

Working together for a skilled tomorrow

**REQUEST FOR QUOTATION (RFQ)**  
**PROVISION OF PROTECTION OF PERSONAL INFORMATION (POPI) AND CYBERSERURITY ASSESSMENT**

RFQ	<b>RFQ/2021/22/33</b>
RFQ ISSUE DATE	07 May 2021
BRIEFING SESSION	N/A
RFQ DESCRIPTION	PROVISION OF PROTECTION OF PERSONAL INFORMATION (POPI) AND CYBERSERURITY ASSESSMENT
CLOSING DATE & TIME	13 May 2021 @ 11h00
LOCATION FOR SUBMISSIONS	<a href="mailto:rfqs@inseta.org.za">rfqs@inseta.org.za</a>

**Bidders must submit responses via e-mail at: [rfqs@inseta.org.za](mailto:rfqs@inseta.org.za), before on the stipulated date and time. For any queries or questions, please use above mentioned email address.**

The INSETA requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on the date and time stipulated above. **Late and incomplete submissions will invalidate the quote submitted.**

SUPPLIER NAME: \_\_\_\_\_

POSTAL ADDRESS: \_\_\_\_\_

TELEPHONE NO: \_\_\_\_\_

FAX NO: \_\_\_\_\_

E MAIL ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

CELL NO: \_\_\_\_\_

SIGNATURE OF BIDDER: \_\_\_\_\_

**Board Members:** Mr. J.S. Ngubane (Chairperson), Ms. V. Pearson (Business), Ms. L. van der Merwe (Business), Ms. R.G. Govender (Business), Ms. P. Mendes (Business), Ms. S.J. Kruger (Business), Ms. Z. Motsa (Business), Mr. R.P. Motlhabane (Labour), Mr. M. Soobramoney (Labour), Mr. J.J.M. Mabena (Labour), Ms. S.A. Anders (Labour), Mr. C.B. Botha (Labour), Ms. S.T. Dinyake (Labour), Ms. F. Mabaso (Government), Mr. S.M. Mpuru (Community Organisation)

**CEO: G. Mkhize**

## DETAILED SPECIFICATION

### **PROVISION OF PROTECTION OF PERSONAL INFORMATION (POPI) AND CYBERSERURITY ASSESSMENT**

#### **1. BACKGROUND**

The Insurance Sector Education and Training Authority (INSETA) is a public entity listed in schedule 3A of the PFMA and was established in March 2000. The INSETA must, in accordance with any prescribed requirements to perform in accordance with the Skills Development Act (SDA), the Skills Development Levies Act (SDLA), the Public Finance Management Act (PFMA), any other relevant legislation and the Constitution.

INSETA is a Schedule 3A Public Entity in terms of the Public Finance Management Act No 1 of 1999, as amended (PFMA). This therefore implies that the INSETA must fully comply with all the requirements of the PFMA as well as the Irregular Expenditure Framework.

The objective of this request is to appoint an experienced service provider **To Provide a Protection of Personal Information (POPI) and Cybersecurity Assessment.**

#### **2. SCOPE OF WORK**

##### **2.1 Protection of Personal Information (POPI):**

- 2.1.1. Assessment of current data protection measures with the INSETA ICT Infrastructure and Systems.
- 2.1.2. Identify gaps and the level of compliance with the Protection of Personal Information Act (ACT) and related data protection regulations. (e.g., GDPR).
- 2.1.3. Provide guidelines on the develop of privacy policies in all INSETA's system used in collecting and process of personal information of data subjects.
- 2.1.4. Provide guidelines necessary involved collection and process of personal information.
- 2.1.5. Provide action plan to ensure compliance with POPIA and related legislations.
- 2.1.6. Present findings and remediations to the INSETA Management.

##### **2.3. Cybersecurity**

Cybersecurity assessment should follow the following processes:

###### **2.3.1. Vulnerability assessment**

- a) Identify and analyse risk, threats, and vulnerabilities.
- b) Prioritise risks, threats and vulnerabilities based on impact and criticality.
- c) Remediations of identified risks, threats and vulnerability and prioritise them based on the impact and criticality.

