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## ***RFP No.05/16***

**REQUEST FOR PROPOSAL (RFP) APPOINTMENT  
OF SERVICE PROVIDER TO CONDUCT IT  
FORENSIC AUDIT FOR  
THE MUNICIPAL COUNCILLORS PENSION FUND**

**ISSUE DATE: 07 JULY 2016**

**CLOSING DATE: 20 JULY 2016 @ 16H30**

A Board of Trustees controls the Municipal Councillors Pension Fund.  
The names of the members are available on request from the Fund.

## Introduction

The MCPF was established on the 1<sup>st</sup> May 1988 in terms of the Pension Benefits for Local Authorities Act 105, 1987 as the only Fund to service the retirement needs of Municipal Councillors. It was originally a defined benefit fund but has since been restructured to a Defined Contribution Pension Fund.

The Fund's asset value totalled at R2.6 bn as at the end of January 2016.

MCPF is currently managed by the Board of Trustees, nine of whom are member-elected, two independent trustees and a further two appointed by SALGA.



# **SECTION: 1**

## **CONDITIONS AND UNDERTAKINGS BY TENDERER IN RESPECT OF THIS TENDER**

## **1. Proprietary Information:**

The Municipal Councillors Pension Fund (MCPF) considers this Tender and all related information, either written or verbal, which is provided to the respondent, to be proprietary to MCPF. It shall be kept confidential by the respondent and its officers, employees, agents and representatives. The respondent shall not disclose, publish, or advertise this specification or related information to any third party without the prior written consent of MCPF.

## **2. Enquiries**

All enquires relating to this Tender should be channelled to: Ms Mildred Mlinjana, Email address: [tenders@mcpf.co.za](mailto:tenders@mcpf.co.za), Phone No: 086 111 2014. Technical questions must be done in writing.

All documentation submitted in response to this tender must be in English.

Bidders should satisfy themselves that there are no missing or duplicated pages. No liability will be accepted by MCPF.

## **3. Validity Period**

Responses to this tender received from bidders will be valid for a period of 30 days counted from the closing date of the tender.

## **4. Service provider Performance Management**

Service provider Performance Management is viewed by MCPF as a critical component in ensuring value for money acquisition and good service provider relations between the MCPF and all its service providers.

The successful bidder shall upon receipt of written notification of an award, be required to conclude a Service Level Agreement (SLA) with the MCPF, which will form an integral part of the service provider.

The SLA will serve as a tool to measure, monitor and assess the service provider's performance level and ensure effective delivery of service, quality and value-add to MCPF's business.

Bidders are required to comply with the above condition, and also provide a score card on how their product/service offering is being measured to achieve the objectives of this condition.

## 5. Submission of Tenders

5.1 Tenders should be submitted in **(2 copies)** all bound in a sealed envelope endorsed, T05/16 together with an electronic copy in a form of a flash disk or USB: **Appointment of an ICT Infrastructure Support and Maintenance Services** for MCPF. The sealed envelopes must be placed in the tender box at the Main Reception area of the MCPF Offices on: **4<sup>th</sup> Floor, Marble Towers, 208 – 212 Jeppe Street, Johannesburg, 2001.**

5.2 The closing date, company name and the return address must also be endorsed on the envelope.

5.3 If a courier service company is being used for delivery of the tender document, the tender description must be endorsed on the delivery note/courier packaging to ensure that documents are delivered into the tender box.

5.4 No tender received by email, facsimile or similar medium will be considered.

5.5 Where a tender document is not in the tender box at the time of the tender closing, such a tender document will be regarded as a late tender and will not be considered.

5.6 The tenderer is responsible for all the cost that they shall incur related to the preparation and submission of the tender document.

5.7 A list of all references (minimum of 3) must be included in the tender document.

5.8 A valid tax clearance certificate must be included in the tender document.

5.9 A copy/s of any affiliations that you are affiliated to must be included in the tender document.

5.10 Kindly note that MCPF is entitled to amend any tender conditions, validity period, specifications, or extend the closing date of tenders before the closing date. All tenderers, to whom the tender documents have been issued, will be advised in writing of such amendments in good time.

5.11 The Fund reserves the right not to accept the lowest tender or any tender in part or in whole. It normally awards the contract to the tenderer who proves to be fully capable of handling the contract and whose tender is technically acceptable and/or financially advantageous to the Fund.

