ANNEXURE: "H



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TERMS OF REFERENCE ("TOR")

CIPC BID NUMBER: 22-2024-2025

DESCRIPTION: INVITATION TO SERVICE PROVIDERS TO SUBMIT PROPOSALS TOWARDS PROVIDING THE CIPC WITH EXPERIENCED RESOURCES TO IMPLEMENT A DATA LAKEHOUSE SOLUTION

CONTRACT PERIOD: 36 MONTHS (3 YEARS)

BID CLOSING DATE: 08 APRIL 2025

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".

Data Lakehouse Solution "ToR"

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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 save 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. Appointment will be subject to positive security screening results by the State Security Agency
- 14. No advance payment(s) will be made. CIPC will pay within the prescribed period as per the PFMA.
- 15. All prices quoted must be inclusive of Value Added Tax (VAT)
- 16. All prices must be quoted in South African Rand
- 17. All prices must be valid for one hundred and twenty days (120) days
- 18. 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.
- 19. 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.
- 20. 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.
- 21. 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.

- 22. 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.
- 23. 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.
- 24. CIPC will enter into Service Level Agreement with the successful Service Provider.
- 25. CIPC reserves the right not to award this bid to any prospective bidder or to split the award.
- 26. 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. <u>COMPLUSORY BID REQUIREMENTS (FAILURE TO COMPLY WITH ALL REQUIREMENTS BELOW WILL MARDIN TELY DISOLALIEF</u> and the property commission a member of the **dtic** group

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 every page of the proposal shall contain the initials of same signatories (electronic signature acceptable)
- d) All pages of the submitted proposal must be numbered.

SUBMISSION OF USB

a) NO DISC WILL BE ALLOWED

- b) ONE (1) USB <u>must be submitted, including technical proposal as well as price proposal saved in separate folders;</u>
- 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
- 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 open, 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) <u>CIPC WILL NOT BE HELD LIABLE FOR INCOMPLETE PROPOSALS/ INFORMATION SUBMITTED IN THE USB'S</u>

- I) 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 USBs are working prior submission
- o) Bidders to ensure that USB 's are not password protected
- p) It is the bidder's responsibility to verify if the usb is working before submission
- q) Bidders 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) and SBD FORM 1: (Invitation for Bids).
 <u>AND COMPLIANCE TO ANNEXURE A PAGE 27</u>
- 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
- SBD1 INVITATION TO BIDS
- PRICE BREAKDOWN PREFERABLE IN THE BIDDER'S LETTERHEAD SIGNED BY AN AUTHORISED REPRESENTATIVE

<u>NB:</u> Bidders must also refer to page 11 of 29 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

.....



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4. Purpose

The Companies and Intellectual Property Commission (CIPC) is seeking proposals from qualified vendors to provide experienced resources who can assist in implementing a Data Lakehouse Solution using Azure and Databricks. The engagement will be on an as-and-when-required basis over a period of 3 years.

The service provider will supply resources remotely or on-site on an as-needed basis, as determined by the project requirements. Resources will not be engaged full-time for the entire contract duration but will be utilized based on specific project needs.

5. <u>Background</u>

In compliance with the Companies Act 2008, CIPC must provide the following services:

- Registration of corporate entities and intellectual property rights.
- Maintenance of accurate, up-to-date and relevant information concerning companies, corporate entities and intellectual property rights, and the provision of that information to the public and to other organs of state.
- The promotion of education and awareness of company and intellectual property laws, and related matters.
- The promotion of compliance with the Companies Act, and any other applicable legislation.
- Widest possible enforcement of the Companies Act;
- Promotion of the reliability of financial statements by monitoring compliance.
- Promoting voluntary resolution of disputes arising in terms of the Companies Act; and
- Research and reporting on matters of national policy and intellectual property law.

6. <u>Project Objectives</u>

The main objectives of this project are:

(a) Centralizing Data Storage

Consolidate all data sources (structured and unstructured) into a single, unified Data Lakehouse.

- Eliminate Data Silos: Integrate disparate data sources to create a centralized repository, ensuring all data is stored in one place.
- Scalability: Utilize Azure's scalable storage solutions to handle large volumes of data efficiently.
- Cost Efficiency: Optimize storage costs by leveraging Azure's tiered storage options, such as hot, cool, and archive tiers.
- Open Data Formats: Utilize open data formats such as Delta Lake and Iceberg to provide ACID functionality and prevent vendor lock-in

(b) Enabling Advanced Analytics

Provide a robust platform for performing advanced analytics and deriving insights.

- Data Processing: Implement powerful data processing capabilities using Databricks for real-time and batch processing.
- Machine Learning: Enable machine learning and AI capabilities to build predictive models and perform complex analyses.
- Visualization: Integrate with BI tools like Power BI to create interactive dashboards and reports.
- Generative AI: Enhance data exploration and analysis with generative ai

(c) Improving Data Governance and Security

Establish strong data governance and security measures to protect data and ensure compliance.

