



ELUNDINI LOCAL MUNICIPALITY
REQUEST FOR PROPOSAL

Elundini Local Municipality is calling for service providers to bid for the following service:

Project Name	Contract Number	Closing Date
Provision of Elundini Local Municipality it-related services	ELM-4/006/2018-2019	Tuesday , 4 September 2018

The minimum terms of reference and functionality is detailed in the bid document.

OBTAINING OF TENDER DOCUMENTS

Bid Documents will be available from the SCM Unit upon payment of a **non-refundable** cash fee of **R250.00 (Two hundred and Fifty rands only)** (paid in cash or by means of an electronic funds transfer (EFT)) made payable to Elundini Local Municipality. The deposit is to be paid at the Cashier's office between the hours of **08h00 and 16h00** during the normal working hours prior to the collection of the bid documents from SCM Unit. The bid documents will be available from **Wednesday, 22 August 2018**.

SUBMISSION OF TENDERS:

Completed bid documents and supporting documentation are to be placed in a sealed envelope endorsed with **Provision of Elundini Local Municipality it-related services: ELM-4/006/2018-2019** must be delivered to the **ELUNDINI LOCAL MUNICIPALITY** offices, at No. 1 Seller Street, Maclear and placed in the Tender Box situated at the cashier's reception area, Finance Department not later than **12H00 on Tuesday, 4 September 2018** at which time the tenders will be opened in public.

Only those tenderers who satisfy the following eligibility criteria and who provide the required evidence in their tender submission are eligible to submit tenders and have their tenders evaluated:

1. Tender offers will only be accepted if:

- 1) the tenderer is registered on the Central Supplier Database (CSD) for the South African government (see <https://secure.csd.gov.za/>) unless it is a foreign supplier with no local registered entity.
- 2) the tenderer provides written proof from SARS that the tenderer either has no Tax obligations or has made arrangements to meet outstanding Tax obligations,
- 3) the tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in
- 4) the financial offer is market related (See Regulation 6 (9) and section 7 (9) of the 8(9) OF Preferential Procurement Regulation 2017.
- 5) the tenderer or any of its directors/shareholders is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;
- 6) the tenderer has not:
 - i) abused the Employer's Supply Chain Management System; or
 - ii) failed to perform on any previous contract and has been given a written notice to this effect; and
 - iii) the tenderer has completed the Compulsory Declaration and there are no conflicts of interest
Which may impact on the tenderer's ability to perform the contract in the best interests of the employer or potentially compromise the tender process.
- 7) the statement of municipal account that is not older than three months or Lease Agreement OR Affidavit from SAPS stating that the bidder is not obliged to pay municipal rates with a letter from a ward councillor is submitted with the tender document.
- 8) the Joint Venture has attached the following :
 - a) J V agreement,
 - b) original or certified copy of consolidated BBBEE certificate, and
 - c) letter of signatory.

2. The tenderer is required to submit with his tender the following certificates:

- 1) Proof of registration with Central Supplier Database must be attached.
- 2) A Copy of business entity registration certificate e.g. CK Document
- 3) Certified ID copy/s of business entity owners
- 4) Tax Compliance status documents with PIN from SARS must be attached.
- 5) Proof of B-BBEE status level of contributor in the form of an appropriate original or certified completed affidavit downloaded from www.thedti.gov.za/economic_empowerment/bee_codes.jsp or an original or certified copy of a valid verification certificate from a verification agency accredited by SANAS and recognized as an Accredited B-BBEE Verification Agencies (www.sanas.co.za/afdirectory/bbbee_list.php)

3. Returnable schedules required for tender evaluation processes

- MBD 1: Invitation to tender
- MBD 4: Declaration of Interest form
- MBD 3.1 Price schedule – firm price

MBD 6.1: Preference Points Claim Form In Terms Of the Preferential procurement Regulations 2017

MBD 8: Declaration of Bidder's Past Supply Chain Management Practices

MBD 9: Certificate of Independent Bid Determination

4. Mandatory Technical Requirements

SITA contract 1183;

A service provider must present a Privacy and POPI Act Specialist as one of the resources.

At least one resource must have a TOGAF certification.

At least one resource must have COBIT Certification

At least one resource must have PRINCE 2 Certification.