5.12 MCPF also reserves the right to award this tender as a whole or in part without furnishing reasons.

5.13 The tenderer hereby offer to render all or any of the services described in the attached documents to the MCPF on the terms and conditions and in accordance with the specifications stipulated in these Tender documents (and which shall be taken as part of, and incorporated into, this Proposal at the prices inserted therein).

5.14 All submissions will be evaluated and shortlisted tenderers may be requested to prepare a possible presentation should MCPF require such and the tenderer shall be notified there of no later than 4 (four) days before the actual presentation date.

5.15 The tenderer hereby agree that the offer herein shall remain binding upon him/her and receptive for acceptance by the MCPF during the validity period indicated and calculated from the closing hour and date of the Tender; this Proposal and its acceptance shall be subject to the terms and conditions contained in this tender document.

5.16 The tenderer furthermore confirm that he/she has satisfied himself/herself as to the correctness and validity of his/her Tender response that the price(s) and rate(s) quoted cover all the work/item(s) specified in the Tender response documents and that the price(s) and rate(s) cover all his/her obligations under a resulting contract and that he/she accept that any mistakes regarding price(s) and calculations will be at his/her risk.

5.17 The tenderer hereby accept full responsibility for the proper execution and fulfilment of all obligations and conditions devolving on him/her under this agreement as the Principal(s) liable for the due fulfilment of this contract.

5.18 Failure to comply with any conditions set out above will lead to disqualification of the tender submission as a whole.



Name of your Company (in block letters)	
Signature(s) of the Tenderer or assignee(s)	
Date	
Name of person signing (in block letters)	
Capacity	
Are you duly authorized to sign this Tender	
Company Registration Number	
VAT Registration Number	
Postal address (in block letters)	
Physical address (in block letters)	
Domicilium citandi et executandi in RSA(full street address) (in block letters)	
Contact person:	
Telephone Number: _____	Fax Number: _____
Cell phone Number:	
Email:	

## 6. RESPONSE FORMAT

Tenderers shall submit their responses in accordance with the response format specified below (each schedule must be clearly marked):

6.1 **Cover Page:** (the cover page must clearly indicate the tender reference number, tender description and the tender's name)

6.2 **Schedule 1:** Executive Summary (clearly indicating the bidding structure and the responsibilities of each member of the bidding structure)

### 6.3 Schedule 2

6.3.1 Conditions of Bid and Contract: Section 1 - Pages 3-5 of this tender document (duly signed);

6.3.2 Original and Valid tax clearance certificate(s);

6.3.3 Annexure 1 of this tender document (duly signed).

6.3.4 BEE Certificate verified by a SANAS accredited verification agency or a letter on the supplier's auditor (option only for Exempted Micro Enterprises with annual Turn over less than R5million);

**Note: If a Consortium, Joint Venture or Subcontractor, the documents listed above (6.3.2-4) Must be submitted for each Consortium/ JV member or subcontractor.**

6.4 Schedule 3: **Response to Section 2 of this document.**

6.5 Schedule 4: **Price Proposal (response to Section 3 of this bid document)** (Must be submitted in a separate envelope)

## 7. EVALUATION CRITERIA

Tenders shall be evaluated in terms of the following parameters:

### 9.1 Technical

Bids will be evaluated in accordance with the following technical criteria:

ELEMENT	WEIGHT
Bidder's relevant experience	50%
Bidder's proposed methodology	10%
Qualifications, skills and experience of the key personnel of the proposed project team	20%
Pension Fund IT FORENSIC and ICT Infrastructure Support and Maintenance Experience	20%
TOTAL	100%

Note: The minimum qualifying score for functionality is 70%. All tenders that fail to achieve the minimum qualifying score on functionality shall not be considered for further evaluation on Price and BEE.

### 9.2 Preference Point System

All tenders that will achieve the minimum qualifying score (acceptable tenders) will be evaluated further in terms of the preference point system as follows:

CRITERIA	POINTS
Price	90
BEE	10
TOTAL	100 points



# PHASE 1 SPECIFICATIONS: CONDUCT I.T. FORENSICS

## TECHNICAL REQUIREMENTS SPECIFICATION

### 1. Special instructions to bidders

1.1 Should a bidder have reasons to believe that the requirement Specification is not open and/or is written for a particular brand or product or service provider; the bidder shall notify MCPF Procurement within five (5) days after publication of the bid.

