PIC004/2020: REQUEST FOR PROPOSAL TO APPOINT A SUITABLY QUALIFIED BIDDER FOR THE PROVISION, IMPLEMENTATION AND MAINTENANCE OF INFORMATION SECURITY MANAGEMENT SYSTEMS (ISO/IEC 27001-27002:2013) FOR A PERIOD OF THREE (3) YEARS WITH THE OPTION TO EXTEND FOR ANOTHER TWO (2) YEARS

Committed to serving our clients

AGENDA

o WELCOME

o ATTENDANCE REGISTER

o BACKGROUND AND EVALUATION CRITERIA

o SCOPE OF SERVICE

- ➢ RFP was advertised on:
  - ▪ 26 July 2020 in Sunday Times
  - ▪ 27 July 2020 PIC Website: www.pic.gov.za. Closing date is 26 August 2020.
  - ▪ To be submitted electronically to tenders@pic.gov.za. Bidders can respond via email size:up to 10mb), one drive (Dependant on bidder) or WeTransfer (up to 2GB). In all instances bidders must use tender reference number and send to tenders@pic.gov.za
  - ▪ Deadline for submission of questions is 17 August 2020(tenders@pic.gov.za)
- ➢ Questions and answers will be emailed to all attendees weekly from 05/08-20/08/20
- ➢ Validity Period: 180 days

PHASE 1: Minimum Evaluation Criteria If the bidder does not meet the minimum requirements, then the bidder will be disqualified immediately.

Minimum requirement
The service provider must be ISO/IEC 27001:2013 accredited ISO 27001 lead implementor and ISO 27001 lead auditor.
The bidder must be based in South Africa with a minimum of 8 (eight) years of experience in implementing and supporting ISMS according to ISO/IEC 27001 (the end or expiry of such experience/project should not be more than 3 (three) years from the bid submission date);
The bidder must provide a list of references where they have implemented (ISO/IEC 27001/2:2013).

PHASE 2: Admin Evaluation Criteria

➢ *The bidder will proceed to the next stage when they comply with the following requirements:*

  ➢ Submission of:

- A valid and original Tax Clearance Certificate/Valid Tax Pin Number.

- *BBBEE status level certificate –Accredited by SANAS (If no BEE certificate is submitted/or BEE certificate submitted is not valid, no points will be allocated for BEE).

- *EME's and QSE's –sworn Affidavit

- *Signed and completed declaration of interest document

- *Signed and completed SBD 1 – Invitation to Bid document

- *Signed and completed Company Information document

- *Latest audited Financial statements within the last two years

- *Completed and signed Company Information document and submission of all the required documentation as stipulated in the company profile document

- Acceptance of the conditions as stipulated in the bid document

- Submission of all attached as per the bid evaluation criteria, the bid document and a separate pricing proposal

Evaluation Criteria (continue)

➢ The CSD (Central Supplier Database) is a single source of all supplier information for all spheres of government and all suppliers engaging with the PIC should be registered on the CSD. Kindly enclose your CSD registration number

➢ Bid Documents (1 x Technical and Administrative proposal and 1 x Fee proposal to be submitted as separate documents) to be submitted **electronically** to tenders@pic.gov.za quoted reference number PIC004/2020

➢ All the documents must be in PDF format and be clearly indexed

➢ All information stipulated in paragraph 13 under minimum and administrative requirements must be submitted by all parties involved in the Joint Ventures/Consortiums, including ownership and executive management information.

➢ A percentage breakdown of the work allocation between the parties must be clearly indicated.

➢ A formal signed agreement indicating the leading company as well as the other company roles and responsibilities must be submitted.

Evaluation Criteria (continue)

Phase 2 :Functional – Minimum score 80% (par 14) for detailed criteria

CRITERIA	WEIGHTING
Compliance to the ISMS (ISO/IEC 27001/2:2013) Implementation scope	45
Project Management	15
Company Experience (References)	40
TOTAL	**100**

Evaluation Criteria (continue)

➤ **Phase 4 : Price (80) and BEE (20)**

Price:

➤ When completing the Pricing Bidder must take note of the following:

➤ All pricing (including services, resources, hourly rates charged etc.) to be quoted in South African Rand including VAT.

Bidders to incorporate pricing assumptions which will include:

▪ Forex;

▪ Price fluctuations.

▪ Pricing must be submitted as per par.15 of the RFP document

▪

➤ The establishment and implementation of ISMS will follow a phased approach:

- ISMS Gap analysis for the entire PIC
- Define a roadmap
- Implement ISMS on the external-facing infrastructure
- Define the scope and implementation plan for the next phases.
- Implement ISMS for the next phases

➤ ISMS deliverables

The tasks listed below highlight the services, expected to be delivered by the service provider. The required deliverables indicated below are not an exhaustive list.

- **Plan**
  - Define information security management systems, ISMS controls gap assessment plan, in order to assess and evaluate the controls to be implemented following the latest ISO 27001/2.
  - Define a roadmap for the implementation of latest ISO/IEC 27001/2 within the timelines. The roadmap must be based on the outcome that transpired from the gap assessment.
  - Define the scope and boundaries of the ISMS for the next phases.
  - Prepare a project plan which indicates the tasks of documentation to implement of ISMS.
  - Define the project roles and responsibilities for implementing the latest ISO/IEC 27001/2.
  - Provide information security systems communication plan.
  - Obtain inventory for the defined scope, i.e. all external-facing infrastructure.

- Project management documentation to track and monitor the scope, milestones, time, deliverables, and resources for the implementation of the latest ISO/IEC 27001/2 (i.e. project plan, project charter, statement of work).

- Estimate and plan the processes needed to meet information security requirements with the provision of the ISMS deliverables being reviewed and approved by relevant PIC stakeholders.

- Project management, deliverables delivered on time and budget.

- **Do**

  - Perform the ISMS gap assessment.

  - Implement ISMS on the defined scope i.e. external-facing infrastructure.

  - Develop ISMS Manual.

  - Develop Statement of Applicability.

  - Assess and formulate risk assessment and risk treatment methodology.

  - Assess and formulate the risk treatment plan.

  - Assess and develop security operating procedures.

  - Assess and improve security policies, standards, and procedures based on business risks and latest ISO 27001/2.

  - Assess and improve business continuity procedures.

  - Document security-related requirements and recommendations based on the latest IS0:27001/2.

- Provide processes PIC needs to follow to meet its ISO27001 implementation objective.

- Define a systematic risk assessment approach.

- Document the controls to mitigate the identified risks as indicated in Annexure A.

- Provide training to the relevant PIC staff.

- Project documentation handover.

- Provide processes PIC needs to follow to meet its ISO27001 implementation objective.

- Define a systematic risk assessment approach.

- Document the controls to mitigate the identified risks as indicated in Annexure A.

- Provide training to the relevant PIC staff.

- Project documentation handover.

▪ **Check**

Document monitoring, measurement, analysis, evaluation, internal audit, and management review of the implemented information security program.

- ▪ Document Information security metrics.

- ▪ Define ISMS internal audit and review requirements, including audit schedule.

- ▪ Prepare the working documents.

- ▪ Review of information security management system, ISMS controls.

▪ **Act**

Document corrective actions and continual improvements for the adequacy and effectiveness of information security.

- ▪ Post the implementation of ISMS continuous review and monitoring are expected:

- ▪ Establish and implement a performance measurement program.

- ▪ Monitor and maintain implemented ISMS controls based on the ISO; 27001/2 requirements.

- ▪ Review and measure the effectiveness of ISMS.

- ▪ Communicate actions and improvements.

- ▪ Continual improvement plan(s).