

ISO 22301 BCM CERTIFICATION

Terms of Reference

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1. ABBREVIATIONS AND DEFINITIONS

ACRONYMS	DESCRIPTION
BCM	Business continuity Management
BCMS	Business Continuity Management System
BCP	Business Continuity Plan
CPT	Cape Town
DBN	Durban
MRA	Multilateral Recognition Arrangement
SANAS	South African National Accreditation System
SAATCA	South African Auditor and Training Certification Authority
SOE	State Owned Entities
IAF	International Accreditation Forum
ISO	International Organisation for Standardization.
TOR	Terms of reference
RSR	Railway Safety Regulator

2. INTRODUCTION

- 2.1 The Railway Safety Regulator (RSR) was established in terms of the National Railway Safety Regulator Act, Act 16 of 2002 (“the Act”) as amended, to establish a national regulatory framework for South Africa and to monitor and enforce safety compliance within the rail sector. The RSR is an agency of the Ministry of Transport and comprises a Board, Chief Executive Officer (appointed by the Minister), Executive management, and staff.
- 2.2 The primary legislative mandate of the RSR is to oversee and enforce safety performance by all railway operators in South Africa including those of the neighbouring states whose rail operations enter South Africa. Notwithstanding the foregoing, operators are, in terms of the Act, primarily responsible and accountable for ensuring the safety of their railway operations.

3. BACKGROUND

- 3.1 The RSR requires qualified, experienced, and accredited service provider, to provide professional services and carry out an independent certification audit in accordance with ISO 22301:2019 Business Continuity Management System (BCMS) Standard to the RSR. The implementation of the Management system has already been completed internally to ensure the organization conform with the ISO 22301:2019 requirements. The Railway Safety Regulator is a Public Finance Management Act compliant entity and in line with provisions to maintain a system of risk management. The RSR would like to conduct a certification audit for the ISO 22301:2019 standard requirements. A Business Continuity Management System (BCMS) is a management system that bundles interrelated methods, procedures, rules, and systems to resume, recover and restore RSR operations and ensure critical business processes continue to function with minimal impact in the event of business disruptions, damage, or emergencies.

The business continuity management system enables the organisation to operate and maintain processes, capabilities, and response structure to ensure the RSR business operations continue with minimal effect in the event of disruption. The business continuity

management system enables the organisation to prepare for and maintain controls and capabilities for managing the organisation's overall ability to continue to operate during disruptions. The RSR requires to be assessed in line with international best practices such as the international (ISO), this imperative is supported by the RSR's value of Commitment to Excellence.

3.2 ISO 22301:2019 Security and resilience — Business continuity management systems is an international standard published by the International Organization for Standardization (ISO), and it describes how to manage business continuity in an organization. The purpose of the project is to gain ISO 22301:2019 Security and resilience — Business continuity management systems certification for the RSR.

3.3 The ISO 22301:2019 certification audit will cover the RSR head Office and two (2) regional offices within South Africa. Therefore, the appointed service provider will be expected to travel to RSR head office and regional offices to conduct the certification audits.

4. INVITATION FOR PROPOSAL

4.1 Proposals are hereby invited to provide Certification Audits for ISO 22301:2019 at the RSR with their details below.

No.	Province	Certification Required	City / Town	Location Name & Address
4.1.1	Gauteng (Midrand) Head Office	ISO 22301:2019	Midrand	HEAD OFFICE & CENTRAL REGION: Building 4 & 2, Waterfall Point Office Park, Cnr Waterfall and Woodmead Drive, Waterfall City, Midrand, 1685.

4.1.2	KwaZulu Nata (Durban) Eastern Region	ISO22301:2019	Durban	EASTERN REGION: Embassy Building (22nd Floor), 199 Anton Lembede Street, Durban, 4000.
4.1.3	Western Cape (Cape Town) Coastal Region	ISO22301:2019	Cape Town	COASTAL REGION: 2 Long Street Building, 2 Long Street 11th Floor, Cape Town, 8000.

5. PROPOSAL SPECIFICATION

Assessment requirements:

5.1 The scope of work includes but not limited to:

- ISO 22301 BCMS Pre- certification Audit
- ISO22301 BCMS stage 1 and stage 2 Audits
- ISO 22301 BCMS Initial Certification

5.2 Project management

- Project schedule plans for all the companies on the certification programme
- Progress reports of all certification stages
- Output and delivery timeframes to undertake the project, e.g., Gantt chart.
- Close out meeting and report
- Issuing of certificate when all requirements are met

5.3 Project Schedule and Proposal Requirements

It is anticipated that the work will commence upon acceptance and signing of a Service Level agreement with an appropriate certification body appointed by the RSR.

The proposal outline and brief should cover but not be limited to the following items:

- Scope of work – including boundaries and limits of the project
- Duration and delivery timeframes to undertake the work (Gantt chart or similar)
- Exclusions

NOTE to the SERVICE PROVIDERS:

The Service Provider will provide the RSR with a projected schedules of the proposed activities with projected time scales and reporting deadlines to keep the project team informed of progress e.g., Gantt Chart. The RSR project manager is to be informed of all meetings scheduled with the company, and arrangements should be made to ensure that project team member is present during the initial project outline meetings, progress and milestone report meetings and closure report meetings.

