

## TENDER DATA

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|-----------------------|-------------------------------------------------------------------------------------------------------|
| <b>Project title:</b> | <b>APPOINTMENT OF SERVICE PROVIDER TO PROVIDE IT AUDIT SERVICES FOR A PERIOD OF THREE (03) YEARS.</b> |
| <b>Bid no:</b>        | <b>SENT-003-2022-23</b>                                                                               |

### 1. BACKGROUND

Sentech is a state-owned company and is the largest broadcasting signal distributor in South Africa. Sentech is a licensed Electronic Communications Network Service provider in South Africa. It currently operates many telecommunication networks for Satellite, Television, Radio, Internet and more. As such, Sentech is a global enabler of broadcasting and digital content delivery.

SENTECH requires the services for various IT audits for three (3) years, and for the winning bidder to have experience auditing on SAP, and be available from the time of appointment:

1. IT Governance
2. IT Security Management
3. User Access Controls
4. IT Programme Change Controls
5. IT Service Continuity
6. IT Facilities and Environmental Controls.
7. IT Back-up and recovery system
8. IT General Controls
9. IT Data Management
10. IT Equipment End of Life
11. Application controls
12. Other related IT Audits
13. Ad-hoc requests, relating to IT e.g. specific IT Projects

### 2. SUBMISSION OF BIDS and CLOSING

This Bid closes at the stipulated date and time as stated in SBD 1 Notice and Invitation to Bid. Bids must be submitted by hand to the Bid Administrator at SENTECH, Octave Road, Radiokop Ext 3, Honeydew, Johannesburg.

Bidders that choose to submit their bid documents before the closing date and time may do so during working hours only (08:30-15:30).

It is the Bidder's responsibility to ensure that their bid submissions reach the Bid Administrator before the bid closing time as no late submissions will be accepted.

Telegraphic, telephonic, telex, facsimile, e-mail and late Bids will not be accepted. Proposals may be opened in public. Bidders will be advised of the outcome by letter or e-mail.

This is a two-envelope system for Bid Evaluation. Bidders must submit their proposal and all supporting documentation in a sealed envelope, clearly marked as follows:

**Envelope One** "Original Technical Proposal" together with a soft copy in PDF format of an electronic medium e.g. USB etc. The envelope must contain all information and documents relating to the Bid. (Refer to list of returnable documents).

**No Financial Information must be included in Envelope 1.**

**Envelope Two** "Original Financial Proposal" (Contract Data and Pricing schedule/schedule of rates as applicable) together with a soft copy in PDF format of an electronic medium e.g. USB etc.

Bidders are required to place the sealed **Envelope 1** together **with** the sealed **Envelope 2** into

one sealed envelope or container. The sealed envelope or container must be marked with the following information:

- **For Attention**
- **HEAD OF SUPPLY CHAIN MANAGEMENT**
- **BID REFERENCE NO:** ##
- **TECHNICAL AND FINANCIAL PROPOSALS**
- **INSERT CLOSING DATE AND TIME**
- **BIDDER'S NAME AND ADDRESS**

The financial proposal will only be opened and evaluated should the technical proposal be found to be responsive, being that the technical proposal has met the minimum technical evaluation criteria that are set out in the Bid Documents.

The Bidders shall insert a table of contents and bind (ring bind or similar method) the proposal documents and verify the page numbers, as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.

Bidders are required to complete and sign all the returnable documentation (refer to list of returnable documents) and initial all pages, drawings and brochures which are included in the reply as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.

Late submissions will not be considered.

### **3. SIGN AND INITIAL**

Bidders are required to complete and sign the Bid Forms where required and initial the bottom of all pages, drawings and brochures which are included in the submission as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.

### **4. COMPLETION OF BID DOCUMENTS**

Bidders must ensure that they complete all sections of the Bid Documents as per the requirements in the Bid.

Bidders must use only the Bid documents provided by Sentech. Photocopying of the Bid document is permitted however Bidders must not re-type or re-draft the Bid documents.

### **5. COSTS OF PREPARING THE BID SUBMISSION**

Bidders shall bear all costs associated with the preparation and submission of the proposals. Sentech shall under no circumstances be held responsible or liable for any costs incurred during the bidding process.

### **6. EVALUATION CRITERIA**

The evaluation criteria are stipulated in 14 below. It is the Bidder's responsibility to ensure that it has responded to the evaluation criteria. Failure to meet the evaluation criteria will result in the Bidder not being evaluated further. Bidders must ensure that they have included all supporting documentation required to support their response to the Bid.