Details:

Data Policies: Review and enforce data governance policies, including data ownership, stewardship, and compliance. **Access Controls**: Implement role-based access controls (RBAC) and data encryption to secure sensitive information. Audit and Compliance: Maintain audit logs and ensure compliance with relevant regulations such as GDPR, HIPAA and POPIA.

(d) Enhancing Data Accessibility and Performance

Improve the accessibility and performance of data for users and applications.

Details:

API Integration: Use Azure API Management to create and manage APIs for easy data access and integration with other systems. Data Marketplace: Deploy of Data Marketplace to democratise access to data and also open avenues for monetization Performance Tuning: Optimize data processing and query performance to ensure fast and reliable access to data. User Training: Provide training and documentation to empower users to effectively access and utilize the Data Lakehouse.

7. Scope of Work

In scope activities

The scope of the project includes but not limited to:

Assessment of current data infrastructure

Objective: Evaluate the existing data infrastructure to understand current capabilities, limitations, and areas for improvement.

- Activities: Conduct interviews, review documentation, and perform technical assessments to gather information on current data sources, storage solutions, data processing workflows, and analytics tools. assessing how ready and aligned the architecture is to the business imperatives already identified, what would be the *to-be* architecture and figuring out the gaps.
 - (a) Design and architecture of the Data Lakehouse
 - Objective: Create a comprehensive design and architecture plan for the Data Lakehouse.
 - Activities: Define the architecture components, data flow, storage solutions, and integration points. Develop a blueprint that includes data ingestion, processing, storage, and access layers.
 - (b) Implementation of Azure and Databricks components
 - **Objective**: Set up and configure Azure and Databricks environments.
 - Activities: Provision Azure resources (e.g., storage accounts, virtual networks) and configure Databricks workspaces. Install necessary libraries and tools.



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- (c) Development of data pipelines and ETL processes
 - Objective: Build robust data pipelines and ETL processes to handle data ingestion and transformation.
 - Activities: Develop and deploy ETL scripts using Databricks notebooks and workflows. Automate data ingestion from various sources and ensure data is transformed and loaded into the Data Lakehouse.
- (d) Data quality management
 - Objective: Ensure the accuracy, completeness, and reliability of data.
 - Activities: Implement data validation rules, data cleansing processes, and continuous monitoring to maintain high data quality standards.
- (e) Metadata management
 - Objective: Manage and maintain metadata for better data governance and usability.
 - Activities: Implement tools and processes for capturing, storing, and managing metadata. Ensure metadata is accessible and up-to-date.
- (f) Data governance framework
 - Objective: Review governance processes, infrastructure, and technology.
 - Activities: Establish common data and information definitions and standards. Establish data governance monitoring processes and tools.
- (g) Data security and privacy
 - Identity and Access Management (IAM): Implement least privilege access controls to ensure only authorized users can access sensitive data.
 - Data Encryption: Use encryption for data at rest and in transit to protect against unauthorized access
- (h) Performance optimization
 - Indexing and Partitioning: Optimize data storage and retrieval by using appropriate indexing and partitioning strategies.
 - Caching: Implement caching mechanisms to speed up data access for frequently queried data.
 - Resource Management: Efficiently manage compute resources to balance load and improve query performance.
- (i) Disaster recovery and business continuity planning
 - Backup and Restore: Regularly back up data and have a robust restore process in place.
 - Failover Mechanisms: Implement failover strategies to ensure minimal downtime in case of system failures.
 - Testing: Regularly test disaster recovery plans to ensure they work as expected.
- (j) User training and documentation
 - Training Programs: Develop comprehensive training programs for users to understand how to use the Lakehouse effectively.
 - Documentation: Provide detailed documentation on system architecture, data models, and usage guidelines.

(k) Change management

- throughout the implementation process to manage expectations and gather feedback.
- Communication Plans: Develop communication plans to keep all parties informed about changes and updates.
- Training: Provide training sessions to help users adapt to new systems and processes.
- (I) Integration with BI and analytics tools
 - Tool Compatibility: Ensure the Lakehouse is compatible with existing BI and analytics tools.
 - Data Connectivity: Set up data connectors and APIs to facilitate seamless data integration.
 - Real-Time Analytics: Implement real-time data processing capabilities to support up-to-date analytics.

(m) Data archiving and retention

- Retention Policies: Define data retention policies to determine how long data should be kept.
- Archiving Solutions: Implement archiving solutions to store historical data efficiently.
- Compliance: Ensure archiving practices comply with legal and regulatory requirements.

(n) Monitoring and logging

- System Monitoring: Use monitoring tools to track system performance and health.
- Logging: Implement logging mechanisms to capture detailed logs for auditing and troubleshooting.
- Alerts: Set up alerts to notify administrators of any issues or anomalies.

