

169 Main Street
Private Bag 53
Umzimkhulu
3297



Email: info@umzimkhulum.gov.za
Tel: (039) 259 5000/5300
Fax: (039) 259 0427

BUDGET & TREASURY DEPARTMENT

PROVINCE OF KWAZULU-NATAL
KZN 435

Date issued 03/10/2024
KZN435/24/25/002/MM/IA

INVITATION TO TENDER UMZIMKHULU LOCAL MUNICIPALITY

uMzimkhulu Municipality hereby invites reputable and experienced Service providers to respond on the project below:

TENDER NAME	TENDER NUMBER	BRIEFING DATE
ICT AUDIT SERVICE PROVIDER (2 Years Contract)	ULM-MM/IA 001/25	10/10/2024 @ 10:00

Tender documents will be available on the municipal website (www.umzimkhulum.gov.za) and will also be available from the cashier at 169 Main Street, uMzimkhulu, 3297 upon the non-refundable payment of R150 per document or a bank guaranteed cheque made out to uMzimkhulu Municipality during working hours between 09:30am and 16:00pm from the 08th of October 2024; cut-off time for buying documents is the 10th of October 2024 15 minutes before the briefing time.

A non-compulsory briefing meeting is scheduled to take place at uMzimkhulu Municipality Makhosini Building, 247 Main Street, uMzimkhulu 3297.

Invalid or non-submission of the following documents will render the Tenderer disqualified; Specific Goals points will not be allocated if the required documents are not submitted / invalid.

- Registered on Central Suppliers Database (CSD) attach proof of Registration.
- MBD 4, 8, 6.1 & 9 -
- Municipal utility bill for municipal rates and services for **all directors** of the company (owners, shareholders. Executive directors / non-executive directors) **AND for the company** to confirm that Municipal rates are not in arrears for more than 90 days or
- Attach valid lease agreement if the company is leasing the office space.

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- Attach a valid lease agreement if the director is leasing accommodation.
- Attach affidavit if the account is under your parents, siblings, grandparents, and you are not paying any Municipal rates.
- Copy of a marriage certificate if Municipal account is under your spouse.
- Certificate of Authority to sign all documents in connection with this Tender and any contract or agreement which may arise therefrom, duly signed and dated, shall be provided by the Board of Directors of the firm and shall be attached and must be on a Company letter head example is provided on the document. Tender document must be signed by the authorized person.

80/20 Preference Point System will be used on the following project, functionality will be considered and uMzimkhulu Local Municipal SCM policy.

Second Phase of Evaluation

Evaluation criteria

Functionality

Minimum threshold 45 points or 56.25%

Relevant Experience	Relevant Experience: (5 projects completed in ICT within the previous 5 years) 5 Projects – 20 3-4 projects- 10		20	Appointment letter and traceable reference letter
Methodology	Phase	Description		
All aspect =20 Partial cover (provided limited information) = 10	Planning	This phase facilitates the IT auditor in gaining an understanding of the agency, its organisational structure and operations. The IT auditor obtains an understanding of the entity's computer related operations and controls and related risks in view of inherent IT risks. From this understanding the		

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		auditor evaluates the overall IT control environment and makes a preliminary risk assessment. The results of the assessment will guide the extent of procedures to be employed in subsequent phases of the audit.	20	
	Verification and Testing	During this phase of auditing, IT auditors obtain detailed information on control policies, procedures and objectives and perform tests of control activities. The objectives of these tests are to determine if controls are operating effectively. General controls as well as application controls must be effective to help ensure the confidentiality, integrity, availability and reliability of critical computer processed data.		
	Reporting Phase	During the reporting phase, the IT auditor draws conclusions and develops a report in order to communicate the objectives of the audit, the audit scope, the methodology adopted and the findings, conclusions and recommendations		
	Filing	Creation of audit file, keeping all information regarding the projects from engagement letter,		

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		system description, working papers up to final report.		
Expertise (all personnel required)		Expertise 1: (Qualification of key personnel involved in the project on day-to-day basis) Project Manager B-degree Internal auditing/ Accounting plus CIA/ CISA with 7 years' experience in Internal Auditing Managerial = 20 Points B-degree Internal auditing/ Accounting plus CIA/ CISA with 5-6 years' experience in Internal Auditing Managerial = 10 Points	30	Attach CV, certified copies of qualifications, Certified copy of ID, Certified Certificate CISA/CIA
		Expertise 2: Internal Auditor (ICT) National Diploma: ICT with 3 years' experience in ICT auditing= 10 Points National Diploma: ICT with 2 years' experience in ICT auditing= 5 points		Attach CV, certified copies of qualifications and Certified copy of ID
Accreditation		Accreditation (must be credited in IIASA) Accreditation IIASA = 10 Points	10	Attach Accreditation Certificate of Company

NB. It is compulsory for a bidder to score not less than 50% per segment in the above table. Even if the bidder has scored the 56.25% of threshold but scores less than 50% on one or more of the segments above the bidder will be non-responsive.

NB. It is compulsory for a bidder to score 100% on accreditation

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The 80/20 scoring will apply.
80 Price
20 Specific goals

Specific Goals

The specific goals allocated points in terms of this tender	Number of points allocated (80/20 system)	Verification document(s)
Specific goals 2: RDP Goals		
Companies that are 100% owned by south African citizen. 100% Points allocation =20 points	Max. Points 20	CIPC registration Certificate (Companies and Intellectual Property Commission)
Companies that are 50% owned by South African citizen. 50% Points Allocation = 10 Points		Or
Companies that are less than 50% owned by South African citizen. 25% Points Allocation = 5 Points		Detailed CSD report verification on CSD portal by the Municipality) Or Certified Copy RSA Identity document of the director(s) (verification on CSD portal by the Municipality)
TOTAL / MAXIMUM POINTS	20	

180 days Price Validity

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Contact Details

All Technical enquiries shall be directed to:

Attention : Mr. M Gumede
Telephone : 039 259 5092
Email Address : m.gumede@umzimkhululm.gov.za

All SCM compliance enquiries shall be directed to:

Attention : Mr. S Ndawonde
Telephone : 039 259 5089
Email Address : ndawondes@umzimkhululm.gov.za

Closing date

Tender documents in a sealed envelope clearly indicating the **tender number and tender Name**, must be deposited in the tender box of uMzimkhulu Local Municipality, located at 169 Main Street, uMzimkhulu, 3297 reception area, not later than **12h:00, 25th of October 2024**. Telegraphic, telex, telephone, electronic, facsimile and late tenders will not be accepted.

Tenders may only be submitted along with the tender documentation provided by the municipality.

The uMzimkhulu Municipality Council does not bind itself to accept the lowest bidder. uMzimkhulu Municipality Supply Chain Management policy will apply.


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DR. C. A. NGQOYIYA
MUNICIPAL MANAGER