

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 08/02/2018
KZN435/17/18/007/MM/IA

ADVERTISEMENT UMZIMKHULU LOCAL MUNICIPALITY

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

PROJECT NAME	PROPOSAL NUMBER	BRIEFING DATE
Consultant : ICT Auditing Services	ULM-MM/IA 006/18	13/02/2018 @10:00

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 **9th of February 2018**; **cut-off time for buying documents is the 13th of February 2018, 15 minutes before the briefing time.**

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
- Updated Municipal rates statement for the company and the directors to confirm that Municipal rates are not in arrears for more than 90 days
- 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

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

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

Evaluation criteria

Minimum threshold 60%

Criteria for functionality

Criteria	%100	Score	Total				
<p>Relevant Experience: (6 similar projects completed within the previous 5 years from 1 July 2013 in ICT audit with Recommendation letters from 5 previous institutions and attach traceable references)</p> <p>0-1 Poor (non-submission & not relevant) 2-3 Fair (attached but not certified) 4-5 Good 6 and above –Excellent</p>	30%						
<p>Methodology (structure of projects; Programme) The methodology must demonstrate how the following steps will be done</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 environment and makes a preliminary risk</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 environment and makes a preliminary risk	15%		
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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.			
Covered all aspects = 3 excellent If any of the aspects are not covered = 0 poor				
Expertise: (Qualification of key personnel involve with project on day to day basis) Relevant qualification and attached cv with 4yrs experience None – submission of any of the mentioned =0 poor		30%		
Accreditation (must be credited in IIASA / SAICA or other relevant professional registering bodies attach proof) None - submission =0 poor		25%		

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Functionality/quality: tender must achieve at least 60% in order to qualify for the next stage. The 80/20 scoring will apply.

Third stage of Evaluation: Preferential Procurement Points

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

Values to be used

- Poor : 0
- Fair : 1
- Good : 2
- Very good : 3

120 days Price Validity

Contact Details

All other enquiries shall be directed to:

Attention : Mr M Gumede
Telephone : (039) 259 5070
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, 19 of February 2018** Telegraphic, telex, telephone, electronic, facsimile and late tenders will not be accepted.

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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