

REQUEST FOR QUOTATION (RFQ)

APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF CYBERSERURITY ASSESSMENT INSETA

RFQ	RFQ/2022/23/08
RFQ ISSUE DATE	9 MARCH 2023
BRIEFING SESSION	N/A
RFQ DESCRIPTION	APPOINTMENT OF A SERVICE PROVIDER FOR THE PROVISION OF CYBERSERURITY ASSESSMENT INSETA
CLOSING DATE & TIME	14 MARCH 2023 @ 11:00
LOCATION FOR SUBMISSIONS	rfqs@inseta.org.za

Bidders must submit responses via e-mail at: rfqs@inseta.org.za

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 (Organised Employer), Ms. L. van der Merwe (Organised Employer), Ms. R.G. Govender (Organised Employer), Ms. P. Mendes (Organised Employer), Ms. Z. Motsa (Organised Employer), Mr. K.A.A. Sungay (Organised Employer), Mr. M. Soobramoney (Organised Labour), Mr. J.J.M. Mabena (Organised Labour), Ms. S.A. Anders (Organised Labour), Mr. C.B. Botha (Organised Labour), Ms. S.T. Dinyake (Organised Labour), Ms. N.B. Jonas (Organised Labour), Ms. F. Mabaso (Professional Bodies), Mr. S.M. Mpuru (Professional Bodies)

CEO: Ms. G. Mkhize

1. BACKGROUND

1.1 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.

1.2 **The objective of this request is to appoint an experienced service provider to achieve the following:**

1.2.1 **To determine whether INSETA security posture can withstand an intrusion attempt from an advanced attacker with a specific goal.**

1.2.2 **To identify INSETA's IT infrastructure vulnerabilities**

1.2.3 **To determine whether INSETA employees are vulnerable to phishing attacks**

1.2.4 **To conduct cybersecurity awareness training**

2. SCOPE OF WORK

2.1. Cybersecurity

Cybersecurity assessment should follow the following processes:

2.1.1 Vulnerability assessment

- a) Identify and analyse risk, threats, and vulnerabilities.
- b) Prioritise risks, threats and vulnerabilities based on impact and criticality.
- c) Report possible threats or software issues.
- d) Perform vulnerability testing, risk analysis and security assessments on the INSETA's IT systems and networks to verify and validate compliance with defined specifications and requirements.
- e) Produce a report with recommendations for remediations of identified risks, threats and vulnerability prioritised based on the impact and criticality.

2.1.2 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 test shall determine whether a mature security posture can withstand an intrusion attempt from an advanced attacker with a specific goal. The penetration testing should be done from both external and internal perspective in order to identify points that are vulnerable to possible intrusion. After identifying the points, management should be able to thwart attacks from external sources and correct the pitfalls that could be the entry points for intruders to hack into the network.
- c) The assessment should cover the following areas of the ICT Infrastructure and systems as well as processes:

i) External Infrastructure Penetration Testing

IP Addresses:

- The number of Live IP Addresses: 5
- The number of Public IP Addresses: 5

ii) Internal Infrastructure Penetration Testing

- The estimated number of internal devices are 18 (Switches and Servers)
- The estimated number of endpoint devices are 120
- The number of site(s) is (1) It must be noted that the service provider will be required to travel to one site only (The Head Office) to access INSETA network.
- Internal IP address range will be provided to the successful bidder.

iii) Website/Web Application Penetration Testing

- The number of websites expected to be tested are 7

iv) Social Engineering Phishing Emails

- INSETA's number of users are 130 and 130 email addresses will be provided to the successful user.

v) Cyber Security awareness training and subscription

- INSETA's number of users for awareness training are 130

vi) Cyber Security Policy

- Development and delivery of INSETA Cyber Security Policy

vii) Information Security Policy

- Development and delivery of INSETA Information Security Policy

vii) Remedial Actions

- Provide guidance to INSETA on the implementation of remedial actions.

