



Ref: Maropeng Mokhatla (SCM)

Tel: (011) 951-2541/2014/2177

REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS
Procurement from R30 000.00 up to a transaction value of R 200 000.00 (including Vat)
(For publication on Mogale City Website and Notice Boards)

Kindly furnish Mogale City Local Municipality with a written quotation on the goods listed hereunder

RFQ: MM 02/2014

QUOTATIONS ARE HEREBY INVITED FROM EXPERIENCED AND COMPETENT SERVICE PROVIDERS IN THE FIELD OF INFORMATION TECHNOLOGY AUDITING FOR CO-SOURCING AN INFORMATION COMMUNICATION TECHNOLOGY (ICT) SECURITY AUDIT FOR MOGALE CITY LOCAL MUNICIPALITY

Advertising date: Thursday 20 February 2014

Closing date and time: Tuesday 4 March 2014 @ 14:00

The quotation must be submitted on the official quotation document (including all the required annexures) and must be delivered by hand before the official closing date and time to:

The SCM Unit of MCLM
Civic Centre
Corner Market & Commissioner Streets, Krugersdorp
Upper Level West Wing
Tender Box 1

The following conditions will apply:

- Quotation documents can be downloaded from the website www.mogalecity.gov.za or collected from the Supply Chain Management Unit, Finance Dept, Civic Centre, Krugersdorp.
- The lowest or any quotations will not necessarily be accepted and MCLM reserves the right to accept the quotation in total or only in part.
- To participate in MCLM's quotation procurement of goods and services, suppliers are requested to register on the MCLM supplier database. Forms available from SCM Unit or website.
- No late quotations delivered after the official closing date and time will be accepted.
- Price(s) quoted must be valid for at least sixty (60) days from date of your offer.
- Price(s) quoted must be firm and must be inclusive of VAT.
- A firm delivery period must be indicated.
- **A valid, original tax clearance certificate must be attached.**
- **Attach the municipal account / lease agreement**
- This quotation will be evaluated in terms of the 80/20 preference point system as prescribed in the Preferential Procurement Policy Framework Act (No 5 of 2000) and for this purpose the following forms need to be completed and submitted:
 - **MBD 4: Declaration of interest;**
 - **MBD 6.1: B-BBEE Status Level of Contribution**
 - **MBD 8: Declaration of bidders past supply chain management practices**
 - **MBD 9: Certificate of independent bid determination.**

If the MBD forms are not completed & submitted, your quotation will be rejected.

No quotation will be considered from persons in service of the state (MDB 4)

**MOGALE CITY LOCAL MUNICIPALITY
REQUEST FOR FORMAL WRITTEN PRICE QUOTATION**

Mogale City Local Municipality requests a quotation on the goods listed hereunder on the Request for Quotation Forms. Please furnish all the information as requested and return the quotation on the date stipulated. Late and incomplete submissions will invalidate the quotation submitted.

RFQ NUMBER	RFQ:MM 02/2014 Quotations are hereby invited from experienced and competent service providers in the field of Information Technology Auditing for co – sourcing an information technology audit for Mogale City Local Municipality
ADVERTISING DATE:	Tuesday 20 February 2014
DEPARTMENT:	Municipal Manager 's Office : Section : Internal Audit
DESCRIPTION OF SERVICES	<p style="text-align: center;"><u>TERMS OF REFERENCE</u></p> <p>1. INTRODUCTION</p> <p>Mogale City Local Municipality (MCLM) invites experienced and competent service providers in the field of Information Technology Auditing to submit quotations for co-sourcing an Information Communication Technology (ICT) security audit on areas included under the scope below.</p> <p>2. SCOPE OF WORK</p> <p>Evaluate the adequacy and effectiveness of controls and processes for ICT security, and the extent to which controls have been applied, with a view to providing an opinion on the extent to which risks in these areas are managed.</p> <ul style="list-style-type: none"> ○ Information security ○ Access Management ○ Application and operating System Access Control ○ Management of Network Users ○ Physical Security Access ○ Communication and Operations Management <p>3. DELIVERABLES</p> <p>The appointed service provider will be required to:</p> <ul style="list-style-type: none"> • Plan and execute the audit in compliance with the Standards of professional practice issued by the Institute of Internal Auditors (IIA). • Adopt the methodology of Mogale City Local Municipality (MCLM) in executing the audit • Hold periodic meetings with senior and executive management to explain audit findings and recommendations and discussion of the implementation of management comments (action plans) • Provide a final report to management with recommendations • Provide input to the Audit Committee where necessary • Develop and implement a plan for the transfer of skills to Internal Audit Staff

