



TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO IMPLEMENT CIS MICROSOFT WINDOWS SERVER BENCHMARK V3.0.0 FRAMEWORKS AND OTHER OPERATING SYSTEMS SECURITY SERVICES.

1. INTRODUCTION

The Mining Qualification Authority (MQA) is a public entity established in terms of section 45 of the Mine Health and Safety Act No. 29 of 1996 (MHSA) and is a Sector Education and Training Authority (SETA) in terms of item 4A to the second schedule of the Skills Development Act, Act no. 97 of 1998 (SDA). The MQA is listed as a schedule 3(a) public entity in terms of the Public Finance Management, Act no. 1 of 1999 (PFMA) and has an Accounting Authority (the Board) that is constituted in terms of the MHSA, the SDA and its constitution.

The MQA is expected to inter alia respond to the National Development Plan (NDP) which aims to eliminate the historical and structural poverty, unemployment and reduce inequality by 2030. The NDP seeks to build the capacity of South African citizenry to ensure that South Africa has adequate, appropriate and high-quality skills for economic growth, employment and social development. The National Skills Development Plan (NSDP) among others, responds to it by outlining outcomes to be met by various agencies through various interventions to increase access to high quality and relevant education and training and skills development opportunities, including workplace learning and experience, to enable effective participation in the economy and society by all South Africans and reduce inequalities.

2. PURPOSE OF THE REQUEST FOR PROPOSALS

The Mining Qualifications Authority (MQA) would like to appoint a Microsoft Accredited Solution Partner to assist with the Remediation of the gaps identified from the Operating Systems Security Testing and provision of other related services. The rationale for procuring the services is to ensure that the Audit Findings are full addressed and recurrence is mitigated as far as possible.



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3. SCOPE AND DEFINITION OF WORK:

The services include, but not limited to:

- 3.1 CIS Benchmark on Microsoft Windows Servers
- 3.2 Assessment of all other Vendor (Server) Softwares (other than Microsoft) versions;
- 3.3 OS Security Configurations or Setting in line with the best / latest CIS Benchmark and software updates (based on the identified gaps);
- 3.4 Develop OS and Software Version Register;
- 3.5 Provision and Installation of Network Vulnerability Assessment / Management solution
- 3.6 Establish / Implementation of Patch Management Environment based on the OS Version Register.

4. DELIVERABLES:

- 4.1 CIS Benchmark and other Vendor OS Report;
- 4.2 OS Security Setup / Reconfiguration;
- 4.3 OS and Software Version Register
- 4.4 Provision and installation of the Network Vulnerability Assessment / Management Solution;
- 4.5 Implementation of the Patch Management Environment.

5. APPROPRIATE QUALIFICATIONS, EXPERIENCE, SKILLS AND KNOWLEDGE

Suitable bidder must have required experience in implementing Microsoft Architecture / Environment.

- 5.1 Company Experience - Bidders must provide MQA with reference letters from different clients in implementing Microsoft O365 Environment, including Teams Voice – both on premise and on Cloud.

6. DURATION OF THE PROJECT / CONTRACT:

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6.1 The successful bidder will be appointed to render the requisite service as per the project plan

6.2 Work will commence upon receipt of the purchase order.

7. INTEGRITY AND CONFLICT OF INTEREST

7.1 The service provider shall always exhibit the highest level of integrity in the performance of all professional assignments and will accept only assignments for which there is a reasonable expectation that the assignment will be completed with professional competence.

7.2 The successful service provider is required to conduct the assignment and compile the required reports and or information with the utmost integrity and honesty, and collect sufficient, appropriate evidence to ensure that the ultimate solution will assist the MQA to achieve its organisational goals and objectives.

8. PROJECT MANAGEMENT

The service provider appointed shall be given instructions by or shall report to the Senior Manager IT.

9. PROJECT PROPOSAL

The successful bidder will be required to submit the following:

- a. A short profile of the bidder which outlines the services required for this project.
- b. All the documents required as per the evaluation criteria.
- c. Details of the cost/fee breakdown for the services to be rendered.

10. PROJECT PLAN

Based on the information provided in this document, the successful bidder is to submit a project execution plan with deliverables and timelines that the prospective service provider deems suitable for the delivery of the proposed project. The MQA will consider and approve of the project plan before commencement of the project.

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11. PROJECT PRICING

- 11.1 The amount quoted must be denominated in South African Rand, and should include VAT.
- 11.2 The quoted price should be as per the scope of work.
- 11.3 The MQA may subject the award of the proposal to price negotiation with the preferred service provider. This will, however, be exercised subject to the following principles:
Negotiation:
 - 11.3.1 Does not allow any service provider a second or unfair opportunity;
 - 11.3.2 Does not reduce nor revise any part of this project's scope as outline in this document;
 - 11.3.3 Will not be detrimental to any other service provider; and
 - 11.3.4 Does not lead to a higher price than the proposal as submitted.

12. EVALUATION CRITERIA

Proposals for the appointment of the service providers will be evaluated in three (4) phases.

The **first phase** will be compliance, the **second phase** will be Mandatory requirements, and the **third phase** will be pricing and specific goals in accordance with the Supply Chain Management Procurement policies (Preferential Point System).

