



MAKHUDUTHAMAGA
LOCAL MUNICIPALITY

25/01/2024

MAKHUDUTHAMAGA LOCAL MUNICIPALITY

**Service Providers are invited to provide the quotation for the below mentioned project:
QUOTATION NO:LIM473/BUSINESSCONTINUITY/23/24/044**

DEVELOPMENT OF THE BUSINESS CONTINUITY MANAGEMENT SYSTEM

1. Introduction

Makhuduthamaga Local Municipality in its effort to maintain accountability, responsibility, effective and efficient corporate governance by optimise opportunities, minimise negative outcome and ensuring proper management of all risks that may impact negatively the achievement of the set Objectives.

The Municipality has established an In-house Risk Management Unit under the guidance of the Risk Manager as well as Risk Officers, reporting directly to the Accounting Officer. This section is responsible for supporting the Accounting Officer, Management and staff with a complete risk management services.

In addition, the municipality has a fully functional Risk Management Committee consisting of Executive Managers of the Municipality and an independent chairperson to guide and help the Municipal Manager in discharging the risk management responsibilities and ensure proper continuity Management of the Municipality.

For that reason, the Municipality is looking co-source the review of Business Continuity Management System for the whole Municipality, taking into account the other available response plans.

2. Service provider requirements

The required specialist/service provider must have adequate capacity and experience to review the Business Continuity Management system services working hand in hand with the end users. Accordingly the main objectives of the required service provider/specialists will be to review the business Continuity Management system and transfer the skills to the Municipality while also ensuring the implementation of a comprehensive BCMS within the Municipality in order to give assurance to the Accounting Officer of the continuity of the business services during and after the disaster events.

The scope of the activities to be provided will include but not limited to the following:

1. Review the Identification of the critical parts of the organisation to be included in the BCMS.
2. Review the Municipality's BCMS requirements taking into consideration its mission, goals, legal responsibilities and internal and external obligation.
3. Identify the organisation's products and services in a manner that enables all related activities, resources and the supply chain to be identified and
4. Take into account the need and the interest of the interested parties.
5. Indication of the scale of the incident that the BCMS will address and the Municipality's risk level.
6. Review how the BCMS fits into the Municipality's overall risk management strategy.
7. Review the Business Continuity Management System for the Municipality.

3. Scope of work

3.1 Available plans within the Makhuduthamaga Local Municipality

- ✓ Disaster recovery plan
- ✓ IT Disaster recovery plan

3.2 New scope

3.2.1 To review the Municipality's business Continuity system

3.2.2 Review the Business Impact Analysis (BIA)

3.2.3 Review the Business Continuity Management that includes the following:

- Enterprise wide BCM Policy
- BCM Strategy
- BCM plans per directorates
- Threats and Mitigating measures
- Review and ensure collaboration between the comprehensive Incident response Plan, emergency response plan, evacuation procedures and comprehensive Crisis Management Plan including the Communication plan also the available plans.
- Separate Strike Management Plan
- Salvage plan
- Emergency Evacuation plan
- Security Management plan

3.2.4 Review, test and align the existing plans to the developed BCMS for the Municipality and also to talk to the Municipal standard chart of accounts (MSCOA) financial system

3.2.5. Testing and Exercise

3.2.6 Measurement and monitoring of the BCMS, which is part of implementation.

3.2.7 Submit a Business Continuity Management Deliverables reports in a professional format, electronically and 2 hard-copies.

3.2.8 In providing the required services the service provider is required/ expected to transfer skills to the organisation.

3. Project time line

Phase	Month 1	Month 2
Project Initiation		
Analysis - Understanding the organization <i>(Includes BIA and Risk Identification and Assessment)</i>		
Design - Determining BCM strategy <i>(Continuity and recovery strategy and DR Solution architecture)</i>		
Implementation – Reviewing and implementing a continuity response <i>(Includes Emergency Response Plan, Crisis/Communication/Incident Management Plan, ICT Continuity Plan, BCPs)</i>		

Validation - Handover of documents

(Includes an element of training, quality assurance and testing)

Co-sourcing of the whole process with Risk Management unit

4. Deliverable

It is required that the Service Provider or specialist will provide the following to the Office of the Municipal Manager at the end of the contract, the project should be conducted by the Service Provider working hand in hand (Co-sourcing) with Risk Management unit.