3. EVALUATIONS

PREQUALIFICATION CRITERIA (Phase 1)

3.1 Bidder must submit proof of registration on CSD (**Central Supplier Database**).

3.2 Bidder must submit fully completed and signed bid documents:

4.2.1 **Standard Bidding Document (SBD 4) Bidder's Disclosure.**

4.2.2 **SBD 6.1 Preference Points Claim form.**

4.2.3 Signed **Request for Quotation (RFQ)** form.

3.3 **General Conditions of Contract (GCC)** initialled on each page.

4. MANDATORY CRITERIA (Phase 2)

4.1 The bidder lead resource must be a **certified ethical hacker**. **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: All bidders who do not comply with the items listed above will be disqualified.

6 PRICE CONSIDERATION (Phase 3)

- 6.1** Service providers must ensure that the price quotations are inclusive of all applicable taxes (including VAT). Costing must comprise to all the relevant service proposed in the bidder submission.
- 6.2** Quotation on company letterhead aligned the items listed below (but not limited to):

Items	Description Unit	Unit Price	Total Cost
1	Vulnerability assessment	R	R
2	External Infrastructure Penetration Testing	R	R
3	Internal Infrastructure Penetration Testing	R	R
4	Website/Web Application Penetration Testing	R	R
5	Social Engineering Phishing Emails	R	R
6	Cyber Security awareness training and subscription	R	R
Sub - Total			R
VAT @ 15%			R
Total			R

7 CONTRACTUAL OBLIGATION

The bidder will be required to comply with the following:

- 7.1** Bidders pricing must include all applicable costs i.e., including VAT, escalations, and discounts etc where applicable.
- 7.2** For each service required the bidder will be required to accept a purchase order.
- 7.3** Compliance with the general conditions of contract.
- 7.4** In the case of the service provider using sub-contractors, the former will be responsible for ensuring delivery of services from any such sub-contractors and for making any payments to such sub-contractors.
- 7.5 Bidder must adhere to Protection of Personal Information (POPI) Act.**

8 ADJUDICATION USING A POINT SYSTEM

- 8.1 The bidder obtaining the highest number of total points will be awarded the contract unless objective criteria justify the award to another bidder.
- 8.2 Preference points shall be calculated after process has been brought to a comparative basis taking into account all factors of non-firm prices.
- 8.3 In the event that two or more bids have scored equal points in terms of price and preference points for BBBEE, the successful bid must be the one scoring the highest number of preference points for BBBEE - in terms of PPPFA Act 5 of 2000.
- 8.4 However, when functionality is part of the evaluation process and two or more bids have scored equal points for BBBEE, the successful bid must be the one scoring the highest score for functionality.
- 8.5 Should two or more bids be equal in all respect, the award shall be decided by the drawing of lots.

9 POINTS AWARDED FOR PRICE AND BBBEE PREFERENCE POINT

- (1) The following formula will be used to calculate the points out of 80 for price in respect of an invitation for a tender with a Rand value equal to or below R50 million, inclusive of all applicable taxes:

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

P min

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

- (2) A maximum of 20 points may be awarded to a tenderer for the specific goal specified for the tender.
- (3) The points scored for the specific goal must be added to the points scored for price and the total must be rounded off to the nearest two decimal places.
- (4) Subject to section 2(1)(f) of the Act, the contract must be awarded to the tenderer scoring the highest points.

10 SPECIFIC GOALS POINTS WILL BE WARDED AS FOLLOWS:

Table 1: Specific goals for this bid and points claimed are indicated per the table below.

Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such. The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
Enterprise with ownership 100% black owned-: Ownership	10	20		
Enterprise with ownership 80% and above black owned-: Ownership	10	20		
Enterprise with ownership 51% to 79% black owned-: Ownership	9	18		
Enterprise with ownership 51% women -: Ownership	9	18		
Enterprise with ownership 50% black owned-: Ownership	4	12		

Note: Evidence to be submitted by Emerging Micro Enterprise (EME) and Qualifying Small Enterprise (QSE) – sworn affidavit (DTI or CIPC Template, Generic entities – SANAS accreditation.

- 10.1 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 10.2 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.
- 10.3 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.

- 10.4** Bidders other than EME's or QSE's must submit their original and valid B-BBEE status level verification certificate and BBBEE Scorecaes, substantiating their B-BBEE rating and black ownership issued by SANAS.
- 10.5** 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.

