



# TERMS OF REFERENCE:

## Appointment of an IT Forensic Investigator for

### Agrement South Africa

RFQ Number	ASA 08/06/2022
Advert date	09 June 2022
Closing date & Time	15 June 2022 & 12:00 Midday
Submissions	<a href="mailto:DMamaregane@agrement.co.za">DMamaregane@agrement.co.za</a>

#### 1. TECHNICAL ENQUIRIES MAY BE DIRECTED TO:

Ms Lucia Marule

**Chief Audit Executive**

**064 864 0129**

[LMarule2@agrement.co.za](mailto:LMarule2@agrement.co.za)

#### 2. SUPPLY CHAIN MANAGEMENT ENQUIRIES MAY BE DIRECTED TO:

Mr Daniel Mamaregane

**Procurement Officer**

**063 772 8969**

[DMamaregane@agrement.co.za](mailto:DMamaregane@agrement.co.za)

innovative construction product assessments

### **3. BACKGROUND**

Agrément South Africa was established by a Ministerial delegation of Authority in 1969. Since its inception, it has been administered by and housed at the Council for Scientific and Industrial Research (CSIR). The National Department of Public Works and Infrastructure (NDPW&I) has effectively managed the process of creating Agrément South Africa as a juristic person. The Agrément South Africa Bill was tabled before the National Council of Provinces and the National Assembly in Parliament and passed. The Agrément South Africa Act was assented to by the Honourable President of the Republic of South Africa as Act No. 11 of 2015. Agrément South Africa is an independent public entity for the technical assessment and certification of fitness-for-purpose of innovative building and construction products or systems.

The main objects of Agrément South Africa are:

- To provide assurance of fitness-for-purpose of non-standard construction related products and systems to specifiers and users.
- To support and promote the process of integrated socio-economic development in the Republic as it relates to the construction industry.
- To support and promote the introduction and use of certified non-standardised construction related products or systems in the local or international market.
- To support policy makers in minimizing the risk associated with the use of non-standard construction related product or system; and
- To be an impartial and internationally acknowledged South African centre for assessment and confirmation of fitness-for-purpose of non-standard construction related products or systems.

### **4. INVITATION FOR PROPOSALS**

Agrément South Africa extends a call for the submission of proposals from suitable service providers, to assist us with procurement of IT Forensic Services for Agrément South Africa.

### **5. SCOPE OF WORK**

IT Forensic Services to investigate/establish security breaches on the ICT Infrastructure of the Agrément South Africa which includes e-mail service (Exchange online), Active Directory Services, end user computing devices and systems (Pastel Accounting and Payroll). The service provider will also be expected to assist with data recovery where data has been manipulated or deleted and issue IT forensic report at the end of the project.

## 6. DELIVERABLES/EXPECTED OUTPUTS

The service provider must assist us with IT Forensic Services to investigate/establish security breaches on the ICT Infrastructure of the Agrément South Africa which includes e-mail service (Exchange online), Active Directory Services, end user computing devices and systems (Pastel Accounting and Payroll). The service provider will also be expected to assist with data recovery where data has been manipulated or deleted and issue IT forensic report at the end of the project. The service provider is also expected to comply with the following:

- PoPI Act Compliance for User Consent, Data Security & Privacy.
- Service provider must have a team composition of individual(s) with the following 3 years working experience in an IT/IT Audit/IT Forensic Audit/IT & IS Security Administration environment, qualifications and/or certification.
- Service provider must have a team composition of individual(s) with at least:  
Three (3) year IT/Internal Audit qualification (at least at NQF Level 6) and/or Certified Fraud Examiner (CFE)/CISA/CRISC/CISSP/CGEIT/Comptia Security+.

## 7. QUALIFYING CRITERIA: TECHNICAL AND FUNCTIONALITY

**The following values will be applicable when evaluating the bid**

5=Very good    3= Good    1= Satisfactory    0= Poor

Functionality Criteria	Description of functionality criteria	Maximum number of tender evaluation process									
<b>Methodology</b>	<p>Project Plan with detailed tasks and deliverables in Gannt Chart format/any presentable format</p> <p><b>Rating</b></p> <table><tbody><tr><td>No Methodology</td><td>= 0 points</td><td>20</td></tr><tr><td>Good Methodology</td><td>=3 points</td><td></td></tr><tr><td>Detailed Methodology</td><td>= 5 points</td><td></td></tr></tbody></table>	No Methodology	= 0 points	20	Good Methodology	=3 points		Detailed Methodology	= 5 points		
No Methodology	= 0 points	20									
Good Methodology	=3 points										
Detailed Methodology	= 5 points										

<b>Experience:</b>	<p>The service provider must have relevant experience in providing IT forensic services and qualified forensic experts. The service provider should also have a team composition of individual(s) with the following: At least Three (3) years working experience in an IT/IT Audit/IT Forensic Audit/IT &amp; IS Security Administration environment, relevant qualifications and/or certifications.</p>	40						
<b>Rating</b> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">No experience</td> <td style="width: 70%; text-align: right;">= 0 points</td> </tr> <tr> <td>3 to 5 years' experience</td> <td style="text-align: right;">= 3 points</td> </tr> <tr> <td>More than 5 years' experience</td> <td style="text-align: right;">= 5 points</td> </tr> </table>	No experience	= 0 points	3 to 5 years' experience	= 3 points	More than 5 years' experience	= 5 points	<p><b>(Attach Reference letter, CV and Qualifications)</b></p>	
No experience	= 0 points							
3 to 5 years' experience	= 3 points							
More than 5 years' experience	= 5 points							
<b>Certification</b>	<p>Certified Fraud Examiner (CFE)/CISA/CRISC/CISSP/CGEIT and/or Comptia Security+</p>	30						
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No Certifications	= 0 points							
1 to 3 Certifications	= 3 points							
3 and more Certifications	= 5 points							

	<b>Rating</b>	
No reference	= 0 points	
1 to 3 Relevant References Provided	= 3 points	
More than 3 Relevant References provided	= 5 points	
<b>(Provide reference or documents proofing previously completed work )</b>		
<b>Total evaluation points for quality</b>	<b>100</b>	

Minimum **70 points** required to move to the next round

#### **SUBMISSION OF PROPOSALS, without the following you will be automatically disqualified**

- Quote/Price
- Company must be registered on Central Supplier Database (CSD). It must be noted that no contract with a service provider will be entered if such service provider is not registered on the CSD,
- Valid B-BBEE Certificate or sworn affidavit (you will not be disqualified but points won't be given if you do not attach) and (Copy must be certified)
- Fully Completed and Signed Standard Bidding Document SBD 4, SBD 6.1, SBD 8, SBD 9.
- Signed General Conditions of Contract.
- PoPI Act Compliance for User Consent, Data Security & Privacy.
- The service provider must submit the company profile demonstrating IT forensic work done previously.
- Service provider must have a team composition of individual(s) with the following: Three (3) years working experience in an IT/IT Audit/IT Forensic Audit/IT & IS Security Administration environment, qualifications and/or certification.( Attach CV's & qualifications)
- Service provider must have a team composition of individual(s) with at least:
  - Three (3) years IT/Internal Audit qualification (at least at NQF Level 6) and/or Certified Fraud Examiner (CFE)/CISA/CRISC/CISSP/CGEIT/Comptia Security+.