



**UMZIMVUBU**  
LOCAL MUNICIPALITY

RE-ADVERTING DATE: 03 FEBRUARY 2017

**SERVICE PROVIDER TO CONDUCT AND DEVELOP ICT RISK MANAGEMENT AND REGISTER**

Bidders are hereby invited to submit proposals for Conducting and development of ICT risk assessment and register. Terms of Reference are available at SCM office for free.

**MANDATORY DOCUMENTS TO BE SUBMITTED FAILURE TO DO SO WILL LEAD TO BE NON RESPONSIVE.**

Umzimvubu Local Municipality Supply Chain Management will apply. A valid Original Tax Clearance Certificate or confirmation from SARS with a verification pin, certified copy of company Registration/Founding Statement/C/PC Documents. Certified BBBEE certificate and a combined BBBEE for a joint venture (non-elimination item). JV Agreement for Joint venture. 80/20 evaluation criteria. Prices quoted must be firm and must be inclusive of VAT for vat vendors. Certified ID Copies of Managing Directors/ Owners. CSD Registration and MBD forms 4, 8 and 9 are compulsory submission and Billing Clearance certificate or Statement of Municipal Accounts. Certified copies of Certificates must not be later than 90 days of closing date. **No couriered, faxed, e-mailed and late tenders will be accepted after closing date.** Umzimvubu Local Municipality reserves the right not to appoint and value for money will be the key determinant. All quotation must be deposited in the quotation box situated at **Umzimvubu Local Municipality Offices at SCM office 813 Main Street, Mt Frere** not later than **12h00 noon on 15 February 2017**, where they will be opened in public. All tenders must be clearly marked "Name of the project or Reference number". All service providers must be registered on CSD and submit proof.

The municipality will not make award any award to a person or persons working for the state.

**Enquiries:** All technical enquiries may be directed to Ms A.Monakali 039 255 8500 / Mr Mbukushe (SCM Manager) 039 255 8555

Other enquiries regarding this Bid may be directed to the office of the Municipal Manager:

**Attention: Mr G.P.T Nota**

**813 Main Street or P/Bag X9020**

**MT FREERE**

**5090**

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**GPT NOTA (MUNICIPAL MANAGER)**



## **UMZIMVUBU**

LOCAL MUNICIPALITY

### UMZIMVUBU LOCAL MUNICIPALITY

### TERMS OF REFERENCE

#### **NAME OF THE PROJECT: UMZIMVUBU ICT RISK ASSESMENT AND REGISTER**

#### **1. INTRODUCTION OF THE PROJECT**

Umzimvubu Local Municipality seeks to acquire services from a reputable Audit company to conduct and develop risk assessment (ICT risk register and mitigation strategies) which is to assist ICT develop its Master Plan.

#### **2. AIM OF THE PROJECT**

The development of the risk assessment and identification will consist of the following:

- 2.1.1. Audit Analysis
- 2.2. Assessment of ICT infrastructure and network.
  - 2.2.1. Assessment of ICT Systems.
  - 2.2.2. Analysis of ICT policies and procedure.
  - 2.2.3. Compilation of risk register and mitigation strategies
  - 2.2.4. Remedial Plan
  - 2.2.5. ICT Risk register
  - 2.2.6. Close out report

#### **3. SPECIFICATION**

- 3.1. Develop an ICT risk analysis tool.
- 3.2. Review Internal Audit Plan that include ICT.
- 3.3. Develop Disaster recovery plan mitigation strategy
- 3.4. Develop ICT Master Plan (After risk identification and mitigation strategy projects that will be developed mitigating the risks will inform ICT Master plan)
- 3.5. Conduct Assessment for Audit readiness
- 3.6. Develop ICT Risk register
- 3.7. Develop Close out report

#### **4. SCOPE OF WORK**

The scope of this project will cover the following areas:

- 4.1. Evaluation of existing ICT infrastructure

- 4.2. Identify technology gaps between the current infrastructure and strategic vision of the municipality
- 4.3. To assess the current technology solution against the medium and long term requirements
- 4.4. Provide analysis of requirements needed to develop implement and maintain applications and systems required in the municipality. Provide a functional description of the envisaged technology infrastructure with clear performance targets, timeframes, cost estimates, monitoring and evaluation plan
- 4.5. To prepare a risk remedial strategy document that will map out the way forward for the next 5 years
- 4.6. To define the technology standards e.g. hardware, software, firmware, naming conventions etc. (To check our infrastructure life span to prevent obsolete equipment)
- 4.7. Align municipal ICT risks to the future projections