### 2.3.2. Penetration Tests

- a) Penetration tests will be done for both external and internal perspective to identify areas of vulnerabilities of the existing security measures currently implemented on the ICT Infrastructure and systems. The expected outcome of this process is for the service provider to provide a comprehensive report identified vulnerabilities as well as recommendations to addresses them against attacks and possible hacks.
- b) The assessment should cover the following areas of the ICT Infrastructure and systems as well as processes:
  - i) **Firewall (1X Firewall)**
    - VPN
    - Management
    - Security: Rules, Access control, Logs & etc.
    - Web Filtering
    - Malware protection
    - DOS, SYN Floods, Ping of Death & etc.
  - ii) **Servers**
    - 2 x Domain Controllers
  - iii) **Microsoft 365**
    - 
    - Endpoint protection
    - Exchange Online
    - Azure Active Directory
    - Compliance Management
    - Security
    - SharePoint
  - iv) **Inseta LAN and WAN Appliances**
    - Switches, Access points and routers.
  - v) **INSETA Web Applications**

### 3. PREQUALIFICATION CRITERIA

- 3.1 Bidder must submit proof of registration on CSD (**Central Supplier Database**)
- 3.2 Bidder must submit proof and must be an EME, QSE, Generic (**level 1 or level 2 BBBEE contributor**) status will be considered.

**Note: noncompliance with the prequalification criteria will result in automatic disqualification.**

### 4. MANDATORY REQUIREMENT

- 4.1. The bidder must be **certified as an ICT Audit and Security company**. The Minimum required **certification must meet the ISO/IEC standards 17024. Proof of certification must be submitted.**
- 4.2. Bidder must provide reference letters indicating and confirming services were rendered successfully from companies for similar services as stated in the scope of work. **Reference must be on client letters, date (not older than 3 years), signed with contactable references.**
- 4.3. The service provider must submit a detailed plan, with timeframes and the approach to execute the scope of work. (**Preferred period of execution 1 month from date of appointment**)

**Note: noncompliance with the mandatory criteria will result in automatic disqualification.**

### 5. PRICING CONSIDERATIONS:

- 5.1 Service providers must ensure that the price quotations are inclusive of all applicable taxes (**including VAT**). Costing must comprise of all the relevant services proposed in the bidder's submission. (*but not limited to*)

Items	Description Unit	Quantity	Unit Price	Total Cost
1	Protection of Personal Information (POPI)		R	R
2	Cybersecurity (Vulnerability assessment)		R	R
3	Cybersecurity (Penetration Tests)		R	
<b>Sub - Total</b>				<b>R</b>
<b>VAT @ 15%</b>				<b>R</b>
<b>Total</b>				<b>R</b>

## 6. ADJUDICATION USING A POINT SYSTEM

- 6.1 The bidder obtaining the highest number of total points will be awarded the contract unless objective criteria justify the award to another bidder.
- 6.2 Preference points shall be calculated after process has been brought to a comparative basis taking into account all factors of non-firm prices.
- 6.3 In the event that two or more bids have scored equal points, the successful bid must be the one scoring the highest number of preference points for B-BBEE.
- 6.4 However, when functionality is part of the evaluation process and two or more bids have scored equal points for B-BBEE, the successful bid must be the one scoring the highest score for functionality.
- 6.5 Should two or more bids be equal in all respect, the award shall be decided by the drawing of lots.

