

169 Main Street
Private Bag 53
Umzimkhulu
3297



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Tel: (039) 259 5000/5300
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BUDGET & TREASURY DEPARTMENT

PROVINCE OF KWAZULU-NATAL
KZN 435

Date issued 11/02/2019
KZN435/18/19/005/MM/IA

INVITATION TO TENDER UMZIMKHULU LOCAL MUNICIPALITY

UMzimkhulu Municipality hereby invites reputable and experienced Service providers to respond on the projects below:

PROJECT NAME	PROPOSAL NUMBER	BRIEFING DATE
ICT AUDIT SERVICE PROVIDER (3 year Contract)	ULM-MM/AI 002/19	19/02/2019 @ 10h00

Tender documents will be available from the cashier at **169 Main Street, uMzimkhulu, 3297** upon the non-refundable payment of **R200 per document** or a bank guaranteed cheque made out to **uMzimkhulu Municipality** during working hours between **09:30am** and **16:00pm** from the **14th of February 2019**; cut-off time for buying documents is the **19th of February 2019, 15 minutes before the briefing time.**

Compulsory briefing meeting is scheduled to take place at **uMzimkhulu Municipality Boardroom, 169 Main Street, uMzimkhulu, 3297**

Invalid or non-submission of the following documents will render the Tenderer disqualified, BBBEE points will not be allocated if the Certificate is not submitted

- Registered on Central Suppliers Database (CSD) attach proof of Registration
- Valid BBBEE certificate certified or original
- MBD 4, 8 & 9 -
- Municipal rates certificate / statement for the directors with share percentage in the company 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
Attach a valid lease agreement if the owner is leasing accommodation
- Attach affidavit if the account is under your parents , siblings , grandparents and you are not paying any Municipal rates

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Copy of a marriage certificate if Municipal account in 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.

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

Evaluation Criteria

Functionality

Evaluation minimum threshold is 60% or 90 points

Criteria	Points	Score	Total				
<p>Relevant Experience: (6 projects completed in ICT within the previous 5 years from 1 July 2014 with Recommendation letters from 5 previous institutions and attach traceable references)</p> <p>6 Projects and above – 60 5 projects- 50 4 Projects – 40 3 projects- 30 Less than 3- disqualified</p>	60						
<p>Methodology (structure of projects; Audit Programme)</p> <table border="1"> <thead> <tr> <th>Phase</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>Planning</td> <td>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 auditor evaluates the overall IT control</td> </tr> </tbody> </table>	Phase	Description	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 auditor evaluates the overall IT control	40		
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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, system description, working papers up to final report.			
All aspect- 40 Partial touched in all aspects - 20				
Expertise: NQF Level 6 in ICT Audit / Equivalent Qualification for key personnel that will be involve in the project on day to day basis and attach CV with 4yrs experience		20		
Accreditation (must be credited in IIASA / SAICA or other relevant professional registering bodies) NB: Accreditation with any relevant professional body is important		30		

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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 60 % of threshold but scores less than 50% on one or more of the segments above the bidder will be non-responsive.

On Expertise and Accreditation Segment service providers must score 100%

120 days Price Validity

Contact Details

All other enquiries shall be directed to:

Attention : Mr M Gumede
Telephone : (039) 259 5094
Fax No : (039) 259 0427
Email Address : mdgumede@umzimkhulum.gov.za

Closing date

Bid documents in a sealed envelopes clearly indicating the **Bid number and Bid 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, 15th of March 2019** Telegraphic, telex, telephone, electronic, facsimile and late tenders will not be accepted.

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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Z. S. SIKHOSANA
MUNICIPAL MANAGER