of quantities are provided to allow for the calculation of a bid price that allows equal comparison between bidders.</li> </ul>
8.	<b><u>Applicable SBD Document to be included in the USB as well as sealed Pricing envelop</u></b> <ol style="list-style-type: none"> <li>THIS PRICING SCHEDULE ( ANNEXURE H ("A")</li> <li>SDB 3.3: PRICING SCHEDULE</li> <li>SBD FORM 1: INVITATION TO BIDS FOR</li> <li>A BIDDER <b><u>MUST</u></b> ATTACH PRICE BREAKDOWN IN THE BIDDER'S COMPANY LETTERHEAD SIGNED BY AUTHORISED REPRESENTATIVE</li> </ol>

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

The onus is upon the prospective bidders to take into account all costs for the duration of the contract and to CLEARLY indicate the price. **Note: Service providers will be responsible for all costs e.g. transportation for ALL activities associated with this bid.**

- 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

**PLEASE NOTE:** CIPC reserves the right to procure only selected services based on the solution proposed, e.g. CIPC may elect to acquire the installation and implementation from one supplier, and the ongoing support from another.

**CAPE TOWN SELF SERVICE CENTRE: SITE ESTABLISHMENT 1**

No.	Description	Monthly Price	Total Price
1	Decommissioning Site 1	R	R
2	CCTV System (Software & Equipment)	R	R
3	Services (Project Management & Integrated logistic support, etc)	R	R
4	Spares and Test Equipment	R	R
5	Miscellaneous	R	R
6	Support & Maintenance Contract	R	R
7	Safety requirements	R	R
8	Other related cost	R	R
<b>Total Price (inclusive of commissioning, testing and Integration of system)</b>		R	R

**JOHANNESBURG SELF SERVICE CENTRE: SITE ESTABLISHMENT 2**

No.	Description	Monthly Price	Total Price
1	Decommissioning Site 2	R	R
2	CCTV System (Software & Equipment)	R	R
3	Services (Project Management & Integrated logistic support, etc)	R	R
4	Spares and Test Equipment	R	R
5	Miscellaneous	R	R
6	Support & Maintenance Contract	R	R
7	Safety requirements	R	R
8	Other related cost	R	R
<b>Total Price (inclusive of commissioning, testing and Integration of system)</b>		R	R

**THE "THE DTIC" CAMPUS: SITE ESTABLISHMENT 3**

No.	Description	Monthly Price	Total Price
1	Decommissioning Site 3	R	R
2	CCTV System (Software & Equipment) refer to Tor	R	R
3	Services (Project Management & Integrated logistic support, etc)	R	R
4	Spares and Test Equipment	R	R
5	Miscellaneous	R	R
6	Support & Maintenance Contract	R	R
7	Safety requirements	R	R
8	Other related cost	R	R
<b>Total Price (inclusive of commissioning, testing and Integration of system)</b>		R	R





# PRETORIA SELF SERVICE CENTRE: SITE ESTABLISHMENT 4

Companies and Intellectual  
Property Commission

No.	Description	Monthly Cost	Total Price/Total cost per year
1	Decommissioning Site 4	R	R
2	CCTV camera system (Software & Equipment)	R	R
3	Commissioning Security Control Room (refer to Tor)	R	R
4	Services (Project Management & Integrated logistic support, etc)	R	R
5	Spares and Test Equipment	R	R
6	Miscellaneous	R	R
7	Support & Maintenance Contract	R	R
8	Training of CIPC Officials on access control and surveillance (operator training), including system operation	R	R
9	Safety requirements	R	R
10	Security officers x 2 (Grade "C")	R	R
11	Security officer x 1 (Grade "B")	R	R
12	Other related cost	R	R
Total Price		R	R

## **TOTAL BID COST FOR 5 YEARS PERIOD**

No.	Description (inclusive for all Offices)	Total Price (inclusive cost for 5 years period)
1	Decommissioning (all Offices)	R
2	CCTV Camera System Project (Software, equipment, including UPS)	R
3	Security officer x 2 (5 years) Grade "C"	R
4	Security officer x 1 (Grade "B")	R
5	Commissioning Security Control Room (inclusive of all requirements - refer to Tor)	R
6	Services (Project Management & Integrated logistic support, etc) (5 years)	R
7	Spares and Test Equipment (5 years)	R
8	Miscellaneous (5 year)	R
9	Support & Maintenance Contract (5 years)	R
10	Training of CIPC Officials on access control and surveillance	R
11	Safety requirements (5 years)	R
12	Other related cost (5 years)	R
13		R
14		R
15	Manufacturer type and model	R

## **TOTAL COST FOR A PERIOD OF 5 YEARS**

Year 1 (R000)	Year 2 (R000)	Year 3 (R000)	Year 4 (R000)	Year 5 (R000)	Total (R000)
<b>Total Bid Cost over 5 years = (GRAND TOTAL OF TABLES) inclusive of all costs for this bid</b> <b>Ceiling price to be carried over to SBD 3.3 and form 1 for the duration of the contract.</b>  <b>5 years</b> <b>THIS PRICE WILL BE USED FOR PRICE EVALUATION FOR TH BID</b>					Price VAT excl.
					VAT
					TOTAL

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

## 25. 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

<b><u>COMPULSORY</u></b>  <b>BRIEFING SESSION/SITE VISITS</b>   <b><u>NB: IT IS COMPULSORY TO ATTEND BOTH SITE 1 AND 2 BRIEFING SEESSION.</u></b>	DATE: 24 MAY 2024 TIME: 10H00 AM <b>SITE 1: VENUE: BLOCK D; DTI CAMPUS, 77 MEINTJIES STREET, SUNNYSIDE; PRETORIA.</b>
	<b><u>PLEASE NOTE: SITE1 AND SITE 2</u></b>
	DATE: 24 MAY 2024 TIME: 13:30 <b>SITE 2: SUNCARDIA MALL, 541 MADIBA STREET, ARCADIA, PRETORIA</b>

## 26. 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

## 27. ENQUIRIES

### A. Supply Chain Enquiries

Ms Ntombi Maqhula OR Mr Solomon Motshweni

Contact No: (012) 394 3971 /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. Mzayifane Komane – Email: [Mkomane@cipc.co.za](mailto: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.*

## 28. DEADLINE FOR SUBMISSION

**BIDS OPENING DATE: 09 MAY 2024**

**BIDS CLOSING TIME: 11: 00 AM**

**BIDS CLOSING DATE: 14 JUNE 2024**

**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**