(o) Automation and orchestration

- Automated Workflows: Use automation tools to streamline data ingestion, processing, and management tasks.
- Orchestration: Implement orchestration tools to manage complex data workflows and dependencies.
- CI/CD Pipelines: Set up continuous integration and continuous deployment pipelines to automate code deployment and updates

(p) Testing and validation

- Unit Testing: Conduct unit tests to ensure individual components work as expected.
- Integration Testing: Perform integration tests to verify that different components work together seamlessly.
- Performance Testing: Test the system under various load conditions to ensure it meets performance requirements.

(q) Ongoing support and maintenance

- Support Services: Provide ongoing support services to address any issues or questions users may have.
- System Updates: Regularly update the system to incorporate new features and security patches.
- Performance Monitoring: Continuously monitor system performance and make necessary adjustments to maintain optimal performance.



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Out of Scope Activities

- (a) Legacy System Maintenance: Maintenance or upgrades of existing legacy systems that are not part of the new Lakehouse architecture.
- (b) Hardware Procurement: Acquisition of physical hardware, unless the project specifically includes on-premises components.
- (c) Data Migration: Full-scale data migration from existing systems to the new Lakehouse, unless explicitly included.
- (d) Custom Application Development: Development of custom applications or software that are not directly related to the Lakehouse implementation.
- (e) Ongoing Support and Maintenance: Long-term support and maintenance services beyond the initial implementation phase.
- (f) Third-Party Software Licensing: Procurement of third-party software licenses that are not included in the implementation package.
- (g) Regulatory Compliance Audits: Conducting regulatory compliance audits, unless they are directly related to the Lakehouse implementation.
- (h) Business Process Reengineering: Extensive reengineering of business processes that are not directly impacted by the new architecture.

8. <u>Technical Requirements</u>

The technical requirements for this project include:

- Azure services (e.g., Azure Data Lake Storage, Azure Synapse Analytics, Azure API Management)
- Databricks capabilities (e.g., Delta Lake, Databricks SQL, Delta Live, Mosaic AI, MLOps)
- Data security and compliance standards
- Integration with existing systems and tools
- Performance and scalability considerations
- Ability to work with on-premise databases such as Oracle, Informix, and SQL Server for data migration to Azure or Data Lake Federation

9. <u>Required Skills and Expertise</u>

The project requires the following skills and expertise:

- Experience with Azure and Databricks
- Knowledge of data Lakehouse architecture
- Proficiency in data engineering and ETL processes
- Knowledge of events data architecture for data streaming
- Understanding of data governance and security
- Familiarity with big data technologies (e.g., Spark, Hadoop)
- Strong project management skills

Experience with on-premises databases such as Oracle, Informix, and SQL Server.

10. <u>Activity Matrix for All Roles</u>

Role	Project Phase	Key Activities					
Project Manager/Scrum Master	Assessment and Planning	 Define project scope and objectives Develop project plan and timeline Identify resource requirements 					
	Design and Architecture	 Coordinate with solution architect and stakeholders Monitor progress and adjust plans as needed 					
	Implementation	 Oversee project execution Manage project risks and issues Ensure milestones are met 					
	Testing and Validation	 Coordinate testing activities Ensure quality assurance processes are followed 					
	Training and Knowledge Transfer	 Organize training sessions Ensure knowledge transfer to internal teams 					
	Ongoing Support and Maintenance	Monitor project performanceManage ongoing support activities					
Solution Architect	Assessment and Planning	 Assess current data infrastructure Define data Lakehouse architecture 					
	Design and Architecture	 Design data Lakehouse architecture Select appropriate technologies and tools 					
	Implementation	 Oversee implementation of architecture Ensure scalability and performance 					
	Testing and Validation	Validate architecture against requirementsOptimize performance					
	Training and Knowledge Transfer	 Provide architectural insights during training Document architectural decisions 					
	Ongoing Support and Maintenance	 Review and update architecture as needed Support ongoing architectural needs 					



