

**RE-ADVERTISEMENT: REQUEST FOR QUOTATION – IT 03/2022**

**CYBER SECURITY PARTNER FOR A PERIOD OF TWELVE (12) MONTHS**

**1. Background**

The Durban ICC is one of the most advanced conference facilities in the world, having been voted “Africa’s Leading Meetings and Conference Centre” at the World Travel Awards 17 times.

**2. Purpose**

The Durban ICC requires a service provider to assist with cyber security technology infrastructure and penetration testing, people assessment and social media monitoring services, for a period of 12 months.

**3. Mandatory scope of works**

The mandatory scope of works, but not limited to, are detailed below. Kindly acknowledge as illustrated.	Yes	No
<p><b>3.1 People Awareness and Education</b></p> <p>To provide simulation testing which determines the phish prone level of the organization’s staff and to report on the user awareness of the same using the following approach:</p> <ul style="list-style-type: none"> <li>o Firstly, by sending the Durban ICC staff random test phishing emails to determine <b>how</b> the user reacts.</li> <li>o To correlate the data retrieved from the tests into report/s which can reveal the level of risk that the organization faces based on the reaction from the selected users.</li> <li>o To educate the staff through a series of online videos, which can be viewed and scheduled in a flexible manner, and through quarterly onsite or online workshops either at the Durban ICC premises or via a virtual platform.</li> <li>o These random tests will be carried out on a monthly basis for a period of 12 months.</li> </ul> <p>The phishing emails must be completely random, completely safe, and must serve <b>only</b> as a simulation/test to empower users against a real phishing attack.</p>	✓	X
The mandatory scope of works, but not limited to, are detailed below. Kindly acknowledge as illustrated.	✓	X
<p><b>3.2 Business email compromise monitoring</b></p> <p>Users tend to use the same or similar passwords across multiple accounts for ease of access and recall.</p> <p>The potential risks associated are that credentials leaked for one account could be used to access other accounts, including the Durban ICC corporate domain which can result in reputational and data leakage.</p> <p>The service provider is therefore required to create a platform that searches the Internet for the Durban ICC domains and showcases emails addressed and related to the domains that have been involved in a breach, both historically and in real-time via a reporting interface.</p>		

<p><b>3.3 Non-Intrusive Internal and External Penetration Test</b></p> <p>The service provider is required to perform non-intrusive internal and external penetration testing.</p> <p>The results of the test are to be captured on a detailed report to the Durban ICC together with remedial interventions.</p> <p>Once the remedial interventions have been actioned, the service provider is required to perform a post test to establish if the implemented controls are in fact working.</p>		
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**4. Mandatory Requirements**

Does the service provider comply with the mandatory requirements? Kindly acknowledge as illustrated.	Yes	No
<ul style="list-style-type: none"> <li>The service provider must have sufficient requisite experience in similar projects. Please attach two (2) positive references from clients serviced.</li> </ul>	✓	X
<ul style="list-style-type: none"> <li>The service provider must have the relevant qualifications such as CISSP and Security. Please attach a detailed CV/s of the staff who will be allocated for this particular project.</li> </ul>		

**5. Conditions of tender**

- Failure to comply with all of the stipulated mandatory requirements and scope of works will result in the service provider being deemed non-responsive and will not be considered for further evaluation.
- The monthly cost will be held firm for a period of 12 months from commencement of contract without the option of automatic renewal at the end of the term.
- Payments will be made on a monthly basis, within 30 days from receipt of supplier statement. There is no upfront / annual payment.
- A service level agreement will be drafted between the appointed service provider and the Durban ICC.

The appointed service provider will be subject to a one month trial period during which the Durban ICC reserves the right to cancel the contract based on unsatisfactory performance.

**6. Preconditions**

A written proposal/quotation will not be considered unless the service provider who submits the quotation provides the following with their proposal/quotation:

- 6.1 Full name
- 6.2 Identification or company or other registration number
- 6.3 Tax reference number and VAT number, if any
- 6.4 Valid compliance report, confirming compliance at time of bid submission,
- 6.5 Valid BBBEE Certificate
- 6.6 Valid SARS tax clearance pin.

6.7 Confirmation of registration on eThekweni Municipality's vendor portal database.

6.8 MBD 4 Declaration of Interest form must be completed

6.9 Statement that the company's water, electricity and rates are up to date or formal payment arrangements have been made.

**7. Terms and Conditions**

- It must be noted that the service provider assumes full risk when submitting bid proposals to the Durban ICC.
- The Durban ICC reserves the right at its discretion to rescind a contract, based on the needs of the entity.
- The entity will only make a final award should the bidder be tax compliant at time of award.

**8. Requirements to submit quotations**

8.1 All schedules in this document must be populated and will form part of the quotation.

8.2 Companies must submit a company profile and are to provide examples and references of similar work performed.

8.3 A contactable e-mail address and/or business card must be provided together with all written proposals/quotations.

8.4 The service provider must be registered on the CSD database as well as the eThekweni Municipality vendor portal database. Proof of registration on these two databases must be included together with the bid submission. Failure to register on these two databases may adversely impact on the award process.

CSD registration website: <https://secure.csd.gov.za>

EThekweni Vendor Portal registration: <https://ethekwinivendor.durban.gov.za>

Or contact 031 322 7011 / 7154

[Fatima.milazi@durban.gov.za](mailto:Fatima.milazi@durban.gov.za) / [phumla.mdabe@durban.gov.za](mailto:phumla.mdabe@durban.gov.za)

**9. Compulsory Pricing Schedule (official form of offer)**

Description	No. of months	Monthly cost	Total Cost (No. of months x monthly cost)
Cost per month to execute the services as described in the "Mandatory Scope of Works"	12	R	R
Please state any additional cost:			R
Subtotal (VAT excl.)			R
VAT @ 15%			R
Grand total (VAT Incl.)			R

I.....being duly authorized thereto by ..... do hereby confirm that the information contained herein is true and correct and acknowledge that, should it be established that any of the information contained herein is false and incorrect, my company may be disqualified from quoting to the Durban ICC.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Note:** Failure of a Service Provider to complete and sign this page will invalidate the quotation.