10.4 Consortium

- 10.4.1 A consortium is an association of two or more individuals, companies, organisations or governments (or any combination of these entities) with the objective of participating in a common activity or pooling their resources for achieving a common goal.
- 10.4.2 A consortium requires that each participant retains its separate legal status and the consortium's control over each participant is generally limited to activities involving the joint endeavour, particularly the division of profits. A consortium is formed by contract, which designates the rights and obligations of each member.
- 10.4.3 In a consortium, only the lead bidder's credentials both in terms of financial and technical qualifications are considered. Therefore, the interpretation and application to a RFQ/Bid process is such that the lead partner is identified and the following requirements are required as follows:
- a) Lead Partner**
- All administrative documents (consortium agreement between the lead partner and the partner)
 - Technical requirements (which will show in the proposal and other requirements why the need for the consortium, which for all intent and purpose fulfils the requirements of the bid through combination of skills)
- b) Partner**
- Proof of CSD registration.
 - Tax Pin.
 - BBBEE Sworn-Affidavit.
 - SBD 4
- 10.4.4 It should be taken into cognisance that although the lead partner is the qualifying entity, the partner should prove that it can do business with state-owned entities, through CSD registration, proof that the taxes are compliant, its level of BBBEE status in order to align with the specific goals required by the BID, declare



interest and answer questions that it is not a disqualified entity with the National Treasury. The foregoing ensures compliance from an SCM process perspective that the consortium is in order.

10.4.5 Of importance is that in a consortium, each individual team members retain their identities.

10.5 A joint venture

10.5.1 A joint venture is a business entity created by two or more parties, generally characterized by shared ownership, returns and risks and shared governance.

10.6 Unincorporated joint venture:

10.6.1 All SCM documents are filled in by the joint venture in the name of the joint venture, although the submission of administrative documents (partnership agreement between parties) will be completed in the name of the joint venture, and the following will be required from both parties, amongst others

- a) SBD 4
- b) SBD 6
- c) Tax pin
- d) CSD registration.
- e) The JV agreement will direct which bank account of the two entities will be used.
- f) Consolidated Joint BBBEE Certificate.

10.7 Incorporated joint venture

10.7.1 This aligned to a registered entity or company. A registered entity/ company with a consolidated BBBEE certificate and a bank account in the name of the Joint venture.

The required compliance documents must be complete by the entity/ company the name of the joint venture, and the following will be required amongst others

- a) SBD 4
- b) SBD 6
- c) Tax pin
- d) CSD registration.
- e) The JV agreement will direct which bank account of the two entities will be used.
- f) Consolidated Joint BBBEE Certificate.

11 COMMUNICATION

11.1 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 BID process, between the closing date and the date of the award of the business.

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

12 CONDITIONS TO BE OBSERVED WHEN BIDDING

The organization does not bind itself to accept the lowest or any BID, 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 BID submission. The organization also reserves the right to withdraw or cancel the BID at any stage.

No BID shall be deemed to have been accepted unless and until a formal contract / letter of award is prepared and executed.

The competitive shall remain open for acceptance by the Organization for a period of **120 days** from the closing date of the BID Enquiry.

INSETA reserves the right to:

- 12.1 Not evaluate and award a bid that do not comply strictly with this BID document.
- 12.2 Make a selection solely on the information received in the Bid Document and Enter into negotiations with any one or more of preferred bidder(s) based on the criteria specified in the terms of reference.
- 12.3 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 BID shall be sought, offered or permitted.
- 12.4 Cancel this BID at any time as prescribed in the PPPFA.
- 12.5 Should bidder(s) be selected for further negotiations, they will be chosen on the basis of the of cost effectiveness and the principal of value for money not necessarily on the basis of the lowest costs.

13 COST OF BIDDING

13.1 The bidder shall bear all costs and expenses associated with preparation and submission of its BID submission 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.

14 NOTE TO BIDDERS:

14.1 Due diligence to be conducted by INSETA prior to the award of the contract – where applicable.

END OF DOCUMENT



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