



ALFRED NZO
DISTRICT MUNICIPALITY

TERMS OF REFERENCE
AD AUDIT SOFTWARE
2020/2021 FINANCIAL YEAR

Issued and Prepared by:
Alfred Nzo District Municipality
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1. BACKGROUND AND OVERVIEW OF THE PROJECT

1.1 INTRODUCTION

The Active Directory audit is to make sure that only authorized personnel have access to critical data on the network. It also help to ensure there are no inactive users who still have access, which could inadvertently allow bad actors to access the network.

1.2 OVERALL AND SPECIFIC OBJECTIVES OF THE PROJECT

1.2.1 Overall objective

Active Directory audits are critical for maintaining security and validating IT compliance. Audits give a greater visibility across Active Directory access levels, user accounts, and activities. They also help to identify security gaps so that it can remediated before issues escalate.

One of the most important benefits of performing an Active Directory audit is the ability to detect possible vulnerabilities and security threats before cybercriminals, hackers, and other bad actors can exploit them. These threats might present themselves as multiple unauthorized access attempts or in the form of user accounts with insecure configurations on an AD audit report.

AD audits can help you detect internal security threats as well. Unfortunately, employees can accidentally delete or modify data—or purposefully steal and share sensitive data

Alfred Nzo District Municipality seeks the services of an accredited service provider for Supply and installation of AD Audit Software to ensure that all AD activities are being monitored.

2. SCOPE & EXTENT OF WORK

Bids are invited from suitably qualified professional service providers to prepare and submit proposals Supply and installation of AD Audit Software as per the specification below.

Number	Description	Quantity
1.	ManageEngine ADManager Plus Professional Edition Perpetual Licensing Model Licence Installation for 1 Domain (Unrestricted Objects) Annual Maintenance and Support for 1 Domain (Unrestricted Objects) for 3 Years	
2.	ManageEngine ADAudit Plus Professional Edition- Perpetual Licensing Model Licence Installation for 1 Domain Controller Annual Maintenance and Support for 1 Domain Controller for 3 Years	
3.	The Service Provider must be a accredited Manage Engine reseller (Proof of accreditation must be submitted)	

3. PROJECT TIME FRAME

The project time frame will be 2 weeks from the date of appointment of the service provider, which is anticipated to take place in April 2021.

4. PROJECT MANAGEMENT

In cases where the appointed service provider appoints the services of other consultants or sub-contractors, the appointed service provider will take responsibility of the work of the sub-contractors. The client will deal with the contracted service provider and not with sub-contracted consultants. The project is to be coordinated and managed by an operational team led by Alfred Nzo District Municipality.

5. SUBMISSION OF BIDS

Proposals must be placed in a sealed envelope and clearly marked: "**Project proposal – Backup Management Solution**" and placed in the tender box in the Alfred Nzo District Municipality not later than 10H00 on the_____.

6. 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	60
• Capacity and Expertise	40
STAGE 2 OF EVALUATION – PRICE & PREFERENTIAL POINTS	100
BBBEE POINTS	20
Price	80

Previous Company Experience	Weighting
Note: The scoring in this section is not cumulative	
Traceable records for successful supply and installation of three AD Audit Solutions projects to the value of R30 000 each.	60
Traceable records for successful supply and installation of two AD Audit Solutions projects to the value of R30 000 each.	50
Traceable records for successful supply and installation of one AD Audit Solution projects to the value of R30 000 each.	40
Maximum Weighting	60
Note COMPULSORY attachments for verifying work done:	
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 3 Projects were done, 3 Assessment bidder forms must be completed.	
2. In ADDITION to the above, a traceable record will be evaluated on the basis of:	
- An Appointment Letter or Official Purchase Order.	

Capacity and Expertise to Undertake the Project	Weighting
Note: The scoring in this section is preferably cumulative, unless	[40]

justifiable to the Specification Committee		
A Project Team with the following areas of expertise:		[40]
The Service Provider must be an accredited Manage Engine reseller (Proof of Accreditation must be submitted)		30
One or more personnel must have a minimum of NQF level 4 ICT Qualification.		10
Total Scoring	(30 +10)	40

For any queries regarding this tender, please contact **Ms Luvalo** for project related queries; on (039) 254 5000 or;
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,


MRS U.P MAHLASELA

ACTING SENIOR MANAGER: CORPORATE SERVICES

Approved/Not Approved


Mr. L. Mdutyana

Comments by Chairperson:

