

NDLAMBE MUNICIPALITY



RFQ NO:93/2324

INVITATION TO SUBMIT FORMAL WRITTEN QUOTATIONS PROVISION OF INFORMATION COMMUNICATION TECHNOLOGY (ICT) GOVERNANCE AUDIT SERVICES FOR NDLAMBE MUNICIPALITY

Quotations are hereby invited from prospective qualified companies to perform the Information Communication Technology Governance audit services for Ndlambe Municipality.

SPECIFICATIONS

Objectives:

The overall objective of this project is to appoint a service provider with prerequisite capacity to provide the required services within the desired quality, scope, timeframe, and cost.

The broad objectives of this RFQ is to:

- Appoint a service provider to conduct an ICT Governance audit of the Municipality;
- Provide prospective service providers with adequate information to understand and respond to Municipality's requirements for the required services;
- Ensure uniformity in the responses received from the prospective service providers; and
- Provide a structured framework for the evaluation of proposals.

Scope of work

The preferred service provider will be required to conduct an ICT Governance audit as per the indicative scope below. However, this will be further refined based on engagements with client management.

- a) Strategic alignment
- b) Value delivery
- c) Risk management
- d) Resource management
- e) Performance management

The preferred service provider or consultant will be required to:

- a) Prepare an audit engagement plan and budget with clear timelines and deliverables based on the agreed scope.
- b) Prepare an audit engagement letter which should be discussed and agreed with client management.

- c) Execute the audit in line with the methodology of the Municipality's Internal Audit function
- d) Provide weekly feedback to the Manager: Internal Audit on the progress in the execution of the audit engagement plan.
- e) Ensure effective client and stakeholder management.
- f) Present the report to the management and governance structures.

The successful service provider will be required to submit an audit file, which at minimum shall include the following deliverables:

- a) Results of the audit.
- b) Properly referenced working papers and evidence (with audit procedures/ audit programme)
- c) Root-cause analysis and recommendations
- d) Draft report.
- e) Final Report.

Full requirements detailed from page 5 of this request for quotation document.

Bidders shall take note of the following BID CONDITIONS:

1. The bid price should be in R (ZAR) value.
2. Prices must be valid for at least 90 days from the closing date (to be stated on quotation).
3. Prices quoted must be firm and must be inclusive of VAT.
4. Bids not complying with all specifications as set out above will be declared non-responsive and therefore not be considered for the preferential points calculation which will be used to determine the successful bidder.
5. Ndlambe Municipality does not bind itself to accept the lowest bid or any other bid and reserves the right to accept the whole or part of a bid.
6. A SARS tax reference number and PIN must be provided. Tax status will also be verified against the Central Supply Database (CSD).
7. Evidence of registration of company on the Central Supplier Database must be provided (CSD "MAA" number).
8. Bidders must complete the following forms:
 - Declaration of Interest form (**MBD4**).
 - Certificate of Independent Bid Determination (**MBD9**).
- 8.1. Bidders who wish to claim for preferential points for Specific Goals in terms of the Preferential Procurement Policy of Council and the Preferential Procurement Regulations, 2022, must submit a completed form MBD 6.1 (included in the returnable document) as well as a certified copy of the proof of B-BBEE status level of contribution as follows:
 - o In the case of an Affidavit, commissioned by a Commissioner of Oaths
 - o In the case of a B-BBEE Certificate, only a "true copy" stamp and signature.
9. It should be noted that the 80/20 points system will be applied, 80 being for price and 20 for Specific Goals as defined in the Preferential Procurement Policy.
10. The award will be made in terms of the Municipality's Preferential Procurement and Supply Chain Management Policy.
11. A Municipal Billing Clearance Certificate (in respect of both the company and, if applicable, directors/owners) must accompany all bids.
12. Documents are to be completed in full.

The abovementioned MBD forms are available for download from: <https://ndlambe.gov.za/web/mbd-documents/>

Late submitted, unmarked, faxed, falsified or e-mailed offers will not be considered and will be disqualified. Bids must be placed in sealed envelopes marked “**NOTICE NR 110/2024 or RFQ NO: 93/2324 – PROVISION OF INFORMATION COMMUNICATION TECHNOLOGY (ICT) GOVERNANCE AUDIT SERVICES FOR NDLAMBE MUNICIPALITY**” and must be placed in the tender box at the Supply Chain Management Unit, 44 Campbell Street, Port Alfred, **not later than 12h00 on 07 June 2024**. Bids will be opened at the same venue from 12h05 on the same day.

N.B. ENVELOPES NOT MARKED AS INDICATED ABOVE WILL NOT BE OPENED AND SUCH BIDS WILL, AS A RESULT, BE DISQUALIFIED.