## **5. KEY DELIVERABLES**

- 5.1. Project plan
- 5.2. Meet ICT officials and third parties. (Third parties will be ITNA who is hosting our backups, Didata, Adapt-IT, SAINET, Munsoft and Payday)
- 5.3. ICT Software and Hardware Standards
- 5.4. Draft Assessment results
- 5.5. Five (5) year ICT Risk Master plan Action Plan and budget – roadmap driven delivery. (it's a Risk mitigation master plan)
- 5.6. Compilation and submission of ICT risk register
- 5.7. Close out report

## **6. CONDITIONS OF THE CONTRACT**

- Signing of SLA

## **7. PROJECT MANAGEMENT**

The Service Provider MUST work very closely with the Municipality ICT Unit.

## **8. PROJECT TIMEFRAME**

One (1) month.

## **9. PROJECT BUDGET**

- 9.1. Service Providers must present a work plan and budget consistent with the amount of work as specified in the "scope of work".
- 9.2. Service providers must present a proposal driven by cost saving methods and prices which are commensurate to the specified scope of work.
- 9.3. The successful service provider shall be paid for services rendered on presentation of original tax invoice.

## 10. EVALUATION CRITERIA

### PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2011 POINTS WILL BE AWARDED AS FOLLOWS:-

Received Responsive Proposals will be evaluated based on the following criteria

The bid will be evaluated in two stages namely:

ITEM	WEIGHT
<b>Stage 1 – Functionality</b>	
<ul style="list-style-type: none"> <li>• Previous Experience in Conducting Risk Assessment and register for municipalities</li> </ul>	50
<ul style="list-style-type: none"> <li>• Capacity and Expertise to undertake the work</li> </ul>	40
<b>Implementation Plan</b>	
<b>Stage 2 - Price and Preferential Points</b>	
<b>EVALUATION – PRICE &amp; PREFERENTIAL POINTS</b>	<b>100</b>
<ul style="list-style-type: none"> <li>• Price</li> </ul>	80
<ul style="list-style-type: none"> <li>• BBBEE POINTS</li> </ul>	20
10.1. Previous Experience in Risk Assessment and Register for municipalities	
10.2. Five (5) Completion Certificates	50
10.3. Three (3) Completion Certificates	30
10.4. Less than three (3) Completion certificates	10
10.5. Capacity and Expertise to undertake the work	40
10.6. The service provider MUST give contactable references of 5 or more Municipality's with completed ICT Infrastructure projects to illustrate that the service provider fully understands the Local Government ICT Risk management	20
10.7. Service Provider has been providing ICT services for a period not shorter than 5 years	20
10.8. Implementation Plan	10
10.9. Comprehensive Project implementation plan and payment	

schedule for the duration of the project and support services if they will be needed post project implementation.

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**11. Where to Submit:**

All submissions must be clearly marked:

11.1. **UMZIMVUBU ICT RISK ASSESMENT AND REGISTER**

11.2. Addressed for the attention of Mr. G.P.T. Nota

Submissions must be hand delivered to the Municipal Offices in Mount Frere and deposited in the quotation box situated at Supply Chain Office at 813 Main Street, Mount Frere.

**Due date for the submission of proposal is 25 November 2016 at 12H00. NO LATE SUBMISSIONS WILL BE CONSIDERED.**

**INFORMATION AND TECHNICAL QUERIES BE DIRECTED TO:**

Attention of Mr. T Funani

Phone : +2739 255 8568

Fax : +2739 255 0167

Email: [Tozamile.Funani@umzimvubu.gov.za](mailto:Tozamile.Funani@umzimvubu.gov.za)

**11.3. OTHER QUERIES**

Any other queries related to the bid must be addressed to the attention of Mr. G.P.T. Nota -  
Municipal Manager

813 Main Street

Private Bag X 9020

MOUNT FRERE

5090

Phone : +2739 255 8510;

Fax : +2739 255 0167

  

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N. KUBONE