1.2 Bidders shall provide full and accurate answers to the questions posed in this document, and, where required explicitly state either "Comply/Not Comply" regarding compliance with the requirements. Bidders **must** substantiate their response to all questions, including full details on how their proposal/solution will address specific functional/ technical requirements. All documents as indicated must be supplied as part of the bid response.

### 2. Objectives of the I.T. Forensics Audit

The objective of the IT Forensics Audit is to provide I.T. Forensics Audit Services to MCPF ICT environment.

### 3. Terms of Reference (TOR)/Scope of Work

- The scope of this work is but not limited to addressing the following aspects of ICT Security setup and Threat Management Gateway for the MCPF's head office network.
- Identification and Prevention of Unauthorized access to MCPF network.
- Identification and Prevention of Unauthorized access to MCPF systems.
- Identification and Prevention of Unauthorized access to user's laptops.
- Identification and Prevention of Unauthorized access to MCPF's data.
- Security breaches.
- Provide ICT security advice and remedies to identified system security gaps and compliance.

**3.1 The IT Forensics Audit Service provider will be required to perform I.T. Forensics Audit Services in carrying out the following:**

- Ensure that the physical infrastructure and facilities are protected from intrusion
  - Advise on Total security configuration setup (firewall management, anti-virus, security patches etc.)
  - Advice on Domain related group policies and procedures.
  - Advice on proper Management of internet and voice communication services.
- Advice on implementation techniques for hardware and software encryption used to anonymize the traffic or to exploit vulnerabilities.

**3.2 The I.T. Forensics Audit Service provider will also be required to**

- Ensure that the ICT infrastructure and related services is managed according to the best practices and standards.
- Ensure compliance with IT governance best practices.

**3.3 The Service Provider will also be required to advise on the ICT Business Continuity strategy plan/review:**

As the development of a business continuity strategy is highly specialised.

The specification focus for the review should be on a new business impact analysis, threat and risk analysis, impact scenarios, and recovery requirements and in the end designing a customised solution for MCPF.

**4. Deliverables**

- Report on findings on security breaches.
- Report on findings on systems penetrations.
- Report on findings on possible/identified hacking.
- Report on findings with regards to compliance with I.T. Audit requirements and regulatory frameworks.
- Report on findings on other I.T. security related issues.

## 5. Term of Engagement

MCPF is seeking to appointment an I.T. Forensics Audit on a once off project for one month or less (bidder to advise) commencing .....(subject to confirmation).

## 6. TECHNICAL REQUIREMENTS

### 6.1 Mandatory Technical Requirements

6.1.1 I.T. Regulatory standards	Comply	Not Comply
<p>The bidder must be registered as a certified I.T. Forensics expert.</p> <p>The bidder must provide documentary proof of their registration.</p>		
<p><b>Substantiate /Comments</b></p>		
<p><b>6.1.2 CERTIFICATION OFINDEPENDENCE</b></p>		
<p>The bidder is required to certify that they are independent of MCPF and nothing has transpired that would compromise their independence during the servicing of the contract.</p>		
<p><b>Substantiate /Comments</b></p>		

6.2 EXPERIENCE	Comply	Not Comply
<p>15 years' Experience in I.T. Forensics Audit services.</p> <p>Track record in the I.T. Forensics projects.</p> <p>The bidder must provide three (3) relevant contactable references of similar work done in the past 5 (five) years. Please refer to <b>Annexure 2</b> of this document for the format in which the required formation must be provided.</p>		
<p><b>Substantiate /Comments</b></p>		

<b>6.3 BIDDER'S PROPOSED METHODOLOGY</b>	<b>Comply</b>	<b>Not Comply</b>
<p>The bidder must demonstrate thorough understanding of the objectives and deliverables of this project as set out above; and the applicable regulatory framework.</p> <p>The bidder must provide a detailed proposal of the methodology/ approach to be used to carry out the scope of work outlined above and clearly demonstrating how the project deliverables will be achieved. A schedule of time lines and deliverables must also be provided.</p>		
<b>Substantiate /Comments</b>		
<b>6.4 COMPANY PROFILE</b>	<b>Comply</b>	<b>Not Comply</b>
<p>The bidder must demonstrate knowledge and experience of I.T. Forensics Audit in large pension funds.</p> <p>The bidder must provide a detailed company profile.</p>		