**10. Contact Person**

Preshan Haripershadh  
Tel: +27 31 360 1344  
IT Manager

**11. Closing Date**

Quotations, together with this document and supplier registration forms are to be placed in a sealed envelope marked for the attention of the Procurement Department and are to be placed in the Tender Box at the Durban ICC security entrance on the ground floor, 45 Bram Fischer Road Durban before **12h00 on 17<sup>th</sup> February 2022**

12. Request approved by:

	07/02/2022
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<b>Preshan Haripershadh</b> IT Manager	
	07/02/2022
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<b>Siphiso Khuzwayo</b> Facilities Director	
	07/02/2022
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<b>SCM Compliance Officer</b> Bathabile Mshengu	
	07/02/2022
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<b>Finance Executive</b> Thenashree Naidoo	
	07/02/2022
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<b>Chief Financial Officer</b> Melanie Rambally	
	07/02/2022
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<b>Chief Executive Officer</b> Lindiwe Rakharebe	



## DURBAN ICC

### 13. Past experience in similar assignments

Assignment Description	Key Elements	Duration	Contact Person & Telephone Number	Assignment Value

**14. Declaration of Municipals Fees**

I, the undersigned, do hereby declare that the Municipal fees of

.....  
 (Full name of Company / Close Corporation / partnership / sole proprietary/Joint Venture)

(hereinafter referred to as the TENDERER) are, as at the date hereunder, fully paid or an Acknowledgement of Debt has been concluded with the Municipality to pay the said charges in instalments.

The following account details relate to property of the said TENDERER:

<u>Account</u>	<u>Account Number: to be completed by tenderer.</u>
Consolidated Account No.	<input type="text"/>
Electricity	<input type="text"/>
Water	<input type="text"/>
Rates	<input type="text"/>
Other	<input type="text"/>
Other	<input type="text"/>

I acknowledge that should the aforesaid Municipal charges fall into arrears, the Municipality may take such remedial action as is required, including termination of any contract, and any payments due to the Service provider by the Municipality shall be first set off against such arrears.

- Where the TENDERER'S place of business or business interests are outside the jurisdiction of eThekweni Municipality, a copy of the accounts/agreements from the relevant municipality must be attached (to the back inside cover of this document).
- Where the tenderer's Municipal Accounts are part of their lease agreement, then a copy of the agreement, or official letter to that effect is to be attached (to the back inside cover of this document).

NAME : ..... (Block Capitals)

SIGNATURE ..... DATE: .....  
 (Of person authorised to sign on behalf of the Tenderer)

**15. MBD4 Declaration of Interest**

No bid will be accepted from persons in the service of the state<sup>1</sup>

- 13.1 Any person, having a kinship with persons in the service of the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid.
- 13.2 In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons connected with or related to persons in service of the state, it is required that the bidder or their authorised representative declare their position in relation to the evaluating/adjudicating authority.
- 13.3 In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.
  - 13.2.1 Full name of bidder or his/her representative .....
  - 13.2.2 Identity number: .....
  - 13.2.3 Position occupied in the Company (director, trustee, shareholder<sup>2</sup>):  
.....
  - 13.2.4 Company Registration Number: .....
  - 13.2.5 Tax Reference Number: .....
  - 13.2.6 VAT Registration Number: .....
  - 13.2.7 The names of all directors / trustees / shareholders members, their individual identity numbers and state employee numbers must be indicated in paragraph 4 below.

**References:**

<sup>1</sup> **MSCM Regulations: "in the service of the state" means to be –**

- (a) a member of –
  - any municipal council
  - any provincial legislature
  - the National Assembly or the National Council of Provinces
- (b) a member of the board of directors of any municipal entity;
- (c) an official of any municipality or municipal entity;
- (d) an employee of any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No.1 of 1999);
- (e) a member of the accounting authority of any national or provincial public entity;
- (f) an employee of parliament or a provincial legislature.

<sup>2</sup> **"Shareholder" means a person who owns shares in the company and is actively involved in the management of the company or business and exercises control over the company.**





## DURBAN ICC

13.2.8 Are you presently in the service of the state?  
If yes, furnish particulars:

YES	NO
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13.2.9 Have you been in the service of the state for the past twelve months? If yes, furnish particulars:

YES	NO
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13.2.10 Do you have any relationship (family, friend, other) with persons in the service of the state and who may be involved with the evaluation and/or adjudication of this bid?  
If yes, furnish particulars:

YES	NO
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13.2.11 Are you aware of any relationship (family, friend, other) between any other bidder and any persons in the service of the state who may be involved with the evaluation and/or adjudication of this bid? If yes, furnish particulars:

YES	NO
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13.2.12 Are any of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state?  
If yes, furnish particulars:

YES	NO
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13.2.13 Is any spouse, child or parent of the company's directors, trustees, managers, principal shareholders or stakeholders in service of the state? If yes, furnish particulars:

YES	NO
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13.2.14 Do you or any of the directors, trustees, managers, principal shareholders or stakeholders of this company have any interest in any other company or business whether or not they are bidding for this contract? If yes, furnish particulars:

YES	NO
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**16. Full details of directors / trustees / members / shareholders**

<b>Full Name</b>	<b>Identity Number</b>	<b>State Employee No.</b>

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Capacity**

\_\_\_\_\_  
**Name of Bidder**