Role	Project Phase	Key Activities	ual
Data Engineer	Assessment and Planning	- Analyse data sources and requirements - Plan data migration strategy	oup
	Design and Architecture	 Design data pipelines and ETL processes Define data integration methods 	
	Implementation	 Develop and implement data pipelines Migrate data from on-premise databases (Oracle, Informix, SQL Server) to Azure 	
	Testing and Validation	 Test data pipelines and ETL processes Ensure data quality and consistency 	
	Training and Knowledge Transfer	 Train internal teams on data engineering processes Document ETL processes 	
	Ongoing Support and Maintenance	- Maintain data pipelines - Troubleshoot and resolve data issues	
Data Scientist/Analyst	Assessment and Planning	- Define data analysis requirements - Identify key metrics and KPIs	
	Design and Architecture	 Design data models and analytics frameworks Select appropriate analysis tools 	
	Implementation	 Perform data analysis and build predictive models Develop dashboards and reports 	
	Testing and Validation	 Validate data models and analytics results Optimize analysis processes 	
	Training and Knowledge Transfer	 Train internal teams on data analysis tools Document analysis methodologies 	
	Ongoing Support and Maintenance	- Update and maintain data models - Provide ongoing analytical support	
DevOps Engineer	Assessment and Planning	Define CI/CD requirementsPlan infrastructure setup	
	Design and Architecture	- Design CI/CD pipelines - Define automation processes	
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Role	Project Phase	Key Activities				
	Implementation	 Implement CI/CD pipelines Automate deployment processes 				
	Testing and Validation	- Test CI/CD pipelines - Ensure reliability and performance				
	Training and Knowledge Transfer	- Train internal teams on CI/CD processes - Document automation workflows				
	Ongoing Support and Maintenance	- Maintain CI/CD pipelines - Monitor and optimize infrastructure				
ML Engineer	Assessment and Planning	 Define machine learning requirements Identify data sources for model training 				
	Design and Architecture	- Design machine learning models - Select appropriate ML tools and frameworks				
	Implementation	 Develop and train machine learning models Integrate ML models into the data pipeline 				
	Testing and Validation	- Validate ML models - Optimize model performance				
	Training and Knowledge Transfer	- Train internal teams on ML models and tools - Document ML processes				
	Ongoing Support and Maintenance	- Monitor and update ML models - Provide ongoing ML support				
Data Governance Specialist	Assessment and Planning	 Data Inventory: Identify and catalog existing data assets. Requirements Gathering: Collaborate with stakeholders to understand data governance needs and regulatory requirements. Risk Assessment: Evaluate data risks and compliance issues. Strategy Development: Develop a data governance strategy and roadmap. 				
	Design and Architecture	 Data Modeling: Define data models and schemas that align with governance policies. Metadata Management: Establish metadata standards and practices. 				



lole	Project Phase	Key Activities
		- Security Framework: Design data security and access control mechanisms.
		- Data Quality Standards: Set data quality benchmarks and validation rules.
	Implementation	- Policy Enforcement: Implement data governance policies and procedures.
		- Tool Integration: Integrate data governance tools and platforms (e.g., Collibra, Informatica).
		- Data Lineage: Ensure data lineage tracking is in place to monitor data flow and transformations.
		Compliance Checks: Conduct compliance checks to ensure adherence to data governance standards.
	Testing and Validation	- Data Quality Testing: Validate data quality against established benchmarks.
		- Security Testing: Test data security measures and access controls.
		- Compliance Audits: Perform audits to ensure compliance with data governance policies.
		- Issue Resolution: Address any data governance issues identified during testing.
	Training and Knowledge Transfer	- Training Programs: Develop and deliver training sessions for stakeholders on data governance practices.
		- Documentation: Create comprehensive documentation for data governance processes and policies.
		- Support Resources: Provide resources and support for ongoing data governance education.
		- Stakeholder Engagement: Engage with stakeholders to ensure they understand and adhere to data governance practices.
	Ongoing Support and Maintenance	- Monitoring and Auditing: Continuously monitor data governance practices and conduct regular audits.
		- Policy Updates: Update data governance policies and procedures as needed.
		- Issue Management: Address and resolve data governance issues promptly.
		- Continuous Improvement: Identify opportunities for improving data governance practices and implement enhancements.

11. Key Roles and Skills Matrix

Role	Skills Required	Comply Yes / No
Project Manager/Scrum Master	 Project management, Agile methodologies, communication, leadership Technical Requirements: Proficiency in project management tools (e.g., Microsoft Project, DevOps, JIRA) Experience with Agile and Scrum methodologies Strong understanding of data Lakehouse concepts and cloud technologies Ability to manage cross-functional teams and coordinate with stakeholders 	
Solution Architect	 Data Lakehouse architecture, Azure, Databricks, big data technologies Technical Requirements: Develop technical architecture for data lakehouse capabilities Deep knowledge of data Lakehouse architecture and design principles Expertise in Azure services (e.g., Azure Data Lake Storage, Azure Synapse Analytics) Proficiency in Databricks and Delta Lake Experience with big data technologies (e.g., Spark, Hadoop) Knowledge of networking and security 	
Data Engineer	 Data engineering, ETL processes, Azure Data Factory, Databricks, Delta Lake, on-premise databases (Oracle, Informix, SQL Server) Technical Requirements: Proficiency in data engineering tools and languages (e.g., Python, SQL, Scala) Experience with ETL processes and tools (e.g., Azure Data Factory, Databricks) Knowledge of on-premise databases (Oracle, Informix, SQL Server) and data migration techniques Familiarity with data storage formats (e.g., Parquet, ORC, Avro) Ability to ensure data quality and consistency 	
Data Scientist/Analyst	Data analysis, visualization tools, machine learning, statistical methods Technical Requirements: Proficiency in data analysis and visualization tools (e.g., Power BI, Tableau)	

