Companies and Intellectual Property Commission
a member of the dtic group

TERMS OF REFERENCE ("TOR")

CIPC BID NUMBER:

APPOINTMENT OF A SERVICE PROVIDER TO ADMINISTER CIPCs USAGE OF GEOLOCATION AND OTHER ONLINE GOOGLE SERVICES

CONTRACT PERIOD: 3 Years

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

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 and place of work to the DTI (CIPC) vice versa will not be for the account of this organization, including any other disbursements.
11. The Government Procurement General Conditions of contractors (GCC) will apply in all instances.
12. As the commencement of this project is of critical importance, it is imperative that the services provided by the Service Provider are available immediately. Failing to commence with this project immediately from date of notification by CIPC would invalidate the prospective Service Provider's proposal.
13. No advance payment(s) will be made. CIPC will pay within the prescribed period as per the PFMA.
14. **All prices quoted must be inclusive of Value Added Tax (VAT)**
15. **All prices must be valid for 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, 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/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 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 behavior, whether in its dealings with CIPC or any other business dealings.**
Note: “Unethical behavior” 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***

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INSTRUCTIONS FOR THE SUBMISSIONS OF A PROPOSALS

2.1. SUBMISSION OF ORIGINAL HARD COPY

a) Bidder's must submit **One (1) original copy** **(hard printed copy of the technical proposal)**
b) The Bid Document must be marked with the Bidder's Name
c) The Bid documents ***must be signed in ink*** 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.

2.2. 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) The **USB** must contain the ***exact*** documents/ information submitted in the original copy
f) Bidders to ensure that the information is properly copied in the USB prior submitting to CIPC and that there are no missing pages.
g) THE USB WILL BE USED FOR EVALUATION HENCE THE BIDDER IS REQUIRED TO ENSURE THAT THE USB CONTAINS ALL INFORMATION.
h) CIPC WILL NOT BE HELD LIABLE FOR INCOMPLETE PROPOSALS/ INFORMATION SUBMITTED IN THE USB'S
i) All pages must be signed, numbered and initial as per the Original copy
j) The USB must be submitted in **PDF format ONLY and must be *read ONLY***

2.3. 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 envelope must be marked with the bidder's name
c) Bidders to complete Pricing Schedule SBD 3.3 (Annexure "C")
d) **The total Price** (***Ceiling price)*** must be carried over to **BOTH SBD 3.3 (Pricing Schedule) and SBD FORM 1**: (Invitation for Bids).
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).

g) All prices must be valid for 120 days

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

1. **1 (ONE) ORIGINAL HARD OR PRINTED COPY**
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")**
3. **ONE SEALED ENVELOPE FOR PRICE PROPOSAL (INSIDE THERE MUST BE)**
   - PRICE SCHEDULE – SBD.33
   - SBD1 - INVITATION TO BIDS
   - PRICE BREAKDOWN PREFERABLE IN THE BIDDER'S LETTERHEAD SIGNED BY AN AUTHORISED REPRESENTATIVE

NB: Bidders must also refer to page 10 of 13 and Page 10 of 13 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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3. INTRODUCTION

The Companies and Intellectual Property Commission (CIPC) is mandated to register companies, close corporations, cooperatives, and intellectual property rights. Its related services include information disclosure and the resolution of disputes arising from infringements of these rights. To effectively execute this mandate, CIPC must maintain the integrity, reliability, and efficiency of its processes to ensure the delivery of accurate and trusted information. Strengthening these capabilities enhances the competitiveness of the South African economy by improving the credibility of local businesses and the broader business environment. Furthermore, CIPC aims to promote economic growth by enhancing the reliability of its databases and expanding service delivery through strategic partnerships with banks, government entities, state-owned enterprises, and other stakeholders.

4. BACKGROUND

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.

CIPC has automated multiple customer-facing business processes with address verification incorporated through Google Maps geolocation.