## 7. POINTS AWARDED FOR PRICE

The **80/20** preference point system

A maximum of **80** points is allocated for price on the following basis:

$$P_s = 80 \left\{ 1 - \frac{(P_t - P_{\min})}{P_{\min}} \right\}$$

Where:

$P_s$	=	Points scored for comparative price of bid under Consideration
$P_t$	=	Comparative price of bid under consideration
$P_{\min}$	=	Comparative price of lowest acceptable bid

**8. B-BBEE PREFERENTIAL POINTS WILL BE AWARDED AS FOLLOWS:**

<b>B-BBEE Status Level of contributor</b>	<b>Number of points 80/20 system</b>
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

- 8.1** Bidders who qualify as EME's and QSE's in terms of the B-BBEE Act must submit a Sworn affidavit. Misrepresentation of information constitutes a criminal offence.
- 8.2** Bidders other than EME's or QSE's must submit their original and valid B-BBEE status level verification certificate or a certified copy thereof, substantiating their B-BBEE rating issued by SANAS.
- 8.3** A trust, consortium or joint venture will qualify for points for their B-BBEE status level as a legal entity, provided that the entity submits their B-BBEE status level certificate.
- 8.4** A trust, consortium or joint venture will qualify for points for their B-BBEE status level as an unincorporated entity, provided that the entity submits their consolidated B-BBEE scorecard as if they were a group structure and that such a consolidated B-BBEE scorecard is prepared for every separate bid.
- 8.5** Tertiary institutions and public entities will be required to submit their B-BBEE status level certificates in terms of the specialized scorecard contained in the B-BBEE Codes of Good Practice.
- 8.6** A person will not be awarded points for B-BBEE status level if it is indicated in the bid documents that such a bidder intends sub-contracting more than 25% of the value of the contract to any other enterprise that does not qualify for at least the points that such a bidder qualifies for, unless the intended Sub-contractor is an EME that has the capacity and the ability to execute the sub-contract.
- 8.7** A person awarded a contract may not sub-contract more than 25% of the value of the contract to any other enterprise that does not have equal or higher B-BBEE status level than the person concerned, unless the contract is sub-contracted to an EME that has the capacity and the ability to execute the sub-contract.

## 9. COMMUNICATION

Respondents are warned that a response will be disqualified should any attempt be made by a bidder either directly or indirectly to canvass any officer(s) or employees of INSETA in respect of a RFQ, between the closing date and the date of the award of the business.

All enquiries relating to this RFQ should be emailed three days before the closing date.

## 10. CONDITIONS TO BE OBSERVED WHEN RFQING

INSETA does not bind itself to accept the lowest or any RFQ, nor shall it be responsible for or pay any expenses or losses which may be incurred by the bidder in the preparation and delivery of his RFQ. INSETA reserves the right to accept a separate RFQ or separate RFQs for any one or more of the sections of a specification. The corporation also reserves the right to withdraw the RFQ at any stage.

No RFQ shall be deemed to have been accepted unless and until a formal contract / letter of intent is prepared and executed. Quotation shall remain open for acceptance by the Corporation for a period of **90 days** from the closing date of the RFQ Enquiry.

### **INSETA reserves the right to:**

- 10.1** Not evaluate and award RFQs that do not comply strictly with this RFQ document.
- 10.2** Make a selection solely on the information received in the RFQs and Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the evaluation of this RFQ.
- 10.3** Contact any bidder during the evaluation process, in order to clarify any information, without informing any other bidders. During the evaluation process, no change in the content of the RFQ shall be sought, offered or permitted.
- 10.4** Award a contract to one or more bidder(s).
- 10.5** Accept any RFQ in part or full at its own discretion.
- 10.6** Cancel this RFQ or any part thereof at any time as prescribed in the PPPFA regulation.
- 10.7** Should bidder(s) be selected for further negotiations, they will be chosen on the basis of the greatest benefit to the Corporation and not necessarily on the basis of the lowest costs.

## 11. Cost of Bidding

The bidder shall bear all costs and expenses associated with preparation and submission of its RFQ or RFQ, and the INSETA shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

**END OF RFQ DOCUMENT**

Working together for a skilled tomorrow

**Annexed to this document for completion and return with the document:**

- Preference Points Claim Form (SBD 6.1), Declaration of Interest (SBD 4),
- Declaration of Bidder's Past Supply Chain Practices (SBD 8),
- Certificate of Independent Bid Determination (SBD 9)
- General Conditions of Contract (GCC)
- Bidders bank confirmation letter reflecting company registration number

**Non – compliance in returning above mentioned documents, will deem the bid submission as nonresponsive.**