Further details may be obtained from the Internal Audit Manager, Mr S Landzela email address: slandzela@ndlambe.gov.za , on Tel: 046 604 5505.

**NOTICE NUMBER : 110/2024
31 MAY 2024**

**ADV R DUMEZWENI
MUNICIPAL MANAGER**

Notice Boards, Website

1. BACKGROUND

The Internal Audit (IA) Unit of the Ndlambe Local Municipality (the Municipality) has been established in terms of the Internal Audit Charter to support the Municipality towards the achievement of its objectives by providing an independent and objective assessment of internal control, risk management and governance processes.

In conducting its work, the Unit is guided by the International Standards for the Professional Practice of Internal Auditing. It is thus obliged to ensure that its engagements are performed with proficiency and due professional care.

From time to time, the Internal Audit Unit requires specialist skills such as IT auditing skills to deliver on its mandate. Hence, this request for quotations for the provision of services to conduct ICT Governance audit.

2. PURPOSE OF THE REQUEST FOR QUOTATION (RFQ)

The purpose of this RFQ is to appoint a service provider with prerequisite capacity to provide the required services within the desired quality, scope, timeframe, and cost. The broad objectives of this RFQ is to:

- Appoint a service provider to conduct an ICT Governance audit of the Municipality;
- Provide prospective service providers with adequate information to understand and respond to Municipality's requirements for the required services;
- Ensure uniformity in the responses received from the prospective service providers; and
- Provide a structured framework for the evaluation of proposals.

3. SCOPE OF THE REQUIRED SERVICES

The preferred service provider will be required to conduct an ICT Governance audit as per the indicative scope below. However, this will be further refined based on engagements with client management.

- f) Strategic alignment
- g) Value delivery
- h) Risk management
- i) Resource management
- j) Performance management

The preferred service provider or consultant will be required to:

- g) Prepare an audit engagement plan and budget with clear timelines and deliverables based on the agreed scope.
- h) Prepare an audit engagement letter which should be discussed and agreed with client management.

- i) Execute the audit in line with the methodology of the Municipality's Internal Audit function
- j) Provide weekly feedback to the Manager: Internal Audit on the progress in the execution of the audit engagement plan.
- k) Ensure effective client and stakeholder management.
- l) Present the report to the management and governance structures.

The successful service provider will be required to submit an audit file, which at minimum shall include the following deliverables:

- f) Results of the audit.
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- j) Final Report.

4. FUNCTIONAL REQUIREMENTS

Evaluation: Service Providers

The mandatory functional requirements for all the services are provided below. In this evaluation stage, all bidders that fail to meet the minimum score of 70% and/or fail provide the required information and documentation will be disqualified from further evaluation. Proposals will be evaluated based on their capabilities and competencies for the IT auditing.

Requirements for service providers for IT Services

CRITERIA	MAXIMUM TO BE AWARDED	
FUNCTIONALITY	100 POINTS	
1. TEAM COMPETENCIES		60 POINTS
1.1 Collective IT AUDIT experience of the audit team (NB: Provide a comprehensive company profile)		20 Points
<ul style="list-style-type: none"> • More than 5 years • Between 3 and 5 years 	20 points	
	10 points	

CRITERIA	MAXIMUM TO BE AWARDED	
<ul style="list-style-type: none"> • Less than 3 years 	5 points	
1.2 Academic qualifications (NB: Attach CV's and certified copies of qualifications)		15 Points
<ul style="list-style-type: none"> • Team member with post graduate degree in information technology, internal auditing, and other relevant qualifications. • Team members with B. Degree in information technology, internal auditing, and other relevant qualifications. 	8 points	
	7 points	
1.3 Professional certification of the audit team (NB: Attach certified copy of Professional body membership certificates)		25 Points
<ul style="list-style-type: none"> • Team leader certified as a Certified Information Systems Auditor (CISA) by the Information Systems Audit and Control Association (ISACA) • Other team members certified as a Certified Information Systems Auditor (CISA) by the Information Systems Audit and Control Association (ISACA) bodies. <p>Other team members are certified either as Certified Risk in Risk and Information Control (CRISC), Certified Information Systems Manager (CISM), Certified in the Governance of Enterprise IT (CGEIT) by the Information Systems Audit and Control Association (ISACA).</p>	15 points	
	10 points	
	5 points	
2. PROPOSED METHODOLOGY & APPROACH		30 points
Understanding of the requirements, including the following phases as a minimum: Planning, Fieldwork, and Reporting.		