CIPC ICT needs to appoint a service provider for:
Provisioning of services to administer the CIPCs usage of Google geolocation as well of other potential future online services provided by Google.

5. SCOPE OF WORK AND OBJECTIVE

CIPC requires the services of a provider who can administer the CIPCs utilization of Google's geolocation services. CIPC foresees that additional Google services may be needed in future on top of geolocation (e.g.

reCAPTCHA). The role of the service provider will be to act as intermediary between CIPC and Google and this will entail:

- Administer/monitor the CIPCs subscription(s) to Google geolocation and other services by providing monthly statements of utilization by CIPC to the CIPC indicating exact usage costs;
- Timeous payment of subscription fees to Google on behalf of CIPC to ensure a continuous uninterrupted service to CIPC;
- Issue monthly invoices to CIPC together with statements retrieved from the relevant Google account(s) of actual usage;
- Invoices to CIPC will allow a fixed markup fee as a percentage of actual usage expenses. The fixed markup must be clearly indicated in bid proposals and will apply to the whole contract period;
- Whenever CIPC wishes to subscribe to any additional Google services, the service provider will be expected to subscribe/pay for the additional services (besides Geolocation) on behalf of CIPC, and include additional statements to future invoices allowing administration fees of not more than the specified fixed markup percentage on the additional services.

- The CIPCs monthly subscription fees are expected to rise to around **R 150 000.00 per month** with an expected 10% increase per year (not guaranteed). Total pricing for the contract period (ceiling amount) must be proposed to cover payment of CIPCs monthly usage of Google services plus a **fixed markup percentage** for administration fees by the service provider. CIPC should be billed monthly on a pay-as-use basis for actual utilized subscription fees plus the fixed markup fee calculated on actual usage, meaning monthly invoices may differ from month to month based on usage. The total amount billed over the whole contract period may not exceed the ceiling amount but may turn out to be less should the expected usage of the CIPC be less than estimated.

  Example: For instance, if the usage cost of Google services by CIPC for a specific month is X amount, the proposal should state that CIPC will be invoiced for X plus a fixed percentage (Y) of X (e.g. for usage of R100 000.00 with a markup percentage of 10%, CIPC will be invoiced for R110 000.00 for that month).

  The ceiling amount for the whole contract, made up by maximum pay-as-use amount per month for 36 months plus markup for every month, must be stated explicitly.

5.1. Solution Overview

CIPC does not require the service provider to implement a new solution, but requires the administration of CIPCs current utilization of Google services. No technical integration with CIPC portals will be required by the service provider since CIPC already established API integration with Google Maps. Possible additional future integration with other Google services will be also done by CIPC.

5.2. Solution Scope

Not applicable since a service will be required and not a technical solution.

The CIPC head office is situated at **the DTI** Campus, 77 Meintjes Street, Sunnyside.
Compulsory briefing will be conducted. Please refer to page 16 of this TOR for details

6. REPORTING

The contracted account manager will report to the CIPC Project Manager or his/her delegate (e.g. monthly statements off actual costs of Google services used plus markup fee charged by the service provider).

7. WORKING CONDITIONS

7.1. Equipment

N/A

7.2. Proprietary rights

N/A

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

7.3.1. 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 always follow the security measures and obey the rules as set by the organization.

7.4. Quality

Accurate monthly usage reports and on-time of CIPCs Google subscription(s) to ensure uninterrupted service.

7.5. COMPETENCY AND EXPERTISE REQUIREMENTS

Provisioning and administration of ICT services.

8. **EVALUATION PROCESS (Criteria)**

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

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

9.

Capability	Description
Experience	Demonstrated experience in providing ICT services of any nature (but preferably with an administration component).
Company Competency & References	Demonstrated competency through contactable references from previous or current clients.

