



RFI NUMBER:	RAF/2024/0005
DESCRIPTION:	Request for Information - Cloud Migration Project Lifecycle Review
CLOSING DATE:	04 April 2025
CLOSING TIME:	02PM
RESPONSES MUST BE EMAILED TO:	BACsecretariat@raf.co.za
ATTENTION:	Ms. Zondi

BIDDER NAME:

BIDDING STRUCTURE

Indicate the type of bidding structure by marking with an 'X':	
Individual bidder	
Joint venture	
Consortium	
Using subcontractors	
Other	

If individual bidder, indicate the following:	
Name of bidder	
Registration number	
VAT registration number	
Contact person	
Telephone number	
Fax number	
E-mail address	
Postal address	
Physical address	

If joint venture or consortium, indicate the following: (To be completed for each joint venture/ consortium member)	
Name of joint venture/consortium members	
Registration number	
VAT registration number	
Contact person	
Telephone number	
Fax number	
E-mail address	
Postal address	
Physical address	

If using subcontractors, indicate the following:	
Name of prime contractor	
Registration number	
VAT registration number	
Contact person	
Telephone number	
Fax number	
E-mail address	

If using subcontractors, indicate the following:	
Postal address	
Physical address	

REQUEST FOR INFORMATION (RFI):

1. BACKGROUND TO THE ROAD ACCIDENT FUND

The Road Accident Fund (RAF) is a schedule 3A Public Entity established in terms of the Road Accident Fund Act, 1996 (Act No. 56 of 1996), as amended. Its mandate is the provision of compulsory social insurance cover to all users of South African roads, to rehabilitate and compensate persons injured as a result of the negligent driving of motor vehicles in a timely and caring manner, and to actively promote the safe use of our roads. The RAF has its headquarters in Centurion - Pretoria and other offices country wide.

2. BACKGROUND OF THE PROJECT

The Road Accident Fund (RAF) wishes to appoint a qualified service provider to perform a Cloud Migration Project Lifecycle Review. The aim of the review is to provide assurance in relation to risks and controls associated with the migration of applications and infrastructure to cloud services.

2.1. DETAILED SPECIFICATION

The scope of the review should include, but not limited to the following areas:

2.1.1. Initiation / Idea Generation Phase

- Verify the existence of a documented, reviewed and approved cloud migration business case.
- Verify if there are documented and approved KPI's to measure the success of the migration.
- Verify whether a Cloud Migration Risk Assessment was done to assess what can go wrong, how to prevent it and how to mitigate the impact of a failed migration.
- Verify if the selection of Cloud Model was done in line with RAF's strategic deliverables/business objectives
- Verify if the chosen cloud service options were in line with RAF's needs and objectives (i.e. IaaS, PaaS, SaaS)
- Determine whether the budget which was allocated for the data centre migration activities was used as intended.
- Verify whether key stakeholders and migration team members were identified and involved in the project as needed.

2.1.2. Planning & Analysis Phase - Discovery and Assessment:

- Verify if the Impact analysis of the migration project on the existing infrastructure and business processes was performed and signed off by relevant personnel.
- Determine if the Discovery and Assessment process included but not limited to the following:
 - Infrastructure and application discovery to identify workloads in the environment that may be candidates for migration.
 - Inventory analysis to provide details on hardware and application performance as well as system dependencies.
 - Performance and metrics analysis to provide data on environmental aspects such as daily memory and CPU usage.
 - Data on network dependencies based on information collected from scanned systems.
 - The cloud readiness of specific applications that may be suited to being migrated.
 - The cloud delivery model that best fits assets that will be migrated.
 - Remediation scoring to illustrate which assets can be moved quickly and those that require pre-migration activities.
 - Software reports that inventory all software in the environment.
 - Financial analysis that compares cloud costs versus data centre costs.
- Determine if the Environmental discovery and assessment process was accurate, complete and signed off by relevant personnel as per the project RACI.
- Determine if the Cloud migration landing zones include RAF's controls for security, governance, and compliance in relation but not limited to the following:
 - Identity and Access Management (IAM): Defined roles with specific privileges to ensure users only have access to what they need and access controls that align with data protection requirements.
 - Firewalls: Firewall settings that align with network traffic management policies.
 - Network architecture to ensure internal traffic is isolated from external traffic.
 - Security perimeter: Isolate resources and services to reduce the risk of data exfiltration.
 - Logging: Use Cloud Audit Logs, Firewall Rules Logging, and VPC Flow Logs to ensure data is logged and available for analysis.
 - Resource hierarchy: Use Resource Manager to define a resource hierarchy with organizational policies.
 - Cloud Identity account: Synchronize with an on-premises identity provider to provide granular access to resources as well as

- An overall operating model for data migration or future cloud services.
- Verify that the Landing Zone configuration was completed, reviewed and approved by appropriate personnel as per the project RACI?

