



Ref: Maropeng Mokhatla (SCM)
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REQUEST FOR FORMAL WRITTEN PRICE QUOTATIONS

**Procurement from R30 000.00 up to a transaction value of R 200 000.00 (including Vat)
(For publication on Mogale City's Website and Notice Boards)**

Kindly furnish Mogale City Local Municipality with a written quotation on the services listed hereunder:

RFQ: MM 03/2012
PROPOSALS ARE HEREBY INVITED FROM EXPERIENCED SERVICE PROVIDERS IN THE FIELD OF INFORMATION TECHNOLOGY AUDITING FOR CO-SOURCING AN INTERNAL AUDIT IN VARIOUS AREAS WITHIN INFORMATION TECHNOLOGY UNTIL 30 JUNE 2012.

Advertising date: Monday 19 March 2012

Closing date and time: Tuesday 27 March 2012 @ 11:00

Compulsory Briefing Session will be held on **Friday 23 March 2012 at 10:00**, at Flip Uys, Civic Centre, Krugersdorp.

The quotation must be submitted on the official quotation document (including all the required annexures) and must be delivered by hand before the official closing date and time to:

The SCM Unit of MCLM
Civic Centre
Corner Market & Commissioner Streets, Krugersdorp
Upper Level West Wing
Tender Box 1

The following conditions will apply:

- Quotation documents can be downloaded from the website www.mogalecity.gov.za or collected from the Supply Chain Management Unit, Finance Dept, Civic Centre, Krugersdorp.
- The lowest or any quotations will not necessarily be accepted and MCLM reserves the right to accept the quotation in total or only in part.
- To participate in MCLM's quotation procurement of goods and services, suppliers are requested to register on the MCLM supplier database. Forms available from SCM Unit or website.
- No late quotations delivered after the official closing date and time will be accepted.
- **Price(s) quoted must be valid for at least sixty (60) days from date of your offer.**
- **Price(s) quoted must be firm and must be inclusive of VAT.**
- A firm delivery period must be indicated.
- A valid, original tax clearance certificate must be attached.
- **All quotations received will be evaluated on the 80/20 point scoring basis. The 80 points will be for Price and 20 points are for Broad Based Black Economic Empowerment (BBBEE) for attaining the BBBEE status level of contribution in accordance with the table below:**
 - **MBD 4: Declaration of Interest**
 - **MBD 6.1: B-BBEE Status Level of Contribution.**
 - **MBD 6.3: Promotion of SMME**
 - **MBD 8: Declaration of bidders past supply chain management practices**
 - **MBD 9: Certificate of independent bid determination.**
- **If the MBD forms are not completed & submitted, your quotation will be rejected.**
- No quotation will be considered from persons in service of the state (MDB 4)

**MOGALE CITY LOCAL MUNICIPALITY
REQUEST FOR FORMAL WRITTEN PRICE QUOTATION**

- **As from the 7 December 2011, all Service providers / contractors must submit valid, certified copies of their BEE certificates from an accredited BEE verification agency with their tender submission.** Failure to submit a BEE certificate will lead to forfeiture (loss) of the preference points.
- In the instance of Exempted Micro Enterprises (EME) (turnover less than R 5m) a letter from a professional, registered accountant/ auditor in order to qualify for preference points.
- **Electronic (e-mailed or faxed) quotations are not accepted.**

Failure to submit a BEE certificate will lead to forfeiture (loss) of the preference points. In the instance of Exempted Micro Enterprises (EME) (turnover less than R 5m) a letter from a professional, registered accountant/ auditor in order to qualify for preference points.

Mogale City Local Municipality requests a quotation on the services listed hereunder on the Request for Quotation Forms. Please furnish all the information as requested and return the quotation on the date stipulated. Late and incomplete submissions will invalidate the quotation submitted.

RFQ NUMBER:	MM 03/2012 For Experienced and competent service providers in the field of Information Technology Auditing for co-sourcing an internal audit in various areas of Information Technology Audit until 30 June 2012.
ADVERTISING DATE:	Monday 19 March 2012
DEPARTMENT	Department and Section: Internal Audit Unit
	<p>TERMS OF REFERENCE</p> <p>1. INTRODUCTION</p> <p>Mogale City Local Municipality (MCLM) invites experienced and competent service providers in the field of Information Technology Auditing to submit quotations for co-sourcing an internal audit in various areas of Information Technology Audit as indicated on the scope below.</p> <p>2. SCOPE OF WORK</p> <p>To ensure that the Information Technology processes responds adequately to the business requirements of Mogale City Local Municipality, the service provider will be required to provide separate quotations on each area defined in the scope below in order to assess the adequacy of a range of activities that may include the following:</p>

- Review of general controls on the implementation of the new system with specific reference to:
 - Planning and preparation of conversion
 - Controls over the conversion by the data control group
 - Testing of the system after conversion
- Review of application security controls on the implementation of the new system with specific reference to the review of controls over the input, processing, master file and output of financial information to ensure that the information is valid, complete and accurate.
- Review of business continuity controls with specific reference to:
 - The physical environment
 - Emergency and disaster recovery procedures
 - Back up strategy and plans
- Review of Information technology strategic plans and policies
- Governance processes related to information technology

3. DELIVERABLES

The appointed service provider will be required to:

- Plan and execute the audit in compliance with the Standards of Professional Practice issued by the IIA.
- Adopt the methodology of MCLM in executing the audit.
- Hold periodic meetings with senior and executive management to explain audit findings and recommendations and discussion of the implementation of management comments (action plans).
- Provide a final report to management with recommendations.
- Provide input to the Audit Committee where necessary.
- Develop and implement a plan for the transfer of skills to Internal Audit Staff.