A bidder will only go to the next phase of evaluation if they have met the requirements of the previous phase of evaluation.

12.1 PHASE ONE (1): COMPLIANCE

RETURNABLE DOCUMENTS TO BE SUBMITTED

- 12.1.1 Proof of registration on Central Supplier Database System (CSD)
- 12.1.2 Valid Tax Clearance Certificate (Refer to SBD 2: Tax Clearance Certificate Requirements) or Tax PIN;
- 12.1.3 B-BBEE Certificate of Measured Entity (if no certificate is received, a score of zero will be allocated for evaluation purposes);

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- 12.1.4 SBD 1: Invitation to Bid fully completed and appropriately signed;
- 12.1.5 SBD 3.3: Pricing Schedule fully completed and appropriately signed;
- 12.1.6 SBD 4: Declaration of Interests Form fully completed and appropriately signed;
- 12.1.7 SBD 6.1: Preference Points Claim Form, fully completed and appropriately signed;

NB: Bidders who fail to submit the above documents will be disqualified and will not be evaluated further, however, to the extent that the applicable laws and regulations permit, bidders will be contacted to address outstanding information within a reasonable timeline as determined by the MQA. The request of such outstanding information will not be information that affects the substance of the bid or give a bidder unfair advantage to the other bidders.

12.2 PHASE TWO (2) MANDATORY REQUIREMENTS

12.2.1 Bidders must be an authorized Microsoft Partner (Provide partnership certificate).

12.2.2 Bidders must provide MQA with 3 reference letters from different clients in implementing Microsoft O365 Environment, including Teams Voice – both on premise and on Cloud

NB: The MQA will verify if the bidder is an accredited Microsoft partner and clients reference letters. should Microsoft not confirm the bidder's accreditation and clients not confirm the reference letters. The MQA shall consider such bid to have not met the mandatory requirements and will be disqualified from the bid.

12.3 PHASE THREE (3): PRICING AND SPECIFIC GOALS

During the third phase proposals will be evaluated using the 80/20 preference points system in accordance with the PPPFA guidelines. Based on this system the points will be allocated as follows:

Criteria	Points
Price	80
Specific goals	20

Specific goals Points will be awarded to a bidder in accordance with the table below:

Mining **Future Skills**

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PREFERENCE GOAL	80/20	Documents for verification
GOAL 1 – B-BBEE Status Level of Contributor Maximum Points	15	
1	15	B-BBEE Certificate/Sworn Affidavit
2	14	B-BBEE Certificate/Sworn Affidavit
3	10	B-BBEE Certificate/Sworn Affidavit
4	8	B-BBEE Certificate/Sworn Affidavit
5	6	B-BBEE Certificate/Sworn Affidavit
6	5	B-BBEE Certificate/Sworn Affidavit
7	4	B-BBEE Certificate/Sworn Affidavit
8	2	B-BBEE Certificate/Sworn Affidavit
Non-compliant contributor	0	

GOAL 2 – Promotion of Black Woman/Youth/ Disable/Rural Area Maximum Points	5	Documents for verification
Business owned by equal to or more than 50% black people who are woman	2	B-BBEE Certificate/Sworn Affidavit
Business owned by equal to or more than 50% black people who are youth	1	B-BBEE Certificate/Sworn Affidavit
Business owned by equal to or more than 50% black people with disability	1	B-BBEE Certificate/Sworn Affidavit
Business owned by equal to or more than 50% black people living in rural areas	1	B-BBEE Certificate/Sworn Affidavit

Service Providers must submit original and valid B-BBEE Status Level Verification Certificate or certified copies thereof, issued by accredited Verification Agencies by

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SANAS or Registered Auditor approved by the Independent Regulatory Board of Auditors (IRBA), together with their bids, to substantiate their B-BBEE claims. Exempted Micro Enterprise must submit a letter from the Accounting Officer who is appointed in terms of the Close Corporation Act.

Service Providers who do not submit B-BBEE Status Level Verification Certificate or Sworn Affidavit are non-compliant contributors to be B-BBEE and do not qualify for preference points for specific goals.

The MQA is an equal opportunity and affirmative action employer. It shows the same commitment to those who wish to provide services to the MQA via the procurement process. It should be noted that regard will be given to those proposals from persons or companies which were previously disadvantaged, or which show evidence of skills transfer and representativeness. This does not preclude the formation of consortiums or the inclusion of proposals on how this project can be used to further the aims of transformation.

13. TERMS AND CONDITIONS OF THE BID

- 13.1 Awarding of this contract will be subject to the service provider's acceptance of the Supply Chain Management's general conditions of contract.
- 13.2 The MQA reserves the right to terminate the contract if there is clear evidence of non-performance and or poor quality of work.
- 13.3 MQA may at its sole discretion, award an assignment or any part thereof to more than one bidder (s).
- 13.4 Payment will only be made for acceptable work completed and timeously delivered in line with the agreed Pricing Schedule during the contracting phase.
- 13.5 The MQA may undertake due diligence to qualifying service provider to ascertain functionality.
- 13.6 Mining Qualifications Authority reserves the right not to award the bid to any service providers.
- 13.7 Any suggestions during the progress meetings, once accepted by both parties, shall form part of the contract.
- 13.8 MQA reserves the right to accept the project costing wholly or partially

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