Please note the following:

- Failure to submit required information will lead to zero score on Functionality stage.
- Tender documents must be completed with non-erasable ink. Any tender document completed with pencil will not be acceptable and shall be disqualified.
- Ensure that there are no errors or omissions.
- The submission should be entirely legible. Any changes made to the original text of bid should be crossed through and signed for.
- If correct delivery is not received by the indicated agreed date the contract will immediately be terminated
- DO NOT USE CORRECTION FLUID as this may invalidate your submission.
- Bidders must FULLY complete, SIGN tender document and INITIAL every page. Failure to do so may lead to the tender deemed non-responsive.

PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT (PPPFA) POINTS WILL BE AWARDED AS FOLLOWS:

Price Points - 80 points

B-BBEE Status Level of Contributor -20 points

TOTAL 100 points

FUNCTIONALITY

Bidders to note that a Pre-qualification Evaluation (table attached in tender document) will be undertaken. A minimum score of 70 points out of 100 points must be score in order to proceed to the Financial Evaluation.

Stage 1 of Evaluation – Functionality

Stage 2 of Evaluation – Price and Preferential Points

Description	Maximum Points Allocated
STAGE 1 OF EVALUATION - FUNCTIONALITY	
FUNCTIONALITY	
• Experience	60 Points
• Expertise	40 points
TOTAL	100 points
STAGE 2 OF EVALUATION – PRICE & B BBEE	
PRICE	80
BBBEE POINTS	20

NB: For EFT payments use this reference No. 020114350000. The banking details and detailed breakdown of functionality (stage 1 of evaluation criteria) are available on ELM Website. www.elundini.gov.za and also attached in the tender document.

BIDDERS SHOULD TAKE NOTE OF THE FOLLOWING BID CONDITIONS:

- The Elundini Local Municipality Supply Chain Management Policy will apply. This policy is obtainable from Elundini Local Municipality offices in Maclear and is available on ELM Website:www.elundini.gov.za
- The Elundini Local Municipality does not bind itself to accept the lowest bid or any other bid and reserves the right to accept whole or part of the bid;
- Bids which are late, incomplete, unsigned or submitted by facsimile or electronically, will not be accepted;
- Bids submitted are to hold good for a period of 90 days;
- Bidders will be required to register as a supplier/service provider on the ELM's Supplier/Service Provider Database, if not already registered prior to the tender closing date.
- The latest General Conditions of Contract and any Special Conditions of Contract will apply
- Failure to comply with these conditions may invalidate your offer

Upon submission of a bid/quote the bidder automatically grants confirmation that SARS may, on an ongoing basis during the contract term disclose the bidders Tax Compliance status to the municipality

Technical enquiries Contract

Bidding Process Enquires should be directed to:

Mrs T. Zilwa E-mail:thuthulas@elundini.gov.za

Technical Queries should be directed to:

Mr S Quzu E-mail: siyaq@elundini.gov.za

K. GASHI
MUNICIPAL MANAGER
ELUNDINI MUNICIPAL



PROJECT SPECIFICATION FOR THE PROVISION OF ELUNDINI LOCAL MUNICIPALITY **IT-RELATED SERVICES**

1. OBJECTIVE

The main purpose of this engagement is to solicit the proposals from the experienced service providers to assist the Elundini Local Municipality (ELM) with the provision of the IT-related services, in line with KING IV, ISO/IEC 38500, COBIT, ISO 27001/2, and POPI ACT, and other relevant standards and practices.

This specification document is for the provision of IT Policies, Procedures, Plans and other Related Services as shown on the scope works as set out herein below;

2. PROVISION OF IT GOVERNANCE AND SECURITY SERVICES (POLICIES, PROCEDURES, PLANS AND OTHER RELATED SERVICES)

This service provider must provide the ELM with the IT Governance and IT Security Services (Policies, Procedures, Plans and other services) as described in section 2.1 below.

2.1. Scope

The service provider must provide the following IT-related services:

a. Implementation of the IT Governance as per the KING IV recommendations:

- Review disaster recovery plan, operationalise and update to talk to the IT setup.
- Prepare/review procedure manuals and team notes for disaster recovery.
- Supply and install Water and food prohibition signs at the main and disaster recovery site.

