Film and Publication Board
Content Regulatory Authority of South Africa

ECO Glades 2, 420 Witch Hazel Ave
ECO Park, Centurion, 0169
Pvt Bag X31, Highveld Park, 0169

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www.fpb.org.za

APPOINTMENT OF A PROFESSIONAL SERVICE PROVDER TO PERFORM CYBERSECURITY AUDIT

1. BACKGROUND

The Internal Audit unit undertakes its activities in accordance with the Standards of Professional Practise of Internal Auditing as required by Section 38 (1) (a) (2) of the Public Finance Management Act and Paragraph 3.2 of Treasury Regulations.

Cybersecurity audit purpose is to verify whether an organization is operating according to various cybersecurity standards, regulations and guidelines. A cybersecurity audit gauges an organization's current reality in terms of compliance and benchmarks it against a specific industry standard. A gap analysis is then undertaken to ensure that all control gaps are identified and remediated at the earliest opportunity through targeted recommendations.

2. SCOPE

Review the adequacy and the effectiveness of the following areas:

- Cyber Security Governance
- Cyber Security Framework
- Cyber Security Strategy
- Data Identity Management
- Data Security Practices
- Security Assessment of Cyber Controls
- Incident Responses and Recovery Strategy
- Cyber Security Awareness and Training
- Management Reporting

3. PROJECT PROPOSALS

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The respondents are invited to submit proposals in line with the aforementioned brief. The respondents must among others cover the following in their proposals:

- Provide the inclusive quote for the services mentioned above;
- Demonstrate how the project will be undertaken;
- Include the framework/ plan that will be used for the project;
- Proposal accompanied by profiles of team members you proposed to use in the projects.

4. TIME FRAME

The total project timeframe is therefore estimated at 1,5 month (15 September 2023).

5. DELIVERABLES

Submit a written report containing findings on the audit with detail root cause analysis, effects and recommendations.

6. SPECIFIC PROVISION OF THE SERVICES

- The service provider shall adhere to administrative procedures, methods of communication and transfer of data, format and timing of report back as agreed between the parties from time to time;
- The service provider shall act in Good Faith within the law and in accordance with acceptable collection industry code of practice and shall do its utmost to avoid bringing the name of FPB into disrepute; and
- The service provider shall treat all information received by it from the FPB as confidential and shall not use such information for any purpose other than which has been agreed upon by both parties.

7. REPORTING REQUIREMENTS

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It is expected as a minimum requirement for the service provider to furnish the FPB monthly or at periods determined between the parties with the following:

- A schedule showing tasks performed for the month or at periods determined between the parties and cost associated with the task;
- A schedule of all outstanding tasks and budget; and
- Attend meetings when required to do so.

8. MANDATORY REQUIREMENTS

Maximum of 3 members on the team and must comply with the following minimum criteria:

Be a competent, certified audit professional, e.g., CIA, CISM, CISSP or CISA.

(Attach certified copies of professional certification CIA, CISM, CISSP or CISA) – Must be certified in the past 6 months)

9. EVALUATION CRITERIA

The tender will be functionally evaluated out of a minimum of 100 points – any bidder who scores less than 70 will not be considered for further evaluation (Phase 3), maximum score is 100 for PRICE AND SPECIAL POINTS

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Functionality Criteria	Weight	Applicable Value 1 (Poor)	Applicable Value 2 (Fair)	ApplicableValue 3 (Good)	ApplicableValue 4 (Very Good)	Applicable Value 5 (Excellent)	Total Score
METHODOLOGY Detailed methodology showing key phases and milestones including detailed steps methodology showing key phases and milestones including detailed steps.	20	n/a	n/a	n/a	n/a	Detailed methodology	
PROJECT PLAN Detailed project plan showing key phases, milestones, and timelines.	20	n/a	n/a	n/a	n/a	Detailed project plan	
SERVICE PROVIDER EXPERIENCE IN AUDITING CYBERSECURITY	30	n/a	n/a	3 Reference letters	4 Reference letters	5 Reference letters	

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Functionality Criteria	Weight	Applicable Value 1 (Poor)	Applicable Value 2 (Fair)	ApplicableValue 3 (Good)	ApplicableValue 4 (Very Good)	Applicable Value 5 (Excellent)	Total Score
Reference letters on the clients' letterhead from contactable clients that showcase the projects relating to Cybersecurity/ IT security. The reference letters must be relevant to the service required or Similar service rendered in the public sector or private sector. Purchase Order and appointment letter does not serve as references, only letters from the current and past clients will be acceptable:							
EXPERIENCE OF THE PROJECT TEAM CV and Certified Qualifications and Certifications of the proposed team, indicating amount of years / experience in the field of Cyber security or IT security.	30			1 Member with the following qualifications and experience: - 1 team member certified with CISA	2 Members with the following qualifications and experience: - 1 team member certified with CISA and More than 7-10 years' experience or more in IT	3 Members with the following qualifications and experience: - 1 team member certified with CISA and More than 10 years'	

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Functionality Criteria	Weight	Applicable Value 1 (Poor)	Applicable Value 2 (Fair)	Applicable Value 3 (Good)	Applicable Value 4 (Very Good)	Applicable Value 5 (Excellent)	Total Score
- One team member certified with CISA and 7 years' experience or more in IT auditing. - One team member is certified with CISSP or CISM and has 5 years or more experience in IT security or Cybersecurity auditing. - One team member certified with CIA 10 years' experience or more in IT auditing.				and 7 years' experience or more in IT auditing. - 1 team member certified with CISSP or CISM and have 5 years or more experience in IT security or Cybersecurity auditing. - 1 team member certified with CIA 10 years'	auditing. - 1 team member certified with CISSP or CISM and have more than 5-7 years or more experience in IT security or Cybersecurity auditing. - 1 team member certified with CIA More than 10-12 years' experience or more in IT	experience or more in IT auditing. - 1 team member certified with CISSP or CISM and have more than 7 years or more experience in IT security or Cybersecurity auditing. - 1 team member certified with CIA more than 12 years' experience or more in IT	

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				experience or more in IT auditing			

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10. SUBMISSION REQUIREMENTS

Prospective service providers must submit the following with their proposals and failure to submit them will render their bids invalid:

- Duly completed and signed standard bidding documents (SBD 1, 4 and 6.1);
- Original and valid Tax clearance Certificate;
- Recent CSD Report
- Valid BEE Certificate
- Registration certificate with the relevant council or body;