



ALFRED NZO
DISTRICT MUNICIPALITY

TERMS OF REFERENCE

Development and Testing of Business Continuity Plan

2020/2021 FINANCIAL YEAR

Issued and Prepared by:
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1. BACKGROUND AND OVERVIEW OF THE PROJECT

.1 INTRODUCTION

Business continuity is a corporate governance requirement (per the King III & IV Code of Corporate Governance) and an essential aspect of the Auditor General's audit requirement. It is an essential business document that outlines how a business will continue its critical functions during and after an emergency event or disruption has occurred. It is vital for ANDM to have practical and robust plan to respond to any major threat or incident to prepare the municipality in the event of extended service outages caused by factors beyond our control, such as natural disasters, man-made events, epidemics (Covid-19), workplace violence,, utility failures, Cyber-attacks, economic downturn etc., and to restore services to the widest extent possible in a minimum time frame.

BCP identifies vulnerabilities and recommends necessary measures to prevent extended service outages. It is a plan that encompasses all Municipal systems, Departments and operation facilities.

.2 OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT

1.2.1 Overall Objective

Bids are invited from suitably qualified professional service providers to prepare and submit proposals to develop, workshop and test the Institutional Business Continuity Plan. A plan that will provide guidance to management/ employees for an orderly and timely recovery from a disaster or disruptive incident.

1.2.2 Specific Objectives

A well- managed and coordinated project that will deliver the following:

- A plan that will serves as a guide for the Municipal recovery teams;
- A plan that must provide procedures and resources needed to assist in recovery;
- Identifies vendors and customers that must be notified in the event of a disaster;

- Assists in avoiding confusion experienced during a crisis by documenting, testing and reviewing recovery procedures;
- Documents storage, safeguarding and retrieval procedures for vital records.

2. SCOPE & EXTENT OF WORK

- Business Impact Analysis : identification of critical activities and continuity requirements;
- Developing the strategy : determine continuity strategy for people, premises, technology, information, suppliers and stakeholders;
- Develop the Business Continuity Plan , including technology recovery plan;
- Facilitate testing and training : Conduct awareness to councillors, employees, site familiarisation, simulation and testing,
- Identify emergency teams and outline their duties,‘
- Define escalation protocols and turnaround time;
- Develop emergency management procedures;

3. PROJECT CONTRACT PERIOD

The project contract period will be one month from the date of appointment of the service provider, which is anticipated to take place at the end of September 2020.

4. KEY OUTPUTS/PROJECT MILESTONES/DELIVERABLES

- a) Comprehensive list of tasks required to keep operations going;
- b) Business continuity management teams, responsible for implementing and executing BCP;

- c) Key business areas and critical functions;
- d) Plan to maintain operations which must address prevention strategies, response strategies, and recovery strategies;
- e) Training plan, including testing procedures;
- f) Submit the progress and a close out report to the Municipal Manager and the Risk Manager.
- g) A well- managed and coordinated project that will deliver credible Business Continuity Plan.

5. GENERAL CONDITIONS

The following should be noted by interested parties:

- a) In-depth knowledge and understanding of the Local Government Sector Legislation and public sector institutions;
- b) Intellectual property and ownership of all materials and products developed in the execution of the contract will be vested in the municipality;
- c) Materials and products may not be made available to any unauthorized person or institution or sold for profit without prior written consent from the municipality;
- d) On completion or termination of the agreement, all materials and products must be handed over to the municipality;

No information concerning the bid or award of the bid may be made available by the bidder to other parties without prior consultation and written approval from the municipality.

6. REPORTING MECHANISM

The successful service provider will work with the Risk Management Unit. The service provider will have to develop a methodology and project plan that will clearly outline the deliverables, key milestones, and project management arrangements

7. SUBMISSION OF BIDS

- Proposals must be placed in a sealed envelope and clearly marked: "Development of a Compliance Framework and Reporting for **ANDM**" and placed in the tender box in the Alfred Nzo District Municipality not later than 10H00 on the_____.

8. EVALUATION CRITERIA

Evaluation criteria of the bids;

The bids will be evaluated in two stages, namely:

- Stage 1- Functionality
- Stage 2- Price and BBBEE Points

Only Bidders who score 70% or more on stage 1 would be evaluated further and therefore eligible for the award.

ITEM	Weight
STAGE 1 OF EVALUATION – FUNCTIONALITY	100
• Previous Experience	40
• Capacity and Expertise	40
• Methodology	20
STAGE 2 OF EVALUATION – PRICE & PREFERENTIAL POINTS	100
BBBEE POINTS	20
Price	80

Previous Company Experience	Weighting
Traceable record for successful completion of Business Continuity Plan projects in a minimum of 5 and above municipalities or any public sector institutions	40
Traceable record for successful completion of Business Continuity Plan projects in a minimum of 3-4 municipalities or any public sector institutions	25
Traceable record for successful completion of Business Continuity Plan projects in a minimum of 1-2 municipalities or any public sector institutions	15

<p style="text-align: center;">Maximum Weighting</p> <p>Note COMPULSORY attachments for verifying work done:</p> <p>1. The ANDM Assessment Bidder Form must be completed, stamped and signed by previous employer as a means of verifying references for each project undertaken. If 5 Projects were done, 5 Assessment bidder forms must be completed.</p> <p>2. OR , a traceable record will be evaluated on the basis of:</p> <p>- An appointment letter or official purchase order specifying the contract amount for each project completed.</p>	40
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<p>Capacity and Expertise to Undertake the Project</p> <p>Note: The scoring in this section is preferably cumulative, unless justifiable to the Specification Committee</p>	Weighting [40]
<p>A Project Team with the following areas of expertise:</p>	[40]
<ul style="list-style-type: none"> • Must have a minimum of National Diploma (NQF Level 6) in Risk Management/Auditing/Internal Auditing/ Auditor General Articles and minimum of five years' experience, 	20
<ul style="list-style-type: none"> • One or more of people assigned to this project must be registered to relevant Professional Body or Proof of registration of the company with Professional Body; i.e. IRMSA,, SAICA, IIA ; • 	20
<p style="text-align: center;">Maximum Weighting</p> <p>NB: Attach certified copies not older than 3 months for all qualifications</p>	40
<p>Methodology</p>	[20]
<ul style="list-style-type: none"> • List key steps to be followed during the testing of the Business Continuity Plan; 	5
<ul style="list-style-type: none"> • List emergency teams and clearly outline their functions; 	5

<ul style="list-style-type: none"> Define and list escalation protocols and turnaround time to respond to emergency event or disruption; 	5
<ul style="list-style-type: none"> List emergency management procedures to be followed during and after the disaster. 	5
Maximum Weighting	20
Total Maximum Weighting [40 + 20]	60

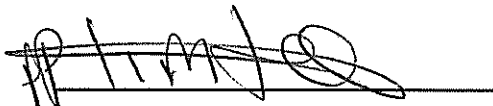
For any queries regarding this tender, please contact Mr M. Khambula for project related queries; on (039) 254 5294;
Supply Chain Management contact for SCM related queries at telephone number 039-254-5134 during office hours.

Alfred Nzo District Municipality
Erf 1400 Ntsizwa Street
Mount Ayliff
4735

Yours in municipal administration,



M KHAMBULA
MANAGER: RISK MANAGEMENT



Z.H SIKHUNDLA
MUNICIPAL MANAGER

Recommendation by Specification Chairperson:

Approved / Not Approved



Mr. L. Mdutyana

Comments by Chairperson:

Approved.