- Identify key documents and equipment for recovery plans and move copies to the recovery site.
- Develop IT Physical Access to Server Room Procedure.
- Review IT Risk Register.
- Develop IT Risk Management Procedure.
- Develop Change Control Procedure.
- Develop Backup and Recovery Procedure
- Develop Patch Management Procedure.
- Develop Firewall Management Procedure.
- Develop Antivirus Management Procedure.

b. Implementation of Information Security:

- Carry out IT security awareness initiatives and campaigns.
- Support day-to-day administration of various firewalls.
- Proactively assess potential items of risk and opportunities of vulnerability in the network.
- Design and implement IT Security policies and procedures for the administration of security measures over the network, operating system.
- Implement strong password controls to authenticate system access. Incorporate this aspect in the IT Security policy.
- Ensure the ELM correctly configures firewalls routers within the network environment to ensure optimal protection against unauthorised access.
- Ensure that there is anti-virus software across the organisation to protect information systems.
- Ensure there is patch management process to prevent exploitation of vulnerabilities.
- Ensures that activities within the system network, including databases are tracked by using audit trails by someone independent of administration functions.
- Ensure that system configuration detect security vulnerabilities and that incidents are monitored, reported and resolved on a regular basis.
- Carry out checks / tests for effectiveness that Firewall, Anti-Virus and Spyware solutions to ensure the ELM's email, intranet and internet are protected.
- Perform additional related responsibilities as required to ensure compliance with the Auditor General's requirements and relevant laws and regulations.

c. Review of the IT Master Systems Plan:

- Interview key stakeholders.

- Conduct the Business, Information, Applications, and Technology GAP Analysis.
- Develop IT Master Systems Plan that incorporates Implementation Plan.

d. Implementation of POPI:

- Conduct POPI Readiness Assessment.
- Develop Plan of Action for POPI Compliance that includes the development of Data Protection Policy and Procedures, Data Privacy Plan.
- Conduct POPI Compliance Assessment to comprehensively evaluate how Plan of Action is implemented to comply with POPI.

e. Development and Implementation of Business Continuity (BC) and IT Disaster Recovery (DR) Plans:

- Conduct Business Impact Analysis and Risk Assessment.
- Identify the Recovery Strategies.
- Prepare Business Continuity and IT Disaster Recovery Plans.
- Educate and Train on BC and IT DR Plans.
- Test BC and IT DR Plans and update accordingly.

2.2. Mandatory Technical Requirements

- SITA contract 1183;
- A service provider must present a Privacy and POPI Act Specialist as one of the resources.
- At least one resource must have a TOGAF certification.
- At least one resource must have COBIT Certification
- At least one resource must have PRINCE 2 Certification.

2.3. Evaluation Criteria

Table 1: Technical Evaluation Criteria

Evaluation Criteria	Range	Score	Weighting (100%)
Company experience			60 points
(1) The service provider must have at least three (3) years' experience in the similar nature of work. The company must submit the profile with list previous projects.	(i) 3 or above	30	30
	(ii) 1 to 2 Years	20	
	(iii) Less than 1 years	0	
	(iv) No Experience	0	
(2) Service Providers References for provision of related work.	All required references in the form of appointment letters <ul style="list-style-type: none"> • 5 references for provision of IT Governance, = 6 Points • 3 references for provision of Information Security, = 6 Points • 3 references for Master Systems Plan, and = 6 points • 3 references for the provision of BCP and DRP= 10 Points • 1 references for the provision of POPI = 2 Points 	30	30
	Less than required references	0	
	No references	0	
Expertise – (TOGAF and COBIT certification is compulsory in this section)			40 points
(3) Project manager experience and qualifications. <ul style="list-style-type: none"> • Certification 	TOGAF Certification	8	25
	COBIT Certification	8	
	PRINCE 2 Certification	9	
	No Certification	0	
	3 years' and above experience in similar projects.	15	15

Evaluation Criteria	Range	Score	Weighing (100%)
<ul style="list-style-type: none"> Experience NB. The bidder must attach CV and certified certificates of qualifications.	1-2 years' experience in similar projects.	10	
	Less than 1 years' experience in similar projects.	0	
	No experience	0	
Total			100 %

2.4. Timeline

The project must be completed within a period of twelve (12) months preferably less than 12 months.