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Role	Skills Required	Comply Yes / No
	 Experience with machine learning frameworks (e.g., TensorFlow, PyTorch) Strong statistical and analytical skills Ability to build predictive models and perform advanced analytics Knowledge of data governance and compliance standards 	
DevOps Engineer	 CI/CD pipelines, automation tools, Azure DevOps, infrastructure as code Technical Requirements: Proficiency in CI/CD tools and practices (e.g., Azure DevOps, Jenkins) Experience with infrastructure as code (e.g., Terraform, ARM templates) Knowledge of automation and orchestration tools (e.g., Ansible, Kubernetes) Ability to manage cloud infrastructure and ensure system reliability Familiarity with monitoring and logging tools (e.g., Azure Monitor, Prometheus) 	
ML Engineer	 Machine leaning, Al and data science Technical Requirements: Proficiency in machine learning and data science tools (e.g., Python, R, Jupyter) Experience with ML frameworks (e.g., TensorFlow, PyTorch, Scikit-learn) Knowledge of model training, validation, and deployment processes Ability to integrate ML models into data pipelines Familiarity with cloud-based ML services (e.g., Azure Machine Learning) 	
Data Governance Specialist	 Managing an organization's data assets, ensuring data quality, integrity, and compliance with regulations. Support the data governance committee to implement data governance strategies and policies to manage data effectively throughout its lifecycle. Technical Requirements: Proficiency in database management systems like SQL, Oracle, and Informix or any other relational database. Understanding of data warehousing concepts and tools. Experience with data analysis tools such as Python, R, SAS, or similar. Ability to perform data profiling, data quality assessment, and data cleansing. 	

Role	Skills Required	Comply
		Yes / No
	 Knowledge of data modeling techniques and tools to design and implement data structures. 	
	 Experience with creating and maintaining data dictionaries and metadata repositories. 	
	 Skills in data integration tools and techniques to consolidate data from various sources. 	
	• Familiarity with ETL (Extract, Transform, Load) processes.	
	Understanding of data security principles and practices.	
	 Knowledge of data privacy regulations such as GDPR, CCPA, and POPIA. 	
	• Proficiency in data governance tools like Collibra, Informatica, or Talend.	
	 Ability to implement and manage data governance frameworks and policies. 	
	 Skills in data visualization tools like Tableau, Power BI, or similar to create insightful reports and dashboards. 	
	Ability to document data governance processes, policies, and standards clearly and concisely.	
	• Experience in managing data governance projects, including planning, execution, and monitoring.	
	Strong analytical skills to identify data issues and develop solutions	
	Ability to interpret and analyze complex data sets	

12. Bill of Materials

Role	Qty	Year 1 Hours (Per Resource)	Year 2 Hours (Per Resource)	Year 3 Hours (Per Resource)	Total Hours
Senior Project Manager/Scrum Master	1	1,200	1,000	800	3,000
Solution Architect	1	1,500	1,200	1,000	3,700
Senior Data Engineer	3	2,000	1,800	1,600	16,200
Senior Data Scientist/Analyst	2	1,500	1,500	1,500	9,000
Senior DevOps Engineer	1	1,200	1,000	800	3,000
Senior ML Engineer	1	-	1500	900	2,400
Senior Data Governance Specialist	1	1,500	1,500	1,500	4,500

13. <u>Time frames</u>



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The contract period is 3 Years.

 Pricing and Project Plan (per option, if applicable) As per table in point 3.

Note: Service providers will be responsible for all costs e.g. transportation for ALL activities associated with this bid.

15. Reporting

The contracted bidder's account manager will report to the relevant CIPC Project Manager or his/her delegate.

8. WORKING CONDITIONS

Resource(s) may be required to work outside of business hours as and when needed (rate to remain the same). Working remotely will be allowed, but the CIPC may require on-site working as and when needed for certain projects. Resource will be required to physically report to CIPC offices, 77 Meintjies Street, Sunnyside, Pretoria, 0002, as and when required.

8.1 Equipment

N/A

8.2 Proprietary rights

The proprietary right with regards 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.

8.3 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, trademarks or other protected rights on any software or related data used by the resources.

8.4 Government Safety

- The resources attention is drawn to the effect of government Safety Legislation. The resources must ensure (be sure) that relevant steps are taken to notify the person(s) of this requirement.
- The resource must at all times follow the security measures and obey the rules as set by the organization.

8.5 Quality

The Chief Technology Officer or relevant Senior Manager will subject the quality and standard of service rendered by resources to quality control. Should CIPC be of the opinion that the quality of work is not to the required level, the service provider will be requested to provide another resource. The service provider will carry the cost related to these changes.

