



an agency of the
Department of Arts and Culture

25 FEBRUARY 2020

TERMS OF REFERENCE

PROCUREMENT OF SOFTWARE FOR PATCH MANAGEMENT AND VULNERABILITY TESTING OF SAHRA SERVERS AND ICT INFRASTRUCTURE

1. PURPOSE

- 1.1. The purpose of this procurement is to procure GFI LanGuard as SAHRA's Patch Management and Vulnerability Testing Software.

2. BACKGROUND

- 2.1. SAHRA does not currently have software in place to do automated patch management. This is a maintenance intense exercise which is difficult to do effectively without software to manage the process.
- 2.2. SAHRA does not have software to run vulnerability testing on its systems, which will allow for proactive implementation of security fixes. Having a software package to do this task, will enable the ICT Team to proactively resolve security issues.

3. SCOPE REQUIRED

- 3.1. Must provide a network security scanner.
- 3.2. Must provide a patch management solution that acts as a virtual security consultant.
- 3.3. Must do regular website scans to protect the website from cyber-attacks.
- 3.4. Must provide risk analysis of systems.
- 3.5. Must have a dashboard with all indicators.

4. TERMS AND CONDITIONS

- a) Must be a annual renewable license;



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- b) SAHRA reserves the right not to make any appointment from the proposals submitted.
- e) Bidders shall not issue any press release or other public announcement pertaining to details of their project proposal without the prior written approval of SAHRA.
- f) Bidders are required to declare any conflict of interest they may have in the transaction for which the bid is submitted or any potential conflict of interest. It is important that bidders declare their conflict of interest through completion of relevant attached forms.
- g) SAHRA reserves the right not to consider further any bid where such a conflict of interest exists or where such potential conflict of interest may arise.
- h) Any and all project proposals shall become the property of SAHRA and shall not be returned.
- i) Bidders are advised that submission of a proposal gives rise to no contractual obligations on the part of SAHRA.
- k) SAHRA reserves the right not to award the bid to the bidder that scores the highest points.
- l) Disputes that may arise between SAHRA and a bidder must be settled by means of mutual consultation, mediation (with or without legal representation) or, when unsuccessful, in a South African court of law.
- m) In addition to adherence to the specific terms and conditions of proposals, provided in this document, the bidder shall be bound by the provisions of the General Conditions of Contract attached hereto, an original signed copy of which must be submitted together with all other bid documentation.
- n) All returnable bid documents must be completed in full and submitted together with the bidder's proposal. Should the returnable documents not be completed, the bid will not be considered any further.
- o) The successful bidder will be subject to supplier clearance process as prescribed by the National Treasury. This process includes, verification of supplier and its shareholders/directors/members' status on the list of defaulters and restricted suppliers.
- p) The proposal must include a company profile/ organization profile, comprising a description of the organization of the bidder, its primary business activity, clients experience, management etc, including at least three references for companies, to whom the service provider has supplied the same service.
- q) After the successful service provider has received the purchase order, they must be able to deliver in full compliance with South African approved standards and in compliance to the specifications provided.



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5. RETURNABLE DOCUMENTS

- a. SBD 1 Invitation to BID
- b. SBD 2 Tax Clearance Requirements
- c. SBD 3 Pricing Schedule
- d. SBD 4 Declaration of Interests form.
- e. SBD 6.1 Preference points claim form (valid BBBEE certificate must be submitted together with this completed document).
- f. SBD 7.2 Contract Form (Rendering Services).
- g. General Conditions of Contract
- h. SBD 8 Declaration of Bidder's Past Supply Chain Management Practices.
- i. SBD 9 Certificate of Independent Bid Determination.

NB: Failure to submit completed returnable forms as mentioned above may disqualify your quotation.

6. ANTICIPATED TIME SCHEDULE AND PROCESS

Request for Quotations Issued	Website	25 February 2020
Closing Date	Proposals submitted to SAHRA	06 March 2020



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7. EVALUATION CRITERIA

a) All proposal offers received shall be evaluated based on the following phase out approach:

- **Phase one:** Compliance to the terms of reference and conditions of the tender. Failure to meet any of the conditions of the tender will automatically disqualify your tender on this phase.
- **Phase two:** preference points for Broad-Based Black Economic Empowerment (BBBEE) Status Level of Contribution (80/20 preference points system), where 80 points are allocated to price, and 20 points are allocated to BBBEE status level as follows;

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

8. Price (Vat included)

80 Points for price will be awarded with reference to the total fixed proposal amount inclusive of VAT. The service provider with the lowest price shall score the maximum 80 points.

9. SUBMISSION OF TENDERS

Bids must be submitted in a sealed envelope, marked as confidential and for the attention of
Supply Chain Management - Bid No: SAHRA/ICT/02/02/2020
Project Name: Software for Patch Management



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**BIDS must be placed in the Tender Box located at:
SAHRA's Head Office
111 Harrington Street,
Cape Town**

SAHRA takes no responsibility for mailed tender documents. It is the onus of the service provider to ensure that the document is placed in the Tender Box before closing date and time.

10. CLOSING DATE AND TIME

CLOSING DATE: 06 MARCH AT 11H00 – NO LATE TENDERS WILL BE ACCEPTED.

11. For technical information, please contact:

Mrs Nancy Cloete
Acting ICT Manager
South African Heritage Resources Agency
111 Harrington Street
Cape Town
8000
Tel: 021 462 4502
Email: ncloete@sahra.org.za

For Supply Chain related enquiries, please contact:

Mr Disang Kolwane
Supply Chain Management
South African Heritage Resources Agency
111 Harrington Street
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8000
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Email: dkolwane@sahra.co.za