## 7. BRIEFING SESSION

Should there be a compulsory briefing session for this Bid, Bidders must ensure that they attend the briefing session and sign the attendance register, as non-attendance or failure to sign the attendance register will automatically disqualify a Bidder from submitting a proposal for this Bid.

All questions raised by Bidders post the briefing session will be consolidated and shared with all Bidders at least seven (7) calendar days prior to closing.

## 8. LOCAL PRODUCTION AND CONTENT

In the case of designated sectors, where in the award of Bids, local production and content is of critical importance, such Bids will contain a specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.

|                                                                                  |  |           |
|----------------------------------------------------------------------------------|--|-----------|
| Does this requirement fall under any designated sector as prescribed by the DTI? |  | <b>No</b> |
| If yes, specify the sector                                                       |  |           |
| Specify minimum threshold applicable                                             |  |           |

**\*Bidders must fill in the SBD6.2 for Local Content and Production**

## 9. CLARIFICATION

Enquiries related to Bid documents may be addressed to the Bid Administrator and Supply Chain Official as stated in SBD 1 Notice and Invitation to Bid.

## 10. BID EVALUATION METHOD

This Bid will be evaluated as described in the table below.

|                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Two envelope system will be followed for Technical and Price offer</b></p> | <p><b>Stage 1 – Administrative Responsiveness Evaluation</b></p> <p>All the Technical Proposals will be evaluated against the <b>administrative responsiveness requirements</b> as set out in the list of returnable documents.</p> <p><b>Stage 2 –Technical Evaluation</b></p> <p>Total minimum qualifying functional score is 80 points out of 100 points. A Bidder must score more than <u>0</u> points in each criterion to be evaluated further.</p> <p><b>Stage 3 – Price</b></p> <p>The bidders who pass the minimum qualifying functional score will be subjected to price evaluation. The bidder who provides the lowest price having met all the requirements will be recommended for appointment.</p> |
|----------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## 11. ADMINISTRATIVE RESPONSIVENESS REQUIREMENTS

To be administratively responsive, Bidders must ensure that they meet all the below mentioned criteria. Bidders that do not meet all the below mentioned criteria may not qualify to be awarded the Bid. Sentech reserves its rights in respect of the below criteria.

- Complete and return all documentation stipulated in the LIST OF RETURNABLE DOCUMENTS.
- All correspondence must be in English.
- Bidders must fill in all sections of this document (where applicable).

- **BLACK INK** must be used when completing the Bid documents.
- All corrections must be initialed. The use of corrective fluid is strictly prohibited.
- Bidders must use only the Bid documents provided by Sentech. Photocopying of the Bid document is permitted however Bidders must not retype or redraft the Bid documents.
- Bidders are required to fill in and sign the Bid Forms and initial all pages, drawings and brochures which are included in the reply as Sentech will not accept any liability with regard to any disputes arising from pages that are missing or duplicated in the aforementioned documents.
- Bidders must complete an attendance register at each compulsory site meeting attended.
- Appointment of a Bidder will be subject to signing, declaration and submission of SBD 1,2, 3.1, 3.2, 3.3, 4, 5, 6,2, 8, and 9 depending on applicability.
- Complete and sign the Contract Data.
- Should this be a 2 envelope or 2 stage system, Bidders **MUST** separate the technical proposal from their financial proposal. The technical and financial proposals must be placed in two separate sealed envelopes.
- Bidders are required to ensure that they meet all the Administrative Responsiveness Criteria.

## 12. AUTOMATIC DISQUALIFICATION

Sentech reserves the right to automatically disqualify Bidders from being awarded this Bid. The following will lead to automatic disqualification:

- Failure to submit a financial proposal, if required.
- The Bidder is or has been involved in any act of corruption or fraud or bribery or collusion or attempt to influence any employee of Sentech to award this Bid or any other Bid to it.

## 13. TECHNICAL RESPONSIVENESS COMPLIANCE

The Technical Evaluation will encompass evaluation of:

- Mandatory Criteria
- Technical Criteria

## 14. TECHNICAL EVALUATION CRITERIA

### 14.1 Mandatory Eligibility Criteria

The following criteria are mandatory to ALL BIDDERS:

| Mandatory Eligibility Criteria                                                                                                                                                                                                                                                                                                 | Attach evidence and provide reference page number in your proposal                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
| A valid registration of the firm as registered auditors in terms of the Auditing Profession Act, 2005 (Independent Regulatory Board for Auditors - IRBA)<br><br>SENTECH reserves the right to verify the firm's registration with IRBA                                                                                         | Bidder must provide the relevant and valid certification.<br><br>Registration certificate with IRBA |
| Engagement Lead Certification of registration of one or more of the following: <ul style="list-style-type: none"> <li>• Chartered Accountant</li> <li>• Certified Information System Auditor</li> <li>• Certified Internal Auditor</li> <li>• Or any other recognized/ Certified organization relating to IT Audit.</li> </ul> | Valid certificate/s provided                                                                        |