16. COSTING

Prospective bidders must submit a bill of quantities clearly indicating the unit costs and any other costs applicable. REFER AND COMPLETE ANNEXURE "A" PAGE 27: THE FOLLOWING DOCUMENTS TO BE ATTACHED

- 1. SDB 3.3: PRICING SCHEDULE
- 2. SBD FORM 1: INVITATION TO BIDS
- 3. A BIDDER <u>MUST</u> 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 5 WITH REGARDS TO PRICE The costing should be based on all requirements of the terms of reference. 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. <u>NB</u> The total price must be carried over to the pricing schedule and <u>will be used to evaluate the bids</u>. Prices must be firm for the duration of the project. PRICE CARRIED OVER TO SBD FORM 3.3 AND SBD 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.

Note: Service providers will be responsible for all costs e.g. transportation for ALL activities associated with this bid.

17. SPECIAL CONDITIONS



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- 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. <u>CIPC reserves the right to negotiate with the successful bidder on price.</u>
- 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 (<u>www.treasury.gov.za</u>);
- 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.
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- 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
- xxi. The service provider will sign a confidentiality agreement regarding the protection of CIPC information that is not in the public domain.
- xxii. Appointment will be subject to positive security screening results by the State Security Agency.
- xxiii. No state information may be furnished/ communicated to the public or news media by the security service provider or any of their employees.
- xxiv. All possible steps shall be taken by the contract to ensure full execution of this agreement.

18. 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 Evaluation

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.



ltem	Document that must be submitted	Compliance	Non-submission may result in disqualification
No		provide	
		ANSWER:	
4	Invitation to Did. CDD 4	Yes /No	Or white and size the supplied are formed decompart.
1.			Complete and sign the supplied pro forma document.
Ζ.	Tax Status – SBD1		Bloders must submit Tax Clearance Certificate (TCC) PIN
			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.	Declaration of Bidder's Past Supply Chain Management Practices – SBD 8		Complete and sign the supplied pro forma document.
5.	Certificate of Independent Bid Determination – SBD 9		Complete and sign the supplied pro forma document.
6.	BIDDERS TO SUBMIT VALID AND COMPLIANT B-BBEE Certificate (Compulsory).		VALID AND COMPLIANT B-BBEE Certificate (Compulsory)
	FAILURE TO SUBMIT WILL IMMEDIATELY DISQUALIFY YOUR BID. THE		FAILURE TO SUBMIT WILL IMMEDIATELY DISQUALIFY YOUR BID
	DISQUALIFICATION DOES NOT APPLY TO NON- SOUTH AFRICAN BIDDERS		Disqualification is not applicable to Non-SA Bidders
7.	Registration on Central Supplier Database (CSD) Compulsory		The Service Provider is encouraged to be registered as a service provider on
	Note: Important. Bidders to submit valid and compliant B-BBEE Certificate as well		the Central Supplier Database (CSD). Visit https://secure.csd.gov.za/ to obtain
	as the CSD report. The B-BBEE Certificate is the primary verification document		your. Vendor number. Submit PROOF of registration on the Central Supplier
	to claim points for specific goals for this bid. Failure to submit a compliant B-		Database (CSD Report). SUBMIT SUPPLIER UNIQUE REFERENCE NUMBER
	BBEE certificate will result in disqualification.		
8.	NB: Pricing Schedule:		Submit full details of the Price Proposal in a separate SEALED envelope.
	Compliance to PAGE 27 ANNEXURE "A"		• Price must be carried over to BOTH SBD 3.3 (Pricing Schedule) and SBD
	REFER TO PAGE 4 TO 5 and 16		FORM1: (Invitation for Bids). The Total Bid Amount (CEILING AMOUNT) will
	FAILURE TO COMPLY WITH THIS REQUIREMENT SHALL IMMEDIATELY		be used for the evaluation of bids therefore it must be inclusive of all costs for
	DISQUALIFY A BIDDER.		the duration of the contract)
			FAILURE TO COMPLY WITH THIS REQUIREMENT SHALL
			IMMEDIATELY DISQUALIFY A BIDDER.
9.	IMPORTANT: SUBMISSION OF USB: REFER TO PAGE 5		Bidders must check that USB sticks open, are readable, and contain no
	Bidders must submit a USB with their proposal- 1 copy of the original document		blank pages, documents, or folders. Ensure that each folder created is
	USB to be submitted in pdf format and to be read only		numbered and avoid clustering folders with many documents rather create
	All documents to be signed and bidders initial each page		separate folders.
	No password protected USB allowed. Do not submit CD'S		FAILURE TO COMPLY WITH THIS REQUIREMENT SHALL IMMEDIATELY
			DISQUALIFY A BIDDER.
10.	BIDDERS TO INDICATE IF THEY READ AND UNDERSTOOD THE CONDITIONS		FAILURE TO COMPLY WITH THIS REQUIREMENT SHALL IMMEDIATELY
	STATED IN PAGE 3 TO PAGE 5 OF THIS TOR		DISQUALIFY A BIDDER.
11.	Bidders shall submit a letter from the OEM Certification/Partner		1. The letter or a testimonial or certification must be submitted in order
	The bidders must provide a letter from Solution Vendor Original		to proceed to the next phase (phase 2). Bidders to ensure that a letter/
	Equipment Manufacturer (OEM) which indicates that they are accredited		testimonial /certification etc. addressing this requirement is attached.
	Product/Solution/Systems/Technology manufacturer /owner authorising		 All bidders are required to comply with this requirement.
	the resale or support of the proposed		3. Should there be no letter/ testimonial /certification etc. attached the
	Product/Solution/System/Technology.		bid will immediately be disqualified.
	 In the event that the bidder is the owner of the proposed 		 The letter/ testimonial /certification must be signed dated by authorized
	Product/Solution/Systems/Technology a letter must be attached for		representative
	confirmation		5. It should state expiry date or validity
			FAILURE TO SUBMIT WILL RENDER YOUR BID BEING DISQUALIFIED

