



Independent Communications Authority of South Africa

350 Witch-Hazel Avenue, Eco Point Office Park

Eco Park, Centurion.

Private Bag X10, Highveld Park 0169

Telephone number: (012) 568 3000/1

THE TERMS OF REFERENCE FOR THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE ELECTRONIC FINANCIAL DISCLOSURE MANAGEMENT SYSTEM FOR A PERIOD OF 5 YEARS

1. Purpose

- ICASA is required to ensure that employees disclose financial interests in line with the Code of Ethical Conduct and Disclosure of Interest. The information disclosed by employees is regarded as personal, sensitive and confidential in nature.
- ICASA identified a need to enlist the services of service providers with the requisite experience and expert skills to provide an off-the-shelf Electronic Financial Disclosure Management System for a period of five (5) years.

2. Background and Scope of work

The Risk and Compliance Unit within ICASA is responsible for administering and monitoring the process of filing financial disclosures by employees of ICASA by ensuring that employees complete financial disclosure forms on annual basis. It is against this background that ICASA seeks to procure an automated system to ensure the efficient and effective management of financial disclosures within the organisation.

Full licenses will be required for 3 employees who will be responsible for the management of the financial disclosure and ethics information.

Some of the aspects that need to be considered by the prospective service providers include:

- a) The supplied electronic financial disclosure software must be the latest version on the general release.

- b) Any software vulnerabilities identified by ICASA need to be addressed by the service provider.
- c) The proposed system must be capable of integration with an active directory.
- d) The application should be web-based software for all licensed users and provide access to all ICASA employees.
- e) Provide dashboards and reporting; and
- f) The system to ensure that the information is collected, used, stored, or disseminated in accordance with POPIA.

3. Specifications

The terms of reference/specifications for the proposed service requirements are specified in Annexures A and B.

4. Period of assignment

Five (5) years.

5. Payment Schedule

The bidders are required to indicate payment schedule for the period of 5 years per financial year.

Activity	Year 1	Year 2	Year 3	Year 4	Year 5
1.	Installation of the systems to ICASA platform	Licences and Technical support	Licences and Technical support	Licences and Technical support	Licences and Technical support
	-	-	-	-	-
Total payment per annum	R000	R000	R000	R000	R000

6. Bid evaluation

The bid will be advertised on E-Tender Portal and ICASA's Website on an 80/20 procurement principle.

Bidders will be evaluated on; (a) submission of the required Supply Chain Management compliance documents, (b) functionality, (c) live demonstration and (d)

price and preferential points. Only bidders who meet the cut-off score of 30 points out of 40 points (75%) for functionality will be considered further for live demonstration of the system. Only top three (3) bidders who passed the cut-off of 30 points in Phase 1, will be invited for live demonstration.

Further to that, the bidders who meet cut-off score of 48 out of 60 (or 80%) points on live demonstration will be evaluated further for price and specific goals.

All bid proposals submitted will be evaluated following the 80/20 procurement principle as prescribed by National Treasury Regulations.

FUNCTIONALITY

ANNEXURE A-FUNCTIONALITY (PHASE ONE)

This section evaluates the bidder's reliability and experience.

No	Category	Weight
1.	<p>Phase 1: Bidder's experience</p> <p>1) How long has the bidder been offering risk and compliance softwares? (The bidder must provide business profile)</p> <p><input type="checkbox"/> More than 10 years' experience = 5 points</p> <p><input type="checkbox"/> 8-9 years' experience. (4)</p> <p><input type="checkbox"/> 5 to 7 years' experience. (3)</p> <p><input type="checkbox"/> 3 to 4 years' experience. (2)</p> <p><input type="checkbox"/> 0 to 2 years' experience. (1)</p>	5
2	<p>Service provider's understanding of the Terms of Reference and proposed methodology. The methodology must include a detailed project Plan, Administration, Communication, and value-added services which include the following:</p> <ul style="list-style-type: none"> •Detailed project plan on how the project will be executed. •Plan on how the project will be administered. •Plan on how Communication will be rendered. <p><input type="checkbox"/> Methodology provided with all three (3) below:</p> <ul style="list-style-type: none"> • project plan, • administration, • communication channels (5) <p><input type="checkbox"/> Methodology provided without all three (3) below:</p> <ul style="list-style-type: none"> • project plan, • administration, • communication channels (1) 	15