2.1.4. Execution Phase - Foundation Design & Build:

- Determine that the Workloads migration was performed as per the approved strategy.
- Verify that workload security controls are adequate and effective in relation to the migration and related project risks.

2.1.5. Post Migration Controls

Testing

- Verify that the testing phase includes not but no limited to the following:
 - Functional Testing: To make sure the entire application is working as expected, across all individual modules or
 - microservices.
 - Performance Testing: Testing the application's capability to perform under real-world conditions such as large capacity loads, data volumes, and CPU and memory usage.
 - Integration and compatibility Testing: Verifying connections of the application with other services and applications that it shares data through secure APIs.
 - UI Testing: Ensuring the application interface is optimised for different environments based on the need.
 - Security Testing: Ensuring the application is secure in relation to compliance and governance controls as well from a stability and reliability perspective.
 - Adequate documentation and knowledge sharing
- Determine that there is a documented testing strategy, complete with how test cases will be generated; the choice of test automation tools; which aspects need manual testing etc.
- Determine that the testing team displayed collaboration among various teams or stakeholders including the infrastructure team, software developers, test engineers, IT security team and other business users if required.
- Determine that Key Performance Indicators (KPI) or metrics to measure different parameters are documented and signed off.

Cutover

- Determine that a change management process was followed prior to the cutover, with clear communication to users, stakeholders, and support teams to ensure they are well-informed and adequately prepared for the transition.
- Determine whether appropriate controls are in place to minimise downtime during the cutover process, to minimize impact on the continuity of business operations.
- Determine if the Cloud usage policies have been developed or will be developed to address the everyday use of data and any regulatory compliance issues in relation to cloud computing.
- Determine whether a Project Closure Report exists and has been properly completed and approved as the formal documentation confirming the official completion of the project.

3. EVALUATION CRITERIA

Service Providers must indicate by ticking (✓) correct box indicating that they Comply or Do not comply.

No	Description	Comply	Not comply
1	Reference Letters The service provider must provide a minimum of three (3) Reference Letters indicating experience in at least one (1) of the following: • Cloud Migration Review • Cloud Implementation Review • Data centre migration The letters must include below information: • The name of the client • Contact details • The reference letter should indicate that the service provider rendered above mentioned services Please note: The RAF will not accept a list of references and/or references listed on a table other than reference letters on a company letterhead from the client. <i>The RAF reserves the right to validate all reference letters submitted. The reference letter(s) must be in the form of individual letter(s) from the respective clients.</i> NB: If the reference letters submitted do not include the information on the bullet points above will not be considered.		

No	Description	Comply	Not comply
2	Resources CV's The service provider must submit a minimum of two (2) CVs of the proposed team. At least two (2) resources from the proposed team must demonstrate a minimum of two (2) years' experience of having conducted Cloud Reviews or performed a Cloud Implementation Project. Each proposed team member must have a minimum of two (2) years' experience in conducting Cloud Reviews or performed a Cloud Implementation Project. <i>NB: On the CVs, please include start and end date per Role in the format, day/month/year to make sure that experience claimed is accounted for.</i>		

No	Description	Comply	Not comply
3	Qualifications The service provider must submit the following qualifications for each proposed resource: • Bachelor's or Diploma in Information Systems or Computer Science, or Computer Engineering or Information Technology • Certified Information System Auditor (CISA) or Certified in Risk and Information Systems Control (CRISC) or Certified Information Security Manager (CISM) or Amazon Web Services (AWS) or Certified Cloud Auditing Knowledge (CCAK) <i>NB: RAF reserves the right to verify qualifications submitted</i>		

4. Pricing Schedule

4.1. Payment Terms

- a) Payment will be made on the achievement of the above specific deliverables, being the issuing of the final deliverables as approved by the Chief Internal Audit Officer and in line with the Master Service Agreement entered between RAF and the service provider.
- b) Payment will be subject to the Chief Internal Audit Officer, or his representative being satisfied with the quality of the deliverables.
- c) The fees will be in line with the prevailing published Auditor General rates currently and should **include VAT** and be quoted in South African Rand (ZAR). **Travel and disbursements must be included** and are to be in line with the Treasury Instruction.
- d) The service provider will be required to undertake the assignments within the proposed fee set out in the quote and no increase in fees will be negotiated.

Deliverables	Price
Subtotal	
VAT	
Total including VAT	

5. BIDDER'S DISCLOSURE

5.1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

6. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

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¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

7. DECLARATION

I, the undersigned, (name)..... in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.5 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.6 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.7 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....

Signature

Date

.....

Position

Name of bidder