

SOUTH AFRICAN



***CIVIL AVIATION
AUTHORITY***

REQUEST FOR PROPOSALS FOR AN EXTERNAL INDEPENDENT
CYBERSECURITY AUDIT

REF. NO.: RFP/ZD/EICA/IA/431/2023-2024

Due Date for Submission is Friday, 05 April 2024, 11h00

REQUEST FOR AN EXTERNAL INDEPENDENT CYBERSECURITY AUDIT AT THE SOUTH AFRICAN CIVIL AVIATION AUTHORITY

1. Purpose

- 1.1 To conduct an external independent cybersecurity audit in the South African Civil Aviation Authority (SACAA).

2. Work Required /Scope

- 2.1 For service providers to provide the Internal Audit Division with proposals on how they would assist the SACAA with a comprehensive analysis and review of its IT infrastructure, in order to detect vulnerabilities and threats, displaying weak links and high-risk practices:

- Consistent vulnerability management
- Malware defence mechanisms
- Web and email protection
- Controlling administrative and permission-based access
- Inventory and control of hardware and software assets
- Secure configuration of hardware and software assets based on robust security standards.
- Monitoring, maintenance, and analysis of audit logs
- Controlling network ports, servers, and protocols

The scope of the audit must include:

- Cyber security governance, policies, and procedures
- ICT Asset register
- Patch management
- Firewalls, switches and routers management
- Antivirus management
- Incident response management
- Information risk management and treatment plan
- Network devices user account management
- Baseline configuration management
- Security Configuration Standards
- Network security, including network configuration.
- Data Security
- ICT Security Awareness and Training

Note: Penetration testing and vulnerability assessment is excluded from the scope of this project.

The service provider should demonstrate their expertise and experience in conducting such audit.

2.2 Transfer of skills

The successful bidder will be expected to transfer skills to Internal Audit Department personnel as part of the deliverables, therefore a transfer of skills plan should form part of the proposal.

2.3 **Objective** – The Internal Audit's objective is to evaluate the existing incident response plan, identifies areas of improvement, and ensures that necessary protocols and procedures are in place to minimize the impact of an incident and facilitate a swift recovery plan.

3. The Service Provider

3.1 The SACAA Internal Audit Department requires a reputable service provider with at least three years' experience in the Cybersecurity services.

4. Time Frames

4.1 Estimated duration for this project is total 200 hours.

4.2 The successful service provider will have a month to complete the project and the project plan must be submitted with the report. The project completion will be measured in respect of obtaining a proper sign-off from the Chief Audit Executive.

5. Evaluation Criteria

5.1 Phase 1 (PART 1) – SUPPLY CHAIN MANAGEMENT (SCM) ADMINISTRATIVE MANDATORY COMPLIANCE REQUIREMENTS

Submission of Minimum Standards and Mandatory documents listed below:

This phase of evaluation does not carry any weight, however, bidders who do not meet all the requirements below will be immediately disqualified from the bidding process.

5.1.1 Prospective bidders must be registered on the Central Supplier Database (CSD) prior to submitting bids. Please provide your CSD Supplier number MAAA...

5.1.2 Submit with fully completed Declaration of Interest form, SBD4 form.

5.2 Phase 1 – (Part 2) TECHNICAL MANDATORY REQUIREMENTS

Description	Criteria	Evidence
Qualifications of the engagement team	All members to be assigned to the project must be Certified Information Systems Security Professional (CISSP) or Certified Information Systems Security Manager (CISM), or other equivalent/ related professional certification on cybersecurity or information security.	Copies of the certificates must be submitted with the bid

5.3 Phase 2 - TECHNICAL AND/OR FUNCTIONALITY EVALUATION

Assessment of Technical/ Functional evaluation of the bid will be done in terms of the criteria as stated in the table below. Bidders should take note of the Criteria, Weighting and Scoring when responding to this bid.

