**aNNEXURE C: Bidder TECHNICAL Compliance Checklist**

**BIDDERS NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Example of how to complete the compliance checklist:**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Section**  **No.** | **Technical Criteria** | **Compliant** | **Partially Compliant** | **Non -Compliant** | **Reference page in Proposal** | **Comments** |
| 8.3.1 | Summary of the bidder’s experience | **EXAMPLE** |  |  | Pg. |  |
| 8.3.2 | Detailed approach on how the project will be executed |  |  |  | Pg. | Bidder to state reason for partial compliance |
| 8.3.3 | Provide a 1-2 page resume and certificates of each resource |  |  |  | Pg. | Bidder to state reason for non-compliance |

**The form must be submitted in File 1, Exhibit 2**

| **No.** | **Technical Evaluation Criterion** | **Compliant** | **Partially Compliant** | **Non-Compliant** | **Reference page in Proposal** | **Comments** |
| --- | --- | --- | --- | --- | --- | --- |
| **1.** | **COMPANY PROFILE** |  |  |  |  |  |
| 1.1 | The Bidder must provide in their response a company profile that includes:   * Services rendered in respect of ISO27001 and related services with specific attention to the POPIA. * Years of experience in providing POPIA related consulting in government institutions and/or financial industry. * The full contact details of the key account manager who will be assigned to SARS, including his/her role and responsibilities. Attach a CV detailing the relevant experience and qualifications (information required but will not be scored). |  |  |  |  |  |
| **2.** | **METHODOLOGY / TECHNICAL APPROACH** |  |  |  |  |  |
| 2.1 | The Bidder must provide in their response:   * A detailed proposal of the Bidder's envisaged project management plan that describes how the Bidder intends to render the services, which are set forth in paragraph 9.2 above of the RFP document. A Bidder must demonstrate a clear understanding of all tasks and activities in the scope of work.      * A comprehensive project management plan that must include the following:   + Timelines   + Milestones   + Deliverables and outcomes   With the focus on the following business areas:   * Employee Information * Taxpayer Information * Trader Information * Information related to Trusts |  |  |  |  |  |
| **3.** | **RESOURCES** |  |  |  |  |  |
| 3.1 | The Bidder must provide in their response:   * ProjectLead and personnel that will be assigned to SARS for the duration of the project and for each resource provide:   + Full names;   + Roles and responsibilities;   + Number of hours actively involved in the project per activity; and   + A one-page CV per resource including:     - Qualifications and relevant certificates to ISO 27001; and     - Experience relevant to the scope of services.   **NB:** The curriculum vitae must be signed by both the Bidder’s authorised representative and the resource concerned, in order to confirm that it is accurate and complete. |  |  |  |  |  |
| **4** | **CAPABILITY** |  |  |  |  |  |
| 4.1 | **Case Study**  In reference to the case study above, how should RV respond to the following?   * + - 1. The relevant controls specifying management's responsibility to ensure procedures are developed and communicated adequately within RV (list the procedures).       2. Name the two controls objectives in RV's InfoSec policy that should govern the relationship with CRS.       3. What group of people should the CEO of RV activate to respond to the incident and name at least four members that should be included?       4. In terms of the POPIA, what reporting duties, responsibilities and obligations does CRS have and to whom? |  |  |  |  |  |
| 4.2 | **Bidder’s Track Record**  Provide a schedule of the Bidder’s track record over the past five (5) years, in Information Security Management System with specific reference to Privacy legislation in providing recommendations and action plans within private and/or public sectors that are similar to or more complex than SARS. The schedule must be completed by using **Annexure C1**.  The schedule must include for each client the following information:   * Client name and industry; * The contact person, phone number and company business address; * Contract period; * Description and scope of the project; * Challenges; and * Lessons learnt. |  |  |  |  |  |
| **5** | **TESTIMONIALS** |  |  |  |  |  |
| 5.1 | Bidders are required to submit testimonials from two (2) current / recent clients similar to or more complex than SARS (not older than 5 years) where an Information Security Management System with specific reference to compliance with Privacy legislation was rendered. The testimonials should be completed using **Annexure C2**. Each testimonial must be on a client (i.e. company) letterhead and include but not be limited to:   * The contact person, phone number and company business address; * A brief description of services rendered; * Quality of service; and * Compliance indicator in terms of the services received.   **Note:** SARS may contact the clients for a reference check. It is therefore important to ensure that the clients listed are contactable |  |  |  |  |  |
| **6** | **SKILLS TRANSFER PLAN** |  |  |  |  |  |
| 6.1 | The Bidder must demonstrate their approach to ensure skills and knowledge transfer to nominated SARS POPIA champions. |  |  |  |  |  |