

## **SCOPE OF WORK**

### **1. INTRODUCTION**

CEF SOC Ltd is a state-owned company involved in the search for appropriate energy solutions to meet the energy needs of South Africa and the sub-Saharan African region. It also manages the operation and development of the oil and gas assets of the South African government. The company falls under the auspices of the Department of Mineral Resource Energy (DMRE). For more information on the company, you can visit our current website: [www.cefgroup.co.za](http://www.cefgroup.co.za)

### **2. BACKGROUND**

CEF SOC Ltd is looking for a service provider to assist with the review of existing and development of proposed new IT Policies and Procedures to strengthen its IT policy framework. These IT policies must be benchmarked to industry standard and companies in the same industry as CEF.

CEF currently has six (6) IT policies that were approved in 2020 and they are due for review for gaps and revised.

### **3. CEF REQUIREMENTS FOR IT POLICIES:**

- The service provider is required to provide CEF with industry standard Policies and Procedures.
- There are six (6) existing policies that need to be reviewed and aligned with changing IT landscape and best practices.
- The Policies to be covered include (but not limited to):
  - ✓ ICT User Account Management Policy
  - ✓ ICT Security Policy
  - ✓ ICT Disaster Recovery Policy
  - ✓ ICT Change Management Policy
  - ✓ ICT Backup and Restore Policy
  - ✓ IT Acceptable Use Policy

- This scope includes **reviewing, updating, and benchmarking** the above policies against industry standards. Also develop enabling procedures for each where required.
- The service provider must also **recommend any additional** policies that are critical but not covered on the above listed policies. Also develop their respective enabling procedures where required.
- The ICT Firewall and ICT Patch Management policies exist and **ARE NOT** part of this scope.
- Review the ICT Backup and Restore Policy and update it to align with CEF's Business Continuity Management Framework which should include the recovery point objectives (RPO) and recovery time objectives (RTO).

#### 4. EVALUATION CRITERIA

##### Phase 1

##### Mandatory Requirements

At this phase bidders must submit the required supporting documents to substantiate compliance to the following requirement. It must be noted that if the Bidder does not meet any of the requirements, the bidder will be disqualified and not be evaluated further.

Description	Comply	Not Comply
Project Manager or team members must provide <b>ITIL and Cobit</b> certifications.		

##### Phase 2

##### Functionality requirements

At this phase bidders will be evaluated according to the below technical evaluation criteria. Minimum Technical Threshold is 70%. It must be noted that if the Bidder does not meet the 70% minimum threshold, the bidder will be disqualified and not be evaluated further.

### 01. Company Experience

The bidder must have implemented a minimum of three (3) reviewing and recommending IT policies in the past seven (7) years.

Please provide signed reference letters on client letterhead as proof of similar or work done in the past seven (7) years. The reference letter must also provide dates of when the work took place.

5 Reference letters or more	5	<b>Reference Letters</b>	<b>30%</b>
4 Reference letters	4		
3 Reference letters	3		
2 Reference letters or less	0		

### 02. Project Manager Experience

The project manager that will be assigned to CEF must have a minimum of three (3) years' experience managing a project to review and recommend IT policies.

5 and more years of experience	5	<b>CV of the proposed project manager</b>	<b>35%</b>
> 3 years of experience but < 5 years of experience	4		
3 years of experience	3		
< 3 years of experience	0		

### 03. Team Experience-

On average, the project team that will be assigned to CEF must have a combined minimum of three (3) years' experience in review and recommend IT policies.

**Provide a C.V. for each of the personnel that will be part of the team, clearly indicating their roles and responsibilities.**

	5 and more years of experience	5	<b>CV of the Proposed team clearly listing the name of clients and work done</b>	<b>35%</b>
	> 3 years of experience but < 5 years of experience	4		
	3 years of experience	3		

	< 3 years of experience	0		
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### Phase 3

#### Commercial Evaluation

At this phase bidders will be evaluated according to Price and Specific Goals Points.

Evaluation Criteria	Final Weighted Scores
Price	80
B-BBEE - Scorecard	10
<b>TOTAL SCORE:</b>	<b>100</b>

#### Pricing Schedule

Item No	Description	Total cost (Exc.VAT)
01	assist with the review of existing and development of proposed new IT Policies and Procedures to strengthen its IT policy framework.	
02	Other costs (if any, <b>Specify</b> )	
<b>Subtotal (Exc.VAT)</b>		<b>R</b>
<b>VAT (@15%)</b>		<b>R</b>
<b>Total (Inc.VAT)</b>		<b>R</b>