

Supply Chain enquiries: 016 973 8740/44/43/ 8611/12

Date: 29TH JULY 2026

Request for formal Written Quotation

Kindly furnish Metsimaholo Municipality with a written quotation for the services as detailed on the below schedule.

APPOINTMENT OF A SERVICE PROVIDER TO CONDUCT INFORMATION TECHNOLOGY APPLICATION CONTROL REVIEWS OF KEY MUNICIPAL INFORMATION SYSTEMS FOR METSIMAHOLO LOCAL MUNICIPALITY

Detailed Specification, returnable forms MBD and General Conditions of Contract (GCC) are obtainable from supply chain Management unit finance building, Sasolburg 1947 at **R50.00**

The quotation must be placed on the letterhead of your business and must be delivered not later than the **07TH AUGUST 2026 before 11H00 AM** in the tender box located at Metsimaholo Local Municipality, Ground floor, Finance Building, 10 Fichardt Street, Sasolburg. The following requirements will apply:

- **Be registered on the Central Supplier Database (CSD)** and provide us with your Supplier number or attach a **Summary report**.
- **Service provider** must submit **municipal rates and taxes statement on the company name** that is not older than three months and not in arrears for more than 90 days or **Lease agreement where the company is the lessee**.
- The bidder must attach at least **02 signed reference letters for previous work done in Government Institutions, related to the scope of work on the client's letterhead**.
- Project Team Leader who is a Certified Information Systems Auditor (CISA) **with** at least eight years' ICT assurance experience.
- Information Security Specialist with a qualification in Security+ or an equivalent qualification.
- Microsoft Infrastructure Specialist with relevant Microsoft certifications.
- Database Specialist with five years' experience in Microsoft SQL Server or equivalent database platforms.
- Network Specialist with recognized networking certifications (e.g. N+ or equivalent qualifications).
- ICT Auditor(s) with experience in application control reviews of ERP, payroll, and municipal information systems.

NB! IT IS COMPULSORY TO PURCHASE THE BID DOCUMENT FAILURE TO DO SO WILL RENDER YOUR SUBMISSION AS A NON-RESPONSIVE BID AND WILL NOT BE EVALUATED FURTHER. (THE BIDDERS HAVE THE OPTION TO MAKE PAYMENTS VIA EFT, AND THE MUNICIPALITY WILL SEND THEM TENDER DOCUMENT BY EMAIL)

The bidder must attach their quote as per the scope of work on their company letterhead.

This quotation will be evaluated in terms of 80/20 of points system as prescribed in the **Preference Points Claim Form in Terms Of The Preferential Procurement Regulations 2022 (Price (80) and Specific Goals (20) (Locality)** for this purpose the bidders are required to submit **Municipal account** in the name of the bidder not older than 90 days or **Lease agreement** where the bidder is the lessee or an **official letter from the bank** confirming the registered business address of the bidder.

General Conditions are available on the Municipal website for your information.

Failure to comply with the above conditions may invalidate your offer.

Mr F.J. Motloung
Municipal Manager

SCOPE OF WORK

The successful service provider shall undertake, at a minimum, the following activities.

➤ **Application Control Review – Solar Financial Management System**

Review and evaluate:

- User access management
- Segregation of duties
- Role-based security
- Approval workflows
- Financial parameter configuration
- Budget controls
- Master file controls
- Journal processing controls
- Audit trail functionality
- Exception reporting
- Interface controls
- Backup and recovery configuration
- Configuration of automated business controls

➤ **Application Control Review – Payday Payroll System**

Review:

- Employee master data controls
- Payroll processing controls
- Payroll parameter configuration
- Access rights
- Segregation of duties
- Payroll approval workflows
- Audit logging
- Exception reporting

- Interface controls
- Change authorisation procedures
- Payroll reconciliation controls
- **Microsoft Exchange Review**

Assess:

- Administrative access
- Authentication controls
- Multi-factor authentication
- Mailbox permissions
- Email retention
- Security configuration
- Spam filtering
- Malware protection
- Logging
- Backup arrangements
- Privileged account management
- **Municipal Online Account Portal**

Review:

- Customer authentication
- Password management
- Session controls
- Secure communications
- User provisioning
- Integration with municipal financial systems
- Audit trails
- Logging
- Data protection controls

- Availability and resilience

➤ **Network Monitoring Environment**

Assess:

- Monitoring coverage
- Alert configuration
- Incident notification
- Performance monitoring
- Event logging
- Escalation procedures
- Reporting functionality

➤ **Review of Supporting ICT Infrastructure**

Review infrastructure supporting municipal applications including:

Windows Servers

- Server hardening
- Patch management
- Administrative access
- Security configuration
- Backup and recovery
- Logging

Active Directory

Assess:

- User administration
- Group policies
- Password policies
- Privileged accounts
- Dormant accounts

- Authentication controls

Database Servers

Review:

- Database security
- Access controls
- Encryption
- Backup
- Recovery
- Audit logging

Virtual Environment

Review:

- Host security
- Virtual machine configuration
- Administrative access
- Resource allocation
- Segregation

Storage Infrastructure

Review:

- Backup procedures
- Disaster recovery
- Data retention
- Storage security

➤ Configuration-Based Application Control Review

Recognizing that the Municipality utilizes commercial software applications supplied and maintained by independent software vendors, the review shall specifically focus on the Municipality's implementation and configuration of these systems.

The review shall include, but not be limited to:

- User role configuration
- Role-based security
- Segregation of duties
- Workflow approvals
- Parameter settings
- Automated business controls
- Interface configurations
- Audit trails
- Logging functionality
- Exception reporting
- Master data controls
- Security configuration
- User provisioning and de-provisioning
- Password policies
- Privileged access management
- Change configuration practices within the Municipality's control

The review shall not require access to vendor proprietary source code, software development environments, or intellectual property.

➤ **Cybersecurity Assessment**

Assess:

- Endpoint security
- Anti-malware controls
- Patch management
- Vulnerability management
- Firewall configuration
- Security monitoring

- Logging
- Authentication controls
- Password management
- Privileged access management

➤ **Interface and Data Integrity Review**

Review:

- System interfaces
- Data transfers
- Reconciliation controls
- Duplicate records
- Orphan transactions
- Error handling
- Exception management
- Data completeness
- Data accuracy
- Data consistency