4. COMPETENCE REQUIREMENTS

The service provider should meet the following competency requirements:

- Be competent in the professional practice of Internal Audit
- The team must have at least one certified professional, e.g. CIA, CA or CISA, who possesses current knowledge of the Standards issued by the IIA
- Have at least five (5) years' experience in the practice of Information Technology auditing within municipalities

5. PROJECT COSTING

In terms of the Municipality's procurement procedures quotations are evaluated on the basis of a total cost or value for money (in addition to other criteria). As such potential registered Information Technology Service Providers are required to prepare a plan of work with clear cost estimates on each area defined in the scope above, as this will facilitate a comparison across proposals. The plan of work is to include detailed tasks to be carried out, how long it will take to complete the task, person(s) allocated to each task, hourly rate to be charged and number of hours allocated for each task, travelling costs and all disbursements.

All assumptions made in preparing the cost estimate must be clearly indicated in the quotation.

6. SPECIAL CONDITIONS

- The appointed service provider will be bound to the Code of Conduct and confidentiality as per the IIA Standards and MCLM's policies in the course of their duties.
- MCLM reserves the right to reject any quotation found to be inadequate or non-compliant to the terms of reference.
- The bidder should possess knowledge of Local Government Information Technology activities.

FUNCTIONALITY SCORING

The below mentioned criteria regarding functionality are required for responsiveness and therefore eligibility for the next stage of evaluation. If the minimum of 12 points is not scored for functionality the quotation will be rejected and not considered for further evaluation. These criteria shall only determine whether a quotation will be eligible for further evaluation and will not influence the points scored on Price.

A bidder that scores less than 12 points in respect of functionality will be disqualified in the event of any criterion being rated zero points, the tenderer will be rejected, even if the required 12 out of 20 points are achieved.

	NO.	DESCRIPTION	WEIGHTS	MINIMUM SCORE																				
	1.	<ul style="list-style-type: none"> The service providers experienced and track record of similar or relevant work 	10																					
	2.	<ul style="list-style-type: none"> Available resources and equipment to execute this project. Plan on the transfer of skills to Internal Audit staff 	5 5																					
		TOTAL	20	12																				
EVALUATION OF QUOTATION	<p>All quotations received will be evaluated on the 80/20 point scoring basis. The 80 points will be for Price and 20 points are for Broad Based Black Economic Empowerment (BBBEE) for attaining the BBBEE status level of contribution in accordance with the table below:</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th>BBBEE Status Level of Contributor</th> <th>Number of Points(80/20 System)</th> </tr> </thead> <tbody> <tr><td>1</td><td>20</td></tr> <tr><td>2</td><td>18</td></tr> <tr><td>3</td><td>16</td></tr> <tr><td>4</td><td>12</td></tr> <tr><td>5</td><td>8</td></tr> <tr><td>6</td><td>6</td></tr> <tr><td>7</td><td>4</td></tr> <tr><td>8</td><td>2</td></tr> <tr><td>Non –complaint contributor</td><td>0</td></tr> </tbody> </table>				BBBEE Status Level of Contributor	Number of Points(80/20 System)	1	20	2	18	3	16	4	12	5	8	6	6	7	4	8	2	Non –complaint contributor	0
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OTHER DOCUMENTS REQUIRED:	<ul style="list-style-type: none"> Original, valid Tax Clearance Certificate Company registration documents (CIPC) Copies of ID's of shareholders Completed MBD 4, MBD 6.1, MBD 8 and MBD 9 Copy of latest municipal account Price schedule (fixed prices including Vat) 																							
CLOSING DATE AND TIME	Tuesday 27 March 2012 at 11.00am																							

SUBMISSION OF QUOTES	Tender box 1 Reception Desk of SCM Unit Upper Level West Wing Civic Centre Krugersdorp
ENQUIRIES:	Internal Audit Unit Khadija Vahed at 073 180 7770 /Grace Bantaotse at (011) 6680712

Conditions:

- All prices quoted must be **inclusive of VAT**.
- All prices submitted must be fixed prices for the period of the quotation.
- If the price schedule is not signed the quotation will not be considered.
- No Tipp-ex or correction fluid to be used on the quotation documentation- will lead to instant disqualification.
- Quotations completed in pencil will be regarded as invalid.
- All prices quoted must be valid for sixty (60) days.

NAME OF THE BIDDER:

CONTACT PERSON:

TEL/ CELL NO:

FAX NO:

SIGNATURE OF BIDDER

CAPACITY OF BIDDER