3.	<p>Key Personnel Expertise (Bidder must provide a detailed CVs for two personnel who worked in providing IT support functions on either Governance, Risk or Compliance)</p> <p><input type="checkbox"/> More than 5 years' experience in providing IT support (5)</p> <p><input type="checkbox"/> Four years' experience (4)</p> <p><input type="checkbox"/> Three years' experience (3)</p> <p><input type="checkbox"/> Two years' experience (2)</p> <p><input type="checkbox"/> One year experience and lower (1)</p>	10
4	<p>Key Personnel Qualifications (Bidder must provide a detailed qualifications (certified copies within six months) for two personnel with relevant qualifications)</p> <p><input type="checkbox"/> IT (3-year diploma/degree and above (5)</p> <p><input type="checkbox"/> No IT (3-year diploma/degree and above (1)</p>	10
<p>TOTAL FOR FUNCTIONAL CRITERIA.</p> <p>Grand Total: 40</p> <p>Minimum cut-off point: 30(75%)</p>		40
5.	<p>Phase 2: Live Demonstration</p> <p>Demonstration of the system as per the requirements indicated in Annexure B.</p> <p>A total of 60 points are allocated for live demonstration. Only bidders who passed the cut-off of more than 48 /60 (i.e. 80%) in Phase 2 will be evaluated further for price and preferential points.</p>	60
<p>TOTAL FOR FUNCTIONAL CRITERIA.</p> <p>Grand Total: 60</p> <p>Minimum cut-off point: 48</p>		60

	TOTAL FOR FUNCTIONALITY PHASE ONE AND TWO	100
--	--------------------------------------------------	------------

ANNEXURE B

Please note that bidder will further be evaluated on live demonstration of the systems (this will include user interface)

ELECTRONIC ETHICS AND FINANCIAL DISCLOSURE MANAGEMENT MODULE

This section evaluates the bidder's ability to support ICASA with its Electronic Financial Disclosure Management. It must be an off-the-shelf system and not customized.

MODULE	HOW DOES THE SYSTEM HELP WITH THE FOLLOWING ETHICS AND FINANCIAL DISCLOSURE MANAGEMENT ACTIVITIES?	POINTS
	Financial Disclosure System	
Ethics and Financial Management Module Capabilities	<ul style="list-style-type: none"> •Automates the capturing and analysis of employees' financial interests for ease of implementation in line with the approved form 	10
	<ul style="list-style-type: none"> •Automated Web-based tool 	5
	<ul style="list-style-type: none"> •The system should also allow employees to access ICASA Code of Ethical Conduct and Disclosure of Interest Policy and the Financial Disclosure Procedure Manual. 	5
	<ul style="list-style-type: none"> •Escalation function from all levels not limited to the following: <ul style="list-style-type: none"> – Disclosure not submitted by deadlines. – Conflict of interest 	5
	<ul style="list-style-type: none"> •Provides an Organisation-wide view of the Financial Disclosure register and also in categories i.e. per division and per categories of employees, which can be exported and downloaded onto a Microsoft excel or PDF. 	10
	<ul style="list-style-type: none"> •Able to provide for the disclosure of gifts, sponsorship and donations; and approval by risk and compliance. 	10
	<ul style="list-style-type: none"> •Provides proactive monitoring, including status 	5

MODULE	HOW DOES THE SYSTEM HELP WITH THE FOLLOWING ETHICS AND FINANCIAL DISCLOSURE MANAGEMENT ACTIVITIES?	POINTS
	tracking, automated reminders on due/overdue non submission of forms.	
	<ul style="list-style-type: none"> •Must provide a mechanism for ICASA employee to apply for permission to work outside ICASA for the approval of the line management, ethics officer and Accounting Officer. 	5
	<ul style="list-style-type: none"> •The system should provide for eLearning material to all ICASA staff 	5
TOTAL		60

*The bidder will receive the total score if they are able to demonstrate ability of the system to provide the function.

*The bidder will receive the score of zero (0), when they can't fully demonstrate ability of the system to provide the function.