	<p>4. COMPETENCE REQUIREMENTS</p> <p>The service provider should meet the following competency requirements:</p> <ul style="list-style-type: none"> • Be competent in the professional practice of Internal Audit • The team must have at least one certified professional, e.g. Certified Internal Auditor (CIA), Chartered Accountant (CA) or Certified Information Systems Auditor (CISA), who possesses current knowledge of the Standards issued by the Institute of Internal Auditor (IIA). • Have at least three (3) years' experience in the practice of Information Technology auditing within municipalities <p>5. PROJECT COSTING</p> <p>In terms of the Municipality's procurement procedures quotations are evaluated on the basis of a total cost or value for money (in addition to other criteria). As such potential registered Information Technology service providers are required to prepare a plan of work with clear cost estimates on each area defined in the scope above, as this will facilitate a comparison across proposals. The plan of work is to include detailed tasks to be carried out, how long it will take to complete the task, person(s) allocated to each task, hourly rate to be charged and number of hours allocated for each task and all disbursements.</p> <p>All assumptions made in preparing the cost estimate must be clearly indicated in the quotation.</p> <p>6. SPECIAL CONDITIONS</p> <ul style="list-style-type: none"> • The appointed service provider will be bound to the Code of Conduct and confidentiality as per the IIA Standards and MCLM's policies in the course of their duties • MCLM reserves the right to reject any quotation found to be inadequate or non-compliant to the terms of reference • The bidder should possess knowledge of Local Government Information Technology activities
<p>FUNCTIONALITY EVALUATION CRITERIA:</p>	<p>The RFQ will be evaluated on the basis of the 80/20 point system as stipulated in the Preferential Procurement Policy Framework Act.</p> <ul style="list-style-type: none"> • 80 points Price • 20 points for BBBEE Contribution level <p>All quotations received will be evaluated on the 80/20 point scoring basis. The 80 points for Price and 20 points are for Broad Based Black Economic Empowerment (BBBEE) for attaining the BBBEE status level of contribution in accordance with the table below:</p>

BBBEE Status level of contributor	Number of points(80/20 system)
1	20
2	18
3	16
4	12
5	8
6	6
7	4
8	2
Non –complaint contributor	0

The below mentioned criteria regarding functionality are required for responsiveness and therefore eligibility for the next stage of evaluation. If the minimum of 12 points is not scored for functionality the quotation will be rejected and not considered for further evaluation. These criteria shall only determine whether a quotation will be eligible for further evaluation and will not influence the points scored on price.

A bidder that scores less than 12 points in respect of functionality will be disqualified in the event of any criteria being rated zero points.

NO	DESCRIPTION	WEIGHTS	MINIMUM SCORE
1	<ul style="list-style-type: none"> The service providers' team members experience and track record of similar or relevant work 1-2 years=2 points 3-4 years=5 points 5 years plus=10 points (Please attach CV's of not more than eight (8) members. 	10	
2	<ul style="list-style-type: none"> Available resources e.g. staff Chartered Accountant (CA) or Certified Internal Auditor (CIA) = 1 point Certified Information System Auditor (CISA) = 5 points Equipment to execute this project=1point 	7	
3	<ul style="list-style-type: none"> Plan on the transfer of skills to Internal Audit staff 	3	
	TOTAL	20	12

For purposes of comparison and in order to ensure meaningful evaluation, bidders are requested to furnish detailed information in substantiation of compliance to functionality

	criteria mentioned.
OTHER DOCUMENTS REQUIRED:	<ul style="list-style-type: none"> • Original, valid tax clearance certificate • Company registration documents • Copies of ID's of shareholders • Completed MBD 4, MBD 6.1, MBD 8 and MBD 9 • Copy of latest municipal account • Schedule (fixed prices including Vat)
CLOSING DATE AND TIME:	Tuesday 4 March 2014 at 14h00
SUBMISSION OF QUOTES	Tender box 1 Reception desk of SCM Unit Civic Centre Krugersdorp
ENQUIRIES	Mr. D Ngutshana, Tel: (011) 668 0712/0708, Cell:083 306 3190 Email: grace.bantaotse@mogalecity.gov.za

Conditions:

- All prices quoted must be **inclusive of VAT**.
- All prices submitted must be fixed prices for the period of the quotation.
- If the price schedule is not signed the quotation will not be considered.
- No Tipp-ex or correction fluid to be used on the quotation documentation- will lead to instant disqualification.
- Quotations completed in pencil will be regarded as invalid.
- Price(s) quoted must be valid for at least sixty (60) days from date of your offer.

NAME OF THE BIDDER: TEL/ CELL NO:

CONTACT PERSON FAX NUMBER.....

RESIDENTIAL ADDRESS:

POSTAL ADDRESS

E- MAIL ADDRESS: _____

 SIGNATURE

 DAT

MM 02/2014