



BA-PHALABORWA MUNICIPALITY
MEMORANDUM
- BUDGET AND TREASURY -

To : Prospective service provider
From : SCM /store
Date : 29/08/2025
Enquiries : Procurement Office
Telephone : 015 780 6400/6/2/4
Ref : REQ8709

Kindly furnish this office with a written quotation for supply of goods/ services as detailed below. The quotation must be submitted on the letterhead of your Business and Brought to our offices No.3 Nyala Street, Phalaborwa not later than 08/09/2025 at 12H00

QUANTITY	Description	Price/unit (Inc. Vat)	Delivery Period
1	ICT RISK ASSESSMENT AND REVIEW OF THE BUSINESS IMPACT ANALYSIS		
	SEE ATTACHED SPECIFICATION		
	IT MUST HAVE OUR SLOGAN ➤ THE HOME OF MARULA, WILDLIFE TOURISM AND MINING AND OUR LOGO		

Please number your quotes (Your Ref no)

The following conditions will apply:

- Price (s) quoted must be valid for at least thirty (30) days from date of your offer.
- The municipality retains the prerogative to reject any quotes it deems to be excessive
- A firm delivery period must be indicated.
- Tax Clearance Pin
- A service provider be registered with central supplier database (CSD)
- Completed MBD4 (Declaration of Interest) Form
- Evaluation criteria: 80/20 (Whereby 80 is for price and 20 is for Objective goals)
20 is further evaluated: 20 for 100% Black owned.
18 for +51% Black owned; and
14 for Less than 51% Black owned

BA-PHALABORWA MUNICIPALITY



TERMS OF REFERENCE

FOR

APPOINTMENT OF A SUITABLE SERVICE PROVIDER TO CONDUCT THE ICT RISK ASSESSEMENT.

Bidders are required to submit proposals in line with the below mentioned services:

- **Principles**

Applicable Framework such as COBIT 2019, ITIL and CGICT

- **Objectives**

The objective of the IT risk assessment is to assist management with the identification and management of risks that could impact on the achievement of business objectives.

The outcome of this assessment is meant to serve the following:

- Input into the global risk assessment for the Municipality, specifically taking into consideration identified IT risks
- Input into the planning, budgeting, and monitoring cycle for IT operations
- Input into the risk management plan that IT management, together with the executive will formulate
- Improved analysis of IT risk in support of audit plans and reports
- Review Business impact Analysis (BIA)

- **Focused Areas**

- Operational
- Strategic (Organizational)

Components

Ba-Phalaborwa Municipality complies with the requirements of Protection of Personal Information Act 4 of 2013 and Promotion of Access of Information Act 2 of 2000.

CRITERIA FOR EVALUATING FUNCTIONALITY

Table 1

Item	Description	Score
1	Proposal and Project Methodology Bidder must provide comprehensive detailing of the assessment and outcome deliverables based on the applicable standards and framework. <ul style="list-style-type: none"> ○ Review Project Plan =10 ○ Deliverables = 20 	30
2	Previous Experience: IT Governance, Risk and Control Assessment Appointment letter/order + Reference letters - 3 MUST be from different institutions. <ul style="list-style-type: none"> ○ 1 Appointment letter/order + Reference letter = 15 ○ 2 Appointment letters/order + Reference letter = 30 ○ 3 Appointment letters/order + Reference letter = 40 The Municipality reserves the right to validate the information provided by the bidders	40
3	Certification Organisation resources must hold at a minimum the following certifications: <ul style="list-style-type: none"> ○ ISO31000 = 5 ○ Two or more of CISM, CRISC and/or CISA = 20 ○ COBIT Foundation = 5 	30
	Total Score	100

60 %