**NOTE: Bidders that do not comply with all the above criteria will not be evaluated further.**

### 14.2 Functional Criteria

| Functionality Criteria                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Maximum Points | Proof Required                                                                                                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-------------------------------------------------------------------------------------------------------------------|
| <p><b>Bidder must provide Company experience of auditing IT processes on SAP in the public sector.</b></p> <p>Submit 2 to 4 reference letters of auditing IT processes on SAP in the public sector. Each reference letter must clearly stipulate which IT process/ controls were audited (and be aligned to the SOW examples of audits above), the year in which the audit was performed. References should not be more than five (5) years old. Bidder must complete reference Table 1 on page 8 of 8 of this document. NOTE: No reference letters, no point allocation.</p> <p>Number of letters provided:</p> <p>2 reference letters                      15 points</p> <p>3 reference letters                        20 points</p> <p>4 reference letters                        30 points</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 30             | Reference letters                                                                                                 |
| <p><b>Company must provide experience of an Engagement Lead IT internal auditor with experience of IT auditing in the public sector.</b></p> <p>Number of years of experience in IT Audits in the public sector:</p> <p>5 - 7 years                                  15 points</p> <p>7 - 10 years                                20 points</p> <p>More than 10 years                      30 points</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 30             | CV of assigned Engagement lead IT Auditor                                                                         |
| <p><b>Company must provide four CVs of individuals that will be assigned on the project per the contract data table 1 on page 8 of 8, and an average scoring system will be used.</b></p> <p>Number of years of experience in IT Audits in public sector:</p> <p>2 - 3 years                                  10 points</p> <p>4 - 5 years                                  15 points</p> <p>6 - 7 years                                  20 points</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | 20             | CV's of assigned team                                                                                             |
| <p><b>Methodology and Project Plan in conducting IT Audits</b></p> <p><b>Details of the proposed methodology and project plan must be referenced to general controls reviews. Any value-added services outside of the scope of work should be indicated separately.</b></p> <p><b>Excellent                      20 points</b></p> <p>The bidder is required to demonstrate understanding of the Quality assurance review process. The bidder has shown outstanding knowledge and examples of completed general controls reviews in the Public Sector, including knowledge of IIA Standards and IT standards/ frameworks issued by the Information Systems Audit and Control Association (ISACA). The Methodology must include knowledge sharing strategy.</p> <p><b>Average                      10 points</b></p> <p>The proposed project approach has embedded project objectives and methodology. The approach did not respond to all of the components of the project.</p> <p><b>Poor                              0 Points</b></p> <p>The methodology is of poor quality and does not satisfy the project objectives. The bidder has misinterpreted the scope of the work and not shown a clear understanding of the requirements of the project.</p> | 20             | Detailed Methodology with Project Plan indicating the full Quality Assurance process followed and Team allocation |
| <b>Total Points</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <b>100</b>     |                                                                                                                   |

**Table 1: Functional Criteria**

Total minimum qualifying functional score is 80 points. A Bidder must score more than 0 points in each criterion to be evaluated further.

## **15. Evaluation of Price**

The bidders who pass the minimum qualifying functional score will be subjected to price evaluation. The bidder who provides the lowest price having met all the requirements will be recommended for appointment.

**16. Declaration of Authority**

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise, confirms that the contents of this Bid Data is understood and all requirements will be adhered to.

|                       |                  |             |                    |
|-----------------------|------------------|-------------|--------------------|
|                       |                  |             |                    |
| <b>Name of Bidder</b> | <b>Signature</b> | <b>Date</b> | <b>Designation</b> |

# **TABLE 1: REFERENCES**

**Please complete the customer reference table and relevant Contact telephone number and attach reference letters.**

| Customer |  | Service Provided | Contractual commencement date | Contractual completion date |
|----------|--|------------------|-------------------------------|-----------------------------|
| 1        |  |                  |                               |                             |
| 2        |  |                  |                               |                             |
| 3        |  |                  |                               |                             |
| 4        |  |                  |                               |                             |
| 5        |  |                  |                               |                             |
| 6        |  |                  |                               |                             |
| 7        |  |                  |                               |                             |

|                         |                  |             |
|-------------------------|------------------|-------------|
|                         |                  |             |
| <b>Name of Tenderer</b> | <b>Signature</b> | <b>Date</b> |