10. **PHASE 1: COMPLIANCE TO MINIMUM REQUIREMENTS AND MANDATORY REQUIREMENTS**

During Phase 1 all bidders will be evaluated to ensure compliance with the 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. The bidder(s) proposal *may* be disqualified for non-submission of any of the documents

Item No	Document that must be submitted	Compliance provide ANSWER: Yes /No	Non-submission may result in disqualification
1.	**Invitation to Bid – SBD 1**		Complete and sign the supplied pro forma document.
2.	**Tax Status – SBD1**		a) Bidders must submit **Tax Clearance Certificate (TCC) PIN** b) **The TCS PIN** will be used for the verification of tax compliance status a Bidder
3.	**Declaration of Interest –SBD 4**		Complete and sign the supplied pro forma document.
4.	**Preference Point Claim Form – SBD 6.1**		Non-submission will lead to a zero (0) score on BBBEE
5.	**Declaration of Bidder's Past Supply Chain Management Practices – SBD 8**		Complete and sign the supplied pro forma document.
6.	**Certificate of Independent Bid Determination – SBD 9**		Complete and sign the supplied pro forma document.

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7.	**Registration on Central Supplier Database (CSD**		The Service Provider is encouraged to be registered as a service provider on the Central Supplier Database (CSD). Visit https://secure.csd.gov.za/ to obtain your. Vendor number. Submit PROOF of registration on the Central Supplier Database (CSD Report) **SUBMIT SUPPLIER NUMBER AND UNIQUE REFERENCE NUMBER**
8.	**NB: Pricing Schedule: Compliance to Annexure A** **REFER TO PAGE 6 and 16 OF 16**		• Submit full details of the Price Proposal in a separate **SEALED** envelope. • Price must be carried over to **BOTH SBD 3.3 (Pricing Schedule) and SBD FORM1**: (Invitation for Bids). *The Total Bid Amount (**CEILING AMOUNT**) will be used for the evaluation of bids therefore it must be inclusive of all costs for the duration of the contract)* ***FAILURE TO COMPLY WITH THIS REQUIREMENT SHALL IMMEDIATELY DISQUALIFY A BIDDER.***
9	**IMPORTANT: *SUBMISSION OF USB*** **REFER TO PAGE 5 OF 16**		1. Bidders must submit a USB with their proposal- 1 copy of the original document 2. USB to be submitted in pdf format and to be read only 3. All documents to be signed and bidders initial each page ***FAILURE TO COMPLY WITH THIS REQUIREMENT SHALL IMMEDIATELY DISQUALIFY A BIDDER.***

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:

EVALUATION CRITERIA	Rating					Weight %	Total
	1	2	3	4	5		
Experience of Service Provider Demonstrated experience in providing ICT services of any nature (preferably with an administration component) to customers including proof						**50**	

of financial viability to do monthly subscription payments on behalf of CIPC before invoicing CIPC.

Score = 1	Score = 2	Score = 3	Score = 4	Score = 5
Up to 1 year experience	Up to 2 years experience	Up to 3 years experience	Up to 4 years experience plus specific experience in administering Google accounts and at least one other cloud-based subscription.	Up to 5 years or more experience plus specific experience in administering Google accounts and at least two other cloud-based subscriptions.

Company Competency Testimonials — **50**

Provide a minimum of three (3) signed letters on official company letterheads from contactable references (jurisdictions / regulators that you have delivered ICT services of any nature to customers in the past 36 months: the letters should cover the following:

Was the service provided satisfactory?

Was the service provided in line with the Service provider's proposal and within budget?

Did the Service provider deliver accurately and on time?

Would the company make use of the service provider's services again?

Score = 1	Score = 2	Score = 3	Score = 4	Score = 5
No letters or Very	Less than satisfactory but not	Satisfactory based on minimum requirements	Slightly better performance than minimum	Excellent performance far beyond mini-

poor testimonial provided	outright poor	or expectations from clients	requirements or expectations from client	mum requirements or expectations from client							
Total										**100**	

Note:

1. 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.
2. **BIDDERS THAT ACHIEVE LESS THAN 60 POINTS ON FUNCTIONALITY WILL BE DISQUALIFIED FOR FURTHER EVALUATION**

PHASE 3: PRICING AND PREFERENTIAL PROCUREMENT POLICY

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

Preferential Procurement Policy

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

Pricing

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

Description	Total
Price	80
BBBEE	20
Total	**100**

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

BROAD BASED BLACK ECONOMIC EMPOWERMENT (BBBEE)

- Provision of the Preferential Procurement Policy Framework Act (PPPFA), Act 5 of 2000 and its regulations 2017 will apply in terms of awarding points.