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:

No.	EVALUATION CRITERIA					Weight	Total	
		1	2	3	4	5		
1.	Relevant Experience and Expertise						30	
	Experience of resources with similar projects							
	Ratings to be awarded as follows:							
	 Score = 1: Minimal or no relevant experience (0-1 similar projects), limited expertise in Azure and Databricks (basic knowledge), team members lack relevant qualifications (few or no certifications). Score = 2: Some relevant experience (2-3 similar projects), basic expertise with some knowledge gaps, some team members have relevant qualifications (basic certifications). Score = 3: Adequate relevant experience (4-5 similar projects), good expertise with solid understanding, most team members have relevant qualifications (intermediate certifications). Score = 4: Extensive relevant experience (6-7 similar projects), strong expertise with comprehensive knowledge, all team members have strong relevant qualifications (advanced certifications). 							
	5. Score = 5: Highly extensive relevant experience (8+ similar projects), exceptional expertise with deep and extensive							
	knowledge, all team members have exceptional and highly relevant qualifications (multiple advanced certifications).							
	Proof to be submitted: CV and certificates (where applicable) of relevant resources							
2.	 Resources experience and Skills as per section 10 <u>Ratings to be awarded as follows:</u> Score = 1: Key roles not available, poor alignment of skills with project needs, team members lack relevant experience (0-1 years in relevant roles). Score = 2: Some key roles available but with limited capacity, basic alignment of skills with some gaps, some team members have relevant experience (2-3 years in relevant roles). Score = 3: Most key roles available with adequate capacity, good alignment of skills with minor gaps, most team members have relevant experience (4-5 years in relevant roles). Score = 4: All key roles available with strong capacity, strong alignment of skills with project needs, all team members have strong relevant experience (6-7 years in relevant roles). Score = 5: All key roles available with exceptional capacity, exceptional alignment of skills with project needs, all team members have exceptional and highly relevant experience (8+ years in relevant roles). Proof to be submitted: CV and certificates (where applicable) of relevant resource 						30	
3.	 Resources rechnical experience in implementing bata Lakehouse Solution Ratings to be awarded as follows: 1. Score = 1: Minimal experience: very limited exposure, basic theoretical knowledge, no practical experience 2. Score = 2: Basic experience: some practical experience, worked on 1-2 small projects, noticeable knowledge gaps. 3. Score = 3: Adequate experience: Worked on 3-4 projects involving Azure and Databricks, hands-on experience in data engineering. 4. Score = 4: Worked on 5-7 projects involving Azure and Databricks, led projects, advanced data engineering. 5. Score = 5: Worked on 8+ high-impact projects, advanced certifications, recognized thought leader 						30	
	Proof to be submitted: CV and certificates (where applicable) of relevant resource(s)							



No.	EVALUATION CRITERIA	Rating					Weight	Total
		1	2	3	4	5		
4.	Resources experience References and Past Performance						10	00000000
	Evidence Provided (e.g., Reference Letters, Testimonials, Case Studies)							
	Ratings to be awarded as follows:							
	1. Score = 1: Poor or no evidence provided (0-1 reference letters or case studies).							
	2. Score = 2: Basic evidence with limited details (2-3 reference letters or case studies).							
	3. Score = 3: Good evidence with adequate details (4-5 reference letters or case studies).							
	4. Score = 4: Strong evidence with comprehensive details (6-7 reference letters or case studies).							
	5. Score = 5: Exceptional evidence with extensive details (8+ reference letters or case studies).							
	Proof to be submitted: CV and certificates (where applicable) of relevant resource(s)							
	Total						100	

Note:

1. Functionality will count out of 100 points. Bidders must achieve a minimum score of <u>60 points out of 100</u> on the functionality evaluation to proceed to the next phase.