TECHNICAL/ FUNCTIONALITY EVALUATION

DESCRIPTION	COMMENTS/ CRITERIA	MINIMUM POINTS	MAXIMUM POINTS
Information Security Management Certified Company and submit the company profile detailing relevant experience of the firm in Cybersecurity.	<p>Proven experience in the following:</p> <ul style="list-style-type: none"> • Cyber security governance, policies, and procedures • ICT Asset register • Patch management • Firewalls, switches and routers management • Antivirus management • Incident response management • Information risk management and treatment plan • Network devices user account management • Baseline configuration management • Security Configuration Standards • Network security, including network configuration. • Data Security • ICT Security Awareness and Training <p>- More than 15 years' experience = 20 points</p>	5	20

DESCRIPTION	COMMENTS/ CRITERIA	MINIMUM POINTS	MAXIMUM POINTS
	<ul style="list-style-type: none"> - Between 10 to 15 years' experience. = 15 points. - Between 6 to 10 years' experience = 10 points. - Between 4 to 5 years' experience = 5 points. - Less than 3 years' experience = 0 points. <p>Please provide Company Profile.</p>		
Experience of the engagement team	<p>Experience:</p> <ul style="list-style-type: none"> - More than 15 years average experience of cybersecurity audit for the engagement team members = 15 points - 10 - 15 years average experience of cybersecurity audit for the engagement team members = 10 points - 5-10 years average experience of cybersecurity audit for the engagement team members = 5 points - Less than 5 years average experience of cybersecurity audit for the engagement team members = 0 points <p>Please provide proof in a form of a CV/s</p>	5	15
Company experience in cybersecurity audit	<p>The Company should demonstrate previous work in cybersecurity audit in the last three years. Please provide signed and dated reference letters.</p> <ul style="list-style-type: none"> - More than 5 Reference Letters – 20 points - 3-5 Reference Letters - 15 points - 1-2 Reference Letters - 10 points - 0 Reference Letters – 0 points <p>Please provide reference letters</p>	10	20
METHODOLOGY: The company must include a detailed methodology demonstrating the plan to deliver on the task.	<p>The Company should demonstrate an approach to be utilised focusing on the scope (including the transfer of skills plan).</p> <ul style="list-style-type: none"> - Audit methodology and Project Plan in line with the focus areas/ scope and engagement objectives. – 40 Points - No Project Plan = 0 Points 	45	45
Total Points		65	100

Companies who score **65** or more points on functionality will be considered for Price and SPECIFIC GOAL evaluations. Any bidder scoring less than the minimum **65** points will not be considered further.

5.4 Phase 3 - PRICE AND SPECIFIC GOAL EVALUATIONS

Companies who comply with the requirements of this bid will be evaluated according to the preference point scoring system as determined in the Preferential Procurement Regulations, 2022 pertaining to the Preferential Procurement Policy Framework Act, 2000 (Act No 5 of 2000).

For this bid **80** points will be allocated for Price and **20** points for SPECIFIC GOAL status level of contributor.

This RFQ will be evaluated using the 80/20 preferential point system.

The following PPPFA formula is used to evaluate price:

$$PS = 80 (1 - \frac{P - P_{min}}{P - P_{min}})$$

Ps = Points scored for price of the bid under consideration.

Pt = Rand value of bid under consideration.

Pmin = Rand value of lowest acceptable bid.

Only companies that have achieved the minimum qualifying points on functionality will be evaluated further in accordance with the 80/20 preference point system as follows:

Points for this bid shall be awarded for:

- (a) Price; and
- (b) SPECIFIC GOAL (B-BBEE Status Level of Contributor).

The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOAL (B-BBEE STATUS LEVEL OF CONTRIBUTOR)	20
Total points for Price and SPECIFIC GOAL	100

The SACAA will award SPECIFIC GOAL points to bidders who provide an original or certified copy of a valid B-BBEE Verification Certificate or Affidavit issued by the accredited verification agency.

	SPECIFIC GOAL (B-BBEE Status Level of Contributor)	Number of points
6.	1	20
	2	18
	3	14
	4	12
	5	5
	6	6
	7	4
	8	2
	Non-Compliant contributor	0

SUBMISSION OF DOCUMENTS

Submissions required in three (3) envelopes.

6.1 Envelope 1

- All mandatory documents in Phase 1 (Part 1 & 2).

6.2 Envelope 2

- Technical/Functional proposal in Phase 2.

6.3 Envelope 3

- Pricing schedule and B-BBEE copy or Affidavit in Phase 3.

7. NB: Pricing must be based on an average total hourly rate for the estimated 200 hours.

8. Documents shall be hand delivered, dropped in the tender box, at the SACAA Offices, Treur Close, Waterfall Office Park, Bekker Street, Midrand by Friday, 05 April 2024, 11h00am.

9. For enquiries, please send via email to Ms Zodwa Duma on duman@caa.co.za.