- Preference Points Claim Form, SBD 6.1 should be completed and signed by the bidder to be able to claim preference points.
- Calculation of points for B-BBEE status level contributor:
- Points will be awarded to a bidder for attaining the B-BBEE status level of contributor in accordance with the table below:
- Failure to submit a certificate from accredited verification agency substantiating the B-BBEE status level of contribution or is a non-compliant contributor, such bidder shall score 0 points out of the allocated maximum points for B-BBEE.

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

ANNEXURE "A"

11. BID COSTING

PRICING TABLE (TO BE PRINTED AND INCLUDED IN THE SEALED ENVELOP -PRICE PROPOSAL) WITH THE FOLLOWING DOCUMENTS

1. **SDB 3.3: PRICING SCHEDULE**
2. **SBD FORM 1: INVITATION TO BIDS FOR**
3. **A BIDDER *MUST* ATTACH PRICE BREAKDOWN IN THE BIDDER'S COMPANY LETTERHEAD STATING TOTAL BIDL PRICE INCLUSIVE OF ALL**
4. **BIDDER'S TO COMPLY WITH ALL CONDITIONS BELOW AS WELL AS THOSE ON PAGE 6 OF16 AND PAGE WITH REGARDS TO PRICE**

The costing should be based on all requirements of the terms of reference for a period of 60 Months, with an option to renew for a further 60 Months. Total Costing should be indicated per year from year 1 to 10 and a total bid price for year 1 to 5 must be stated and year 6 to 10 must be stated as per the tables below.

Prospective bidders **must submit a total price as per table below clearly indicating the unit costs and any other 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 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.*

1 Table 1: (format for price quotation): CIPC reserves the right NOT to extend the contract for an additional period

Description	Year 1	Year 2	Year 3
Total			

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TOTAL BID PRICE (CEILING PRICE)FOR THE DURATION OF 3 YEARS: NB PRICE MUST BE INCLUSIVE OF ALL REQUIREMENTS OF THE TOR	
TOTAL YEAR 1 TO 3 (PRICE MUST BE INCLUSIVE OF VAT)	
TOTAL BID PRICE	

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

12. 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

COMPULSORY **BRIEFING SESSION**	**DATE: 23 NOVEMBER 2026** **TIME: 12H00 MID-DAY** **MICROSOFT TEAMS MEETING** **JOIN:** **HTTPS://TEAMS.MICROSOFT.COM/MEET/3659999556926501?P=BA83URDJXS5VWUDPIU** **MEETING ID: 365 999 955 692 650 1** **PASSCODE: RT6PD6KH**

13. 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 DTI** Campus, 77 Meintjies Street,
Sunnyside
PRETORIA

14. ENQUIRIES

A. Supply Chain Enquiries

Mr Solomon Motshweni
Contact No: (012) 394 3971 /45344
E-mail: SMotshweni@cipc.co.za

B. Technical Enquiries

Mr. Hennie Viljoen

E-mail: hviljoen@cipc.co.za

BIDS OPENING DATE: 08 NOVEMBER 2026

BIDS CLOSING TIME: 11: 00 AM

BIDS CLOSING DATE: 30 NOVEMBER 2026

***PLEASE NOTE*: BID PROPOSALS MUST BE SUBMITTED TO CIPC OFFICES BEFORE OR ON THE BID CLOSING DATE AND TIME.**

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 SERVICE.***

NB: COVID -19 REGULATIONS TO BE ADHERED TO