

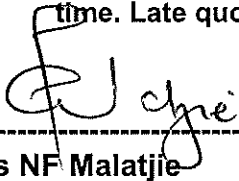


REQUEST FOR QUOTATION

REQUEST DATE:	04/03/2021
DEPARTMENT:	INTERNAL AUDIT –MUNICIPAL MANAGER
RFQ number	RFQ 20-21/35
CLOSING DATE:	11/03/2021 at 12pm
COMPULSORY REQUIREMENTS	<ol style="list-style-type: none"> 1.PROOF OF REGISTRSATION IIASA/SAICA/ICASA 2.REFERENCE LETTER 3. MBD 4 (DECLARATION OF INTEREST) 4. PROOF OF CSD REGISTRATION 5. TAX STATUS PIN 6. MBD 4 can be obtainable from the municipality’s supply chain office
Other requirements	BBBEE certificate
COMPULSORY BRIEFING SESSION:	N/A
RFQ ENQUIRIES:	SCM OFFICE 058 913 8300
SUBMISSION OF QOUTES:	<p>Complete Quotations can be delivered using any of the methods mentioned on or before the closing date and time to any of the following addresses:</p> <p>Physical address (1) : c/o Kuhn & Prinsloo street, Vrede, 9835 at supply chain office</p> <p>Physical address (2) : 41 Piet Retief street, Warden, 9890 at cashier office</p> <p>Physical address (3) : 48 Voortrekker street, Memel,2970 at cashier office</p> <p>Postal address: Private bag x 5, Vrede, 9835</p> <p>Email to : scm@phumelela.gov.za demand.officer@phumelela.gov.za</p>
DESCRIPTION OF GOODS/SERVICES:	<p>AUDIT OF INFORMATION TECHNOLOGY SYSTEMS</p> <p>300 HOURS Allocated for review</p> <p>Application Controls –and General Controls</p> <p>(Detailed scope available for interested bidder)</p>

CONDITIONS

- Quotations above R30 000 will be evaluated on the basis of the 80:20 point system as stipulated in the Preferential Procurement Policy Framework Act (Act number 5 of 2000) together with all its regulations and the Supply Chain Management Policy of the municipality
- It is the company's responsibility to submit a valid BBBEE certificate, failure to do so will result in the company receiving 0 points for preferential points
- All purchases will be made through an official order form. Therefore no goods must be delivered or services rendered before an official order has been forwarded to and accepted by the successful bidder
- To participate in the municipality's quotation process for the procurement of goods and/or services, vendors **MUST** be registered and compliant on the central supplier database (CSD).
- Prices quoted must include delivery charges and goods must be delivered to the address indicated on the FRQ page.
- The municipality reserves the right to increase or reduce the quantity
- It is the bidder's responsibility to ensure that the quote reaches the municipality in time. Late quotations will not be accepted



Mrs NF Malatjie

Municipal Manager

Crn: Kuhn & Prinsloo Street
VREDE, 9835
Tel: 058 913 8300



Private Bag x 5
VREDE, 9835
Fax: 058 913 2317

Enquiry: Mr. D.N Manganye

RE: APPLICATIONS CONTROL REVIEW –ICT SCOPE DOCUMENT

PROJECT NAME: AUDIT OF INFORMATION AND COMMUNICATION TECHNOLOGY (ICT)

Management Concerns

- Non Integrated ICT Security System
- Ageing ICT infrastructure
- Insufficient maintenance of buildings and infrastructure
- Maintenance backlog
- Inadequate and ineffective networks systems
- Lack of master system plan
- Disaster recovery plans
- Capacity due to financial challenges
- Non- compliance with Related regulations-COBIT Framework /Treasury ICT governance framework
- Auditor General previous findings not implemented

1. Objectives

Evaluation of adequacy and effectiveness of controls over ICT

- Applications Controls
- General Controls-Follow up to AG previous findings
- IT Policies & framework
- Recovery Plans
- Back up Process
- Existence and functionality of the IT Steering Committee
- Implementation of AG findings on ICT
- Mscoa Implementation and related systems
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2. Scope of the review

The scope will be limited to the IT Applications Controls and follow up on General control findings by the Auditor General review focusing on the following processes:

FOLLOW UP GENERAL CONTROLS

- IT Governance;
- Security Review (Password policy management; and User
- Access management-approval and removal of user access procedures.)
- On Primary Domain and financially impacted systems;
- Change Management;
- Incident and Problem Management;
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Specifications –Audit of ICT applications control and General Control

- a disaster recovery plan that details the procedures required to permit recovery from a partial or total physical loss of IT services in a controlled manner is in place
- Ongoing communication with management through the Chief Audit Executive
- Discussions and agreed actions to manage identified risks not in line with risk tolerance levels
- Final Audit Report to be issued.
- The audit file shall remain the sole property of Phumelela Local Municipality Internal Audit.

4. Qualification requirements

- The written quotation should focus on the following aspects to qualify and to be considered.
- The firm or partnership must be registered with the institute of internal auditors(IIASA)/SAICA/ISACA and or the independent regulatory board for Auditors (IRBA)
- Demonstration of the firms substantial internal audit experience including the experience and qualification of the team to be assigned to the audit. CISA qualification recommended.
- Specialized skills , expertise and value added services in the field of internal audit , with emphasis on the best practice methodology , tools and technology used
- Advance understanding and sufficient exposure to the MFMA act 56 of 2003 and other regulation relating to local government e.g. COBIT.
- Experience in auditing public entities and development finance institutions (local government advantageous)
- Fee structure
- External reference , size of audits and size of client base
- The audit software or use of audit tools although not a prerequisites as the client does not use any audit software
- Ability to transfer skills and plan for skills transfer
- NB: Please take note that the municipality infrastructure is located in different areas with the three delivery sites located 55k and 65 kl respectively from the head office Vrede.(Units are Memel and Warden)

INTERNAL AUDIT UNIT