

# REQUEST FOR PROPOSALS (RFP)

## RE-TENDER: PROVISION OF INTELLECTUAL PROPERTY MANAGEMENT AND LEGAL ADVISORY SERVICES FOR ELIDZ ENTREPRENEURS FOR A PERIOD OF TWO YEARS

The **East London Industrial Development Zone SOC Ltd** is the operator of the East London Industrial Development Zone (ELIDZ), an entity which exists to help manufacturers to become globally competitive through the development and efficient management of a modern, purpose-built industrial location, which offers investing industries a streamlined business environment enhanced by a range of supporting services. The zone is already operational and currently houses a number of manufacturers that supply products for the local and international markets.

### SCOPE OF WORK:

Tenders are hereby invited from suitably qualified and experienced service providers for the Provision of Intellectual Property Management and Legal Advisory Services for ELIDZ entrepreneurs for a period of two years to the East London Industrial Development Zone, located at our facilities within the West Bank area of the Buffalo City Municipality.

The successful tenderer will be required to enter into a contract for the Provision of Intellectual Property Management and Legal Advisory Services for ELIDZ entrepreneurs for a period of two years with the East London Industrial Development Zone SOC (Pty) Ltd.

Reference No.	Description / Name	Closing Date / Time
STP 12/5/09/01	RE-TENDER: PROVISION OF INTELLECTUAL PROPERTY MANAGEMENT AND LEGAL ADVISORY SERVICES FOR ELIDZ ENTREPRENEURS FOR A PERIOD OF TWO YEARS	06 October 2023 at 12h00

The scope of services includes providing the following services:

To provide intellectual property management and legal advisory services for ELIDZ STP entrepreneurs within a period of two years to ascertain the following but not limited to:

- Conduct novelty searches to determine if their invention is new.
- Filing Provisional Patent Application;
- Filing Complete Patent Application;
- Prosecuting Complete Application until granted;
- Conduct Trademark availability search;
- Filing of trademark application in 2 classes;
- Prosecuting of trademark applications until trademarks are registered;
- Provision of IP training and IP Portfolio Management

### BRIEFING MEETING:

**Note:** A Non-Compulsory Briefing with representatives of the Employer will take place Virtually via **Microsoft Teams on 19 September 2023 starting at 11h00**. To join the meeting please click the link: [Click here to join the meeting.](#)

### BID CONDITIONS:

- Tenderers are required to submit a Valid SARS Tax Clearance Certificate with their tender, or the relevant SARS pin code which will allow the ELIDZ to confirm the tenderers tax status on-line.
- Tenderer must be registered on Central Supplier Database (CSD) from National Treasury and MAAA number must be provided.
- Tenderers should submit a Valid original or certified B-BBEE certification. Companies with annual turnover less than R10 million to submit Sword Affidavits.
- Tenderers to provide certified copy of Company Registration Certificate.
- Proof of registration with CIPC as an IP Attorney and SAIPL Affiliation.
- Fully completed and signed Procurement Handbook.
- Tenderers must submit technical and financial proposals in two separate envelopes clearly marked **“Envelope A-Technical Proposal”** and **“Envelope B – Financial Proposal”**. Then the financial proposal will only be opened should the technical proposal be found to be acceptable.
- A non-signed “Form of Offer” in the financial proposal in the “Envelope B” submission will result in the disqualification of the tender.
- Inclusion of Price Offer and/or any other price related details in “Envelope A -Technical Proposal” will result in the disqualification of the tender.
- The successful Tenderer will be required to have sufficient and competent staff available to commence full time operations in accordance with the contract with effect from the Commencement Date, failing which the contract will be awarded to the next most preferred Tender.

### EVALUATION:

The evaluation will be guided by the ELIDZ procurement policy. Points will be awarded on the basis of Price and Specific goals.

#### Score breakdown:

- 80 Points for Price
- 20 Points for Specific Goals

All tenders not providing compulsory responsive documentation and with functionality scoring less than 70%, will not be considered for the next stage of tender evaluation.

### PROPOSAL DOCUMENT & SUBMISSION:

The RFP document will be available for download on **8 September 2023 from 12:00 (Noon)** at [www.elidz.co.za](http://www.elidz.co.za) under **Opportunities >> Tenders**.

**To make a tender submission for an open tender you must have completed the registration process before and have an active login account. Navigate to <https://tenderportal.elidz.co.za> and login with your credentials captured as part of the registration process.**

**It will be the responsibility of the respondent to ensure that the tender/bid reaches the ELIDZ. All tender/bids documents are to be submitted online at <https://tenderportal.elidz.co.za> before the closing date and time of 12h00 on the 06 October 2023. Only PDF documents must be uploaded with a maximum size limit of 2GB per file. No tenders are to be submitted at the ELIDZ premises and No late tenders will be accepted.**

### TENDER ENQUIRIES:

Questions relating to the RFP will be accepted until **16h00 pm on 27 September 2023** with responses by 28 September 2023.

Queries relating to this tender may be addressed to:

Ms A. Mzantsi **T:** +27 43 702 8200 **I E:** [anathi@elidz.co.za](mailto:anathi@elidz.co.za)