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

PHASE 3: PRICING AND PREFERENTIAL PROCUREMENT POLICY

Preferential Procurement Policy

The bidders that have successfully progressed will be evaluated in accordance with the <u>80/20</u> preference point system contemplated contemplated in the Preferential Procurement Policy Framework Act (Act 5 of 2000) as amended together with Preferential Procurement Regulations, 2022

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

- 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. <u>Note:</u> Bidders to submit valid and compliant B-BBEE Certificate as well as the CSD report. The B-BBEE Certificate is used as our primary verification document to claim points for specific goals for this bid. Failure to submit a compliant B-BBEE certificate will result in disqualification.
- 2. 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	HDI, Race are black persons (ownership)* 100% black ownership = 10 points and based on percentage pro rata for black ownership less than 100% eg: 67% = 6.7 points Gender are women (ownership)* 100% or more women ownership = 8 points and based on percentage pro rata for black ownership less than	 B-BBEE Certificate CSD Registration report CIPC Company Registration Important the CSD will be used as our primary verification documents B-BBEE Certificate CSD Registration report CSD Registration report 	10
	eg: 50% = 4.0 points	 CIPC Company Registration Important the CSD will be used as our primary verification documents 	
3	Disability are disabled persons (ownership)* WHO disability guideline 100% ownership = 2 points and based on percentage pro rata for black ownership less than 100% eg: 50% = 1.0 points	 Confirmation of Disability Form as per SARS (ITRDD Form) Medical Certificate Important the CSD will be used as our primary verification documents 	2

3. Important: Bidders to submit valid and compliant B-BBEE Certificate as well as the CSD report. The B-BBEE Certificate the primary verification document to claim

points for specific goals for this bid. Failure to submit a compliant B-BBEE certificate will result in disqualification.

- 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.

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19. ANNEXURE ("A"): BID PRICING SCHEDULE

a member of the dtic group TO BE INCLUDED IN THE PRICE FOLDER AS WELL AS IN THE SEALED PRICE ENVELOP TOGETHER WITH ALL OTHER PRICE DOCUMENTS AS LISTED BELOW

TABLE 1:

No	PRICING INSTRUCTIONS: BIDDERS TO COMPLY WITH ALL REQUIREMENTS
1.	Applicable Currency:
	All prices shall be quoted in South African Rand.
2.	Completion of Pricing Schedule:
	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.	Applicability of Quoted Prices:
	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
	Bidders to note that price validity is one hundred and twenty days (120) days
4.	Total Bid Cost:
	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
6.	Bid Price Calculation:
	Bidders to not that estimates of quantities are provided to allow for the calculation of a bid price that allows equal comparison between bidders.
8.	Applicable SBD Document to be included in the USB as well as sealed Pricing envelop
	THIS PRICING SCHEDULE (ANNEXURE H ("A")
	SDB 3.3: PRICING SCHEDULE
	SBD FORM 1: INVITATION TO BIDS FOR A RIDDED MUCT ATTACH RRICE RECARDOWN IN THE RIDDER'S COMPANY LETTERHEAD SIGNED BY AUTHORISED REPRESENTATIVE
	A BIDDER MUST 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

TABLE 2: BILL OF MATERIALS:

Role	Qty	Year 1 Hours (Per Resource)	Year 2 Hours (Per Resource)	Year 3 Hours (Per Resource)	Total Hours
Senior Project Manager/Scrum Master	1	1,200	1,000	800	3,000
Solution Architect	1	1,500	1,200	1,000	3,700
Senior Data Engineer	3	2,000	1,800	1,600	16,200
Senior Data Scientist/Analyst	2	1,500	1,500	1,500	9,000
Senior DevOps Engineer	1	1,200	1,000	800	3,000
Senior ML Engineer	1	-	1500	900	2,400
Senior Data Governance Specialist	1	1,500	1,500	1,500	4,500

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	Description	Qty	Year 1 Hours	Year 1	Year 2	Year 3	Total
			(Per Resource)				
1.				R	R	R	
2.							
3							
4							
5							
6							
7							
8							
9							
10.	Additional Relevant Costs (Please provide a detailed breakdown)			R	R		

TOTAL PRICE TO BE CARRIED OVER TO SBD3.3 AND SBD FORM 1	Total Cost excluding VAT	
TOTAL FOR THREE (3) YEARS	VAT	
	TOTAL COST FOR 3 YEARS	

Pricing proposal to include complete pricing for the three (3) year period, inclusive of VAT.

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

21. BRIEFING SESSION



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PLEASE NOTE THAT THERE IS NO BRIEFING SESSION SCHEDULED FOR THIS.

NONE

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22. 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

23. ENQUIRIES

A. Supply Chain Enquiries

Ms Ntombi Maqhula OR Mr Solomon Motshweni Contact No: (012) 394 3971 /45344 E-mail: <u>Nmaqhula@cipc.co.za</u>OR <u>SMotshweni@cipc.co.za</u>

B. Technical Enquiries

Mr Sello Ndhlovu-: E-mail: sndhlovu@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.

24. DEADLINE FOR SUBMISSION

BIDS OPENING DATE:	04 MARCH 2025
BIDS CLOSING TIME:	11: 00 AM
COMPULSORY BRIEFING SESSION:	NONE
BIDS CLOSING DATE:	08 APRIL 2025

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