CRITERIA	MAXIMUM TO BE AWARDED	
<ul style="list-style-type: none"> • Sound/exceptional understanding of the requirements and demonstrates the ability to address them. • Partial understanding of the requirements and demonstrates the ability to address them. • Limited/no understanding of the requirements and demonstrates limited/ no ability to address them. 	30 points	
	15 points	
	0 points	
3. SERVICE HISTORY (Attach reference letters signed by the clients)		10 Points
Number of positive references:		
• More than 5 positive references	10 points	
• Between 2 and 3 positive references	5 points	
• Less than 2 positive references	0 points	
SPECIFIC GOALS		10
Points		
Woman	6 points	
Youth	6 points	
People living with Disability	2 points	
Race (Black)	6 points	

5. OTHER REQUIREMENTS

TEAM MEMBERS

Details of Team members to be assigned to the project should be submitted in the following format:

Name	Role in the Project	Experience in ICT governance audit	Highest Qualification	Certification

PRICING (Incl. VAT)

Service providers to provide their quotations guided by the requirements in the table below:

Position	Estimated Hours	Rate per Hour	Price "R"
Sub-Total			
Disbursements			
VAT			
Total Price			

6. CONFIDENTIALITY AND DUE CARE

The service provider is required to comply with key legislation including but not limited to Protected Disclosures Act and Protection of Personal Information Act

The service provider shall not disclose confidential information to any person, firm, company, or the media and shall not use such information other than the purposes it is intended for, subject to any prior specific authorization in writing.

7. RECORD-KEEPING

The service provider must retain all documents, in its final form,

8. NON-APPOINTMENT

Ndlambe Local Municipality has the right not to make an appointment should it find that the bidding parties do not meet the specified criteria/requirements.

9. SERVICE LEVEL AGREEMENT

The Service Level Agreement will be entered into by Ndlambe Local Municipality and the successful service provider. The service provider is responsible for ensuring that the agreed deliverables are ~~made~~ to the quality standard, on time, within budget.

10. DURATION

The contract shall be valid for the duration of the audit project.

11. VALIDITY OF BID

- 90 days

12. GENERAL CONDITIONS OF THE CONTRACT

General conditions of contract apply, together with the requirements of the SCM Policy and legislative framework.

13. SPECIAL CONDITIONS OF THE CONTRACT

The following special conditions apply:

- Replacement of candidates for this assignment will not be allowed except in extreme cases and the new candidates should possess the same educational qualifications and experience or higher than their predecessors and with the permission of the Accounting Officer.
- Ndlambe Municipality will not be liable to reimburse any costs incurred by the contractor during the proposal process.
- Penalties will be applied in respect of late completion of work defined in the final contract provided that the delay is attributed on the part of the service provider.
- The service provider:
 - Undertakes to act as an independent contractor in respect of the work.
 - Shall exercise all reasonable skill, care, and diligence in the execution of the work and shall carry out all its obligations following professional standards.
 - Shall, in all professional matters, act as a faithful adviser to Ndlambe Municipality in this regard.
 - Shall be deemed to have satisfied itself as to the correctness and sufficiency of the rates and prices set out in the contract for the work to be rendered.
 - Shall, whenever so required by the representative, furnish the representative with particulars in writing regarding the Service Provider's arrangement for the execution

- of the work. Should the parties believe the proposal submitted by the Service Provider does not ensure, inter alia, the completion of the work within a stipulated time for completion, the representative shall have the right to request that the proposal be amended to his/her satisfaction.
- Shall attend meetings with officials whenever required to do so by the representative to obtain information or advice in regard.
 - to the work and assignments or any matters arising therefrom in connection therewith.
 - Shall not have the power or authority to enter any contracts or otherwise to bind or incur any liability on behalf of the Ndlambe Municipality.
- The Ndlambe Municipality undertakes to pay the service provider within (30) days from the date of receipt of a correct invoice.
 - Only original bids filled in black ink will be accepted.
 - Service Providers bidding as a consortium / Joint Venture must attach an agreement signed by all partners and each party thereto must comply with all requirements of the bid.
 - A Curriculum Vitae and certified educational qualifications certificates must be included when submitting a proposal.
 - All the bid documents must be completed in full.
 - If the service provider does not meet the above requirements, it will automatically be disqualified.

14. EVALUATION CRITERIA

1. Evaluation will be carried out as per the below stages, namely, compliance, minimum requirements and price.
2. Compliance with the terms of reference,
3. Meeting the minimum requirements.
4. Price evaluation on the 80/20 points system within the ambit of the Preference Procurement Policy Framework Act No.5 of 2000 and Revised Preferential Regulations 2022.

APPROVAL

Prepared by:

S. Landzela

Manager of Internal Audit

Date:.....

Approved by

Adv R Dumezweni

Accounting Officer

Date:.....