6. PROPOSAL SUBMISSION

The service provider must provide a detailed proposal as part of the RFP, addressing and including at least the following:

- a) Proven previous experience, testimonials, reference letters. The testimonials/reference letter should be on a client's official letterhead with valid and traceable contact details, scope of the work and standard of service. On the ISO 22301:2019 Security and resilience — Business continuity management systems RSR may contact the references to confirm the information provided.
- b) The Service Provider must clearly and in detail describe how the ISO 22301:2019 Security and resilience — Business continuity management systems audits were conducted at both the public and private sector. state owned entity. Provide a list of private companies' clients and state project/contract duration. i.e RSR – 01 Nov 2022 – 30 September 2023
- c) Service providers must submit contactable reference letter/s i.e., relevant, of any other ISO Standard.

- d) Provide detailed project implementation plan / Schedule and associated timeframes.
(Include milestones, critical factors, roles, responsibilities, and dependencies)
- e) Provide CV with the duration of the role and a short description of the work and responsibilities carried out in the role.
- f) All Price must all be VAT INCLUSIVE including the pricing of maintenance
(Surveillance audits)

7. MANDATORY REQUIREMENTS

Failure to comply with the Mandatory Requirements criteria will result in the bid being deemed as non-responsive and will not be further evaluated.

No.	Requirements	Documents to be submitted
7.1	Potential service provider experience and accreditation in terms with a standards association of ISO 17020 or ISO17021 (SANAS) and or an IAF Multilateral Recognition Arrangement (MLA)	The service provider must submit certificates of SANAS accreditation or international accreditation to provide the ISO 22301:2019 certification audits eg. RvA, JNZ, etc.
7.2	SAATCA or EXEMPLAR or IRCA lead auditor/s in terms of ISO17024 on the relevant SIC 20% codes required on this bid	The potential service provider must provide the following information: Certificate from IAF or affiliate other international standards body Proof of SANAS registration

7.3	Auditor requirements	The auditor must have a current and valid ISO22301:2019 BCMS certification from an international certification body.
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Failure to submit mandatory documents/requirements shall lead to disqualification and Service provider will not be evaluated further on functionality.

8. FUNCTIONALITY CRITERIA

Service Providers must score a minimum of 70 points or above to be evaluated on price and BBBEE

No.	Criteria	Evidence	Points
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8.1	Service Providers must demonstrate experience in conducting ISO Management System certification audits for ISO 22301:2019 Provide contactable references letters of conducting ISO 22301:2019 Security and resilience — Business continuity management systems. Conducted both in Public and Private organisations.	The Service Provider must clearly and in detail describe how the Management System audits were conducted. Reference letters must be on the letterhead of the client and signed obtained in the last 5 years Experience • 5 letters and above= 25 points • From 3 to below 5 letters = 15 points • From 1 to below 3 letters = 5 points • No letter = 0 points	25 points
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8.2	Provide signed client contactable reference letter on company letterhead. This should be any other ISO Standard. The reference letter/s must be for services rendered within the past 10 years	Service providers must submit contactable reference letter/s i.e., conducted on any other ISO standard. Reference letters • 5 letters or more = 20 points • 4 letters = 15 points • 3 letters = 10 points • 1-2 letters = 5 points • 0 letters/ non-compliant/ not relevant letter = 0 points	20 points
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8.3	Provide detailed project implementation plan and associated timeframes. (Include milestones, critical factors, roles, responsibilities, and dependencies)	- Exceptionally defined project plan indicating, project scoping, project charter, milestones, deliverables, budgeting and reporting, stakeholder engagement = 30 Points - Moderately defined project plan indicating, project scoping, project charter, milestones, deliverables, budgeting and reporting, stakeholder engagement= 20 Points - Poorly defined project plan indicating project scoping, project charter, milestones, deliverables, budgeting and reporting, stakeholder engagement= 5 Points - No Project Plan = 0 Points	30 points
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8.4	Technical staff CV's including relevant qualifications and experience relevant to solution and ongoing support.	Provide CV, the duration of the role and a short description of the work and responsibilities carried out in the role. A. Project Audit Lead – (12 points) - Qualifications (certificates must be certified) - Degree in Auditing = 5 points - Diploma in Auditing = 3 points - No qualification = 0 points - Years of work experience in implementing the proposed solution. 15 years and above = 7 points 10 years to below 15 years = 5 points 5 years to below 10 years = 3 points - Less than 5 years = 0 points B. ISO BCMS Auditor – (13 points) - Qualifications (certificate must be certified) - Degree in Auditing = 5 points - Diploma in Auditing or similar field = 3 points - No qualification = 0 point - Years of work experience in the Certification of ISO22301:2019BCMS 10 years and above = 8 points 6 years to below 10 years = 5 points 3 years to below 6 years = 3 points - Less than 3 years = 0 points	25 points
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9	TOTAL WEIGHTING	100 POINTS
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