

## **MINUTES OF PRE-BID MEETING (IFB-027)**

### **Hiring of Information Security Firm for IS Audit and ISO 27001:2013 Certification**

**IFB Title:**

Invitation for Information System Audit and ISO Standard 27001:2013 Certification in R/O of Five Data Centers' and System (IFB-27)".

**IFB No:** 27/MIS/FABS/Sur.Audit 27001:2013/2015/339 published on dated 27.12.2019 in Daily News Paper "Dunya News" and "Express Tribune" (Combined) and on PPRA website on 26.12.2019.

**Last date for Submission of Technical & Financial bids** is 14.01.2020 by 11:00 A.M

**Date/Time/Day:** 07.01.2020 (11:30 A.M) Tuesday

**Venue:** Conference Room (6<sup>th</sup> floor) CGA Office, G-5/2, Islamabad.

A pre-bid meeting was held in Department of the Controller General of Accounts, chaired by Director (MIS/FABS), Team Leads (BASIS), Team Lead (WAN), and Information Security Expert, AAO (Proc. & CM).

Meeting was also attended by representative (Mr. Shaheer Tariq) of M/s SGS (Pakistan) Pvt Ltd who asked various queries give below for information, assistance and compliance by all bidders (participants and non-participant bidders). It was decided to share the Minutes with all other bidders and clarification/amendments to the bidding document be addressed in writing and made part of the Revised Bidding document prior to submission of the bid.

Following queries were asked and replies given were annotated in tabular form for assistance and information of the bidder alongwith required amendment in the bidding document (IFB-27):

**Reply to Queries on TORs raised by firms during Pre-bid Meeting held on 07.01.2020**

Query/Observation by Firm	Comments of CGA office
<p>1. Whether management of FABS Data Centres/Systems is centralized or decentralized?</p>	<p>Firm representative was informed that Data Centres are being managed in a decentralized environment but IS system SOPs, control, policies, procedures are same/similar, replicated/managed on all 05 Data Centres, DR site , in a centralized environment.</p>
<p>2. Whether IS audit and ISO 27001:2013 certifications will be executed/provided for all Data Centres/FABS Site /System by mandatory visit of audit teams to Sites/Data Centres or Sites will be randomly selected on sampling basis or audit of all Data Centres will be executed from one site with remote access for verification and confirmation of similar implementation of all systems related SOPs, policies, functions, procedures, controls across all Data Centres/FABS Site/System?</p>	<p>No, contracted firm will select only one Data Center /FABS site/System each year other than the previously selected for audit purpose during whole 03 years life cycle of the assignment. Firm will be provided remote access to all regional Data Centres/FABS Site/System from one site to verify and confirm the similar/same implementation of all system related SOPs, policies, functions, procedures, controls across all Data Centres/Sites. Total 03 sites will be physically visited for IS Audit i.e one site each year on choice of the selected contracting firm without visiting all 05 Data Centres/Sites during 03 years life cycle.</p>
<p>3. Whether separate ISO 27001:2013 certificate will be issued for each site or one certificate will be sufficient by mentioning the name of all Data Centre for IS Audit?</p>	<p>It is hereby confirmed after due deliberations that one certificate be issued by the ISO 27001:2013 Certification body in favour of Directorate General MIS/FABS, Office of the Controller General of Accounts by mentioning the exact name of all 05 FABS data Centres/Sites on prescribed specimen after verification of all policies, procedures, controls related to all data Centres from one site with remote access in a compliance to the ISO standard 27001:2013.</p>

<p><b><u>Amendment in Instructions to bidders under the bidding document:</u></b></p> <p>1) It is mandatory for information of the bidders to <b><u>quote only lump sum bid price against each Audit phase</u></b> without quoting the unit price for each site. All 05 sites &amp; DR Site will not be physically visited by the selected firm because the least cost selection method under PPRA Consultancy Services Regulations 2010 has been selected.</p> <p>As the firm's Audit IS team will physically visit one site in each year during the whole 03 years IS Audit life Cycle, only the lump sum fee for each phase (Phase -I, II and III with grand total bid price) be mentioned/quoted in the relevant column of Annex-G, otherwise bid will be considered non-responsive and rejected.</p> <p>2) In Annex-G, the column(s) 5,6 with text "<b><i>Unit Price Inclusive of all Taxes, duties etc</i></b>" has been deleted and replaced with "<b><i>Total Price Inclusive of all Taxes, duties etc</i></b>", while additional text in column 5 "No. of sites" in Annex-G has been added and may be read as "<b><i>visit to one site only by selected firm on its choice each year but different site not previous selected for IS audit</i></b>".</p> <p>3) An amendment in Annex-F under Column 3 "Deliverables" additional text has been added and may be read as "<b><i>with report</i></b>", while in column 5 of Annex-F "timelines" text replacement "from to" may be deleted and now read as "<b><i>Minimum and Maximum No. of Days</i></b>" may be replaced with "</p> <p>All other terms and conditions, instructions under IFB-27 bidding document will remain same and considered unchanged till submission of bids and award of contract. All changes has been incorporated and communicated prior to bidding in accordance with the PPRA Rules.</p>	

Meeting ended with vote of thanks and instructions by the Chair to share the Minutes of the Meeting by email/mail and required amendment in the bidding document with all participant and non-participant firms of IFB-27 who have purchased the bidding document.