4.1 Reviewed Risk assessment and the Business Impact Analysis (BIA) report in terms of the Business Continuity.

4.2 Reviewed Business Continuity Management System that includes the following:

- I. BCM Policy
- II. BCM Strategy report
- III. BIA Report
- IV. Reviewed Supplier's BCP's
- V. BCM response plans per directorates
- VI. Threats and Mitigating measures
- VII. Comprehensive Incident response Plan per directorates that include emergency and evacuation procedures.
- VIII. Comprehensive Crisis Management Plan
- IX. Separate Strike Management plan
- X. Salvage plan
- XI. Communication plan
- XII. Test and exercised reports
- XIII. Back-up and recovery procedures
- XIV. DR Solution Architecture
- XV. Reviewed and updated existing plans, namely;
 - ✓ Disaster recovery plan
 - ✓ ICT continuity management

4.3 Presentation on the roadmap and/or training material used during facilitation and the development of the BCMS for the Municipality.

5 EVALUATION CRITERIA

Item No	Quality Criteria	Weighting
1	Functionality	100
1.1	Past Company Experience in development of Business Continuity management plans. 0 – 3 years (10) 4 – 5 years (20) 5 + years (30)	30
1.2	Registration with the recognised professional body that specialises in ICT governance, BCM (Business Continuity Institute) and related fields.	10

1.3	<p>Methodology (Understanding of Business Continuity and proposed activity schedule and determination of estimated cost and period of required to complete an activity)</p> <p>Provide a detailed methodology, clearly indicating the steps to be followed for each development of the plans, the policy and the strategy, design packages to be used, information gathering methodology, understanding of risks and identifying external risks = (16 – 30) points.</p> <p>A general statement on methodology to be adopted without clearly referencing Business Continuity specific matters = (1 – 15) points</p> <p>No methodology provided = 0 points</p>	30	
1.4	<p>Team Capability (Qualifications and competence of the key staff (assigned personnel) in relation to the scope of work):</p>	<p>General Qualifications (Team Members)</p> <p>Qualifications Certificate of b c I, Member of bus Relevant Diploma in= IT or Risk Qualification or equivalent and Certificate of Business Continuity Institute (CBCI) or Member of Business Continuity Institute (MBCI) (5)</p> <p>Degree in= IT or Risk Qualification or equivalent and Certificate of Business Continuity Institute (CBCI) or Member of Business Continuity Institute (MBCI) (10)</p> <p>B-Tech or more in= IT or Risk Qualification or equivalent and Certificate of Business Continuity Institute (CBCI) or Member of Business Continuity Institute (MBCI) (15)</p>	15
		<p>Experience (Team Leader) in the region/field</p> <p>Experience of Business Continuity Development and Management.</p> <p>0- 1 year (5)</p> <p>0– 3 years (10)</p> <p>4 -5 years (15)</p>	15
	<p><u>Bids scoring less than 60% for quality criteria will not be considered</u></p>		
	<p>TOTAL</p>		<p>100</p>

6. Pricing information.

All bidders must submit detailed proposal with total cost of the project. (Only development of the plan, Implementation not included).

Closing Date: 31 January 2024 @ 12H00.

Completed and signed quotation must **be sealed in an envelopes and marked with relevant quotation number and project description** and be deposited in tender box at **Municipal tender box** at Makhuduthamaga Local Municipality Offices in Jane Furse before the closing date and time.

The municipality shall adjudicate and award tenders in accordance with the Preferential Procurement Policy Framework Act. 5/2000 and revised procurement regulation with effect 16 January 2023 on 100 points for functionality and 80/20 points system where 80 points are for the price and 20 points for municipal specific goals (according to the said legislation). Details of functionality and specific goals are in the bid document. Bid will remain valid for 90 (Ninety) days

Specific goals are as follows:

NO	DESIGNATED GROUP	SPECIFIC GOALS (20 POINTS)
1	Black People	4
2	Youth	4
3	Women	2
4	Small, Medium and Micro Enterprises (SMMEs)	4
5	People with disability (attach doctors evidence)	2
6	Enterprises located in rural areas	4

Returnable Documents:

Official Quotation

Proof of Municipal rates or Affidavit confirming municipal rates and taxes

Declaration of Interest Form downloadable from www.makhuduthamaga.gov.za. Under forms
Full CSD Report

SCM Unit: 013 265 8639/07- Mr Mothapo K.J. 

Risk Unit: 013 265 8643/42- Ms Mogale M. 