



MALDIVES INDUSTRIAL  
FISHERIES COMPANY

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# **MALDIVES INDUSTRIAL FISHERIES COMPANY LTD (MIFCO)**

## **TERMS OF REFERENCE (TOR) FOR ICT AUDIT**

BID REFERENCE NO: 134-PRO/I/2024/109

Date: 22<sup>nd</sup> August 2024

<b>BID REFERENCE</b>	134-PRO/I/2024/109
<b>REQUEST FOR PROPOSALS (RFP)</b>	22 <sup>nd</sup> August 2024
<b>REGISTERING FOR BID OPENING MEETING (OPTIONAL)</b>	29 <sup>th</sup> August 2024 Before 01:00 pm, Male 'Time
<b>LAST DATE AND TIME FOR RECEIPT OF BIDS</b>	29 <sup>th</sup> August 2024 Before 01:00 pm, Male 'Time
<b>TIME AND DATE OF OPENING OF BIDS</b>	29 <sup>th</sup> August 2024 02:00 pm, Male 'Time
<b>BID SUBMISSION</b>	Bids should be submitted <b>only to</b> <b>contract@mifco.mv</b> email.
<b>PLACE OF OPENING OF BIDS</b>	Via Microsoft Teams Head Office, Maldives Industrial Company Ltd. Hilaalee Magu, Maafannu, Male Maldives.
<b>ADDRESS OF COMMUNICATION</b>	Procurement Department, Maldives Industrial Fisheries Company Ltd, Hilaalee Magu, Maafannu, Male, Maldives

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## 1. INVITATION TO BID

Maldives Industrial Fisheries Company Limited (MIFCO) invites qualified firms to submit proposals for conducting a comprehensive ICT audit. The audit will assess MIFCO's Information and Communications Technology (ICT) infrastructure to ensure it supports operational efficiency, data security, and regulatory compliance.

Interested parties are requested to submit their proposals in accordance with the terms outlined in this document. The successful bidder will be selected based on a thorough evaluation of technical and financial proposals.

## 2. BACKGROUND

Maldives Industrial Fisheries Company Limited (MIFCO) is a state-owned enterprise in the Republic of Maldives, primarily engaged in the fishing industry. As a key player in the Maldivian economy, MIFCO focuses on the industrialization of the fisheries sector.

To ensure that MIFCO's Information and Communications Technology (ICT) infrastructure supports operational efficiency, data security, and regulatory compliance, an audit of the ICT department is essential. This audit will assess the current systems, policies, and practices, with the aim of identifying strengths, weaknesses, and areas for improvement. The ultimate goal is to enhance IT governance, improve risk management, and align technology strategies with MIFCO's organizational objectives. MIFCO seeks a qualified firm to conduct this comprehensive audit.

### 3. OBJECTIVES

The primary objectives of the ICT audit are as follows:

#### 3.1 Enhance IT Governance:

Ensure that MIFCO's ICT governance framework aligns with industry best practices and supports the organization's strategic objectives.

#### 3.2 Improve Risk Management:

Identify, assess, and mitigate risks associated with MIFCO's ICT infrastructure to protect against potential threats and vulnerabilities.

#### 3.3 Streamline ICT Processes:

Identify opportunities to enhance operational efficiency by optimizing ICT processes, policies, and procedures.

#### 3.4 Ensure Regulatory Compliance:

Assess the organization's adherence to relevant regulatory requirements and standards within the ICT domain.

### 4. SCOPE

The scope of the ICT audit includes, but is not limited to, the following areas:

#### 4.1 Assessment of IT Infrastructure:

Evaluate the current state of hardware, software, and network infrastructure to ensure their reliability, scalability, and alignment with the organization's needs.

#### 4.2 Evaluation of Controls:

Assess the effectiveness of IT controls designed to protect MIFCO's information assets. This evaluation will cover areas such as access management, data backups, change management, network security, and incident response.

#### 4.3 Vulnerability Assessments:

Conduct vulnerability scans and penetration tests to identify weaknesses in MIFCO's IT infrastructure. This includes evaluating the robustness of firewalls, intrusion detection systems, encryption protocols, and other security mechanisms. The findings will inform strategies to remediate vulnerabilities and strengthen defenses.

#### 4.4 Risk Assessment:

Identify potential threats, assess their impact, and evaluate existing controls to mitigate these risks. This process will help prioritize audit activities and determine the most effective approach.

#### 4.5 Operational Efficiency:

Identify opportunities to streamline ICT processes, policies, and procedures to enhance overall operational efficiency.

#### 4.6 Reporting:

Provide a comprehensive report outlining identified risks, control deficiencies, and considerations for improvement. This report will serve as a roadmap for MIFCO management to address the identified issues and enhance the security and efficiency of the IT systems.

## 5. METHODOLOGY

The audit shall be conducted using the following methodology:

### 5.1 Planning:

- Develop a detailed audit plan and schedule.
- Identify key stakeholders and schedule interviews and meetings.
- Finalize the scope of the audit.

### 5.2 Data Collection:

- Gather relevant documentation, including policies, procedures, and reports.
- Conduct interviews with IT staff and management.
- Perform system walkthroughs and observations.

### 5.3 Analysis:

- Analyze the collected data against established benchmarks and best practices.
- Identify gaps and areas for improvement.

### 5.4 Reporting and Follow-up:

- Prepare a draft report with findings and recommendations.
- Conduct a debrief meeting with key stakeholders.
- Finalize and submit the audit report.

## 6. DELIVERABLES

The following deliverables are expected from the audit:

1. An audit plan and schedule.
2. Interim reports or updates, as required.
3. A draft audit report for review by MIFCO management.
4. A final audit report, including findings, recommendations, and action plans for implementation.

## 7. PROPOSAL SUBMISSION REQUIREMENTS

Interested firms are required to submit their proposals, which must include the following components:

### 1. Timeline for the Audit:

Include key milestones and deadlines.

### 2. Technical Proposal:

Provide detailed information on the approach, methodology, and resources that will be utilized during the audit.

### 3. Price Proposal:

Include a detailed breakdown of costs associated with the audit.

Proposals must be submitted no later than **29th August 2024 Before 01:00 pm, Male 'Time**, and should be sent to **contract@mifco.mv**

## 8. EVALUATION CRITERIA

The technical proposals will be evaluated based on the following criteria:

Evaluation Criteria	Marks	Description
Technical Expertise	50	Certifications (CISA, CISM, CISSP, CCNA and CCNP), expertise in auditing IT infrastructure (networks, servers, security), and use of audit tools.
Experience and Past Performance	50	Proven track record in ICT infrastructure audits with industry-specific experience and strong references.

**Note:** Only Technical Proposals that score **80 points** or above will be considered as meeting the technical requirements of the bid. Proposals that do not meet this threshold will not qualify for final evaluation.

**Qualified bids will be further evaluated on the following criteria:**

Area	Points
Total Price	50
Technical Proposal Evaluation	50

## 9. CONFIDENTIALITY

All information obtained during the audit must be kept confidential and used solely for the purposes of the audit. The audit team is required to adhere to the highest standards of confidentiality.

## 10. REPORTING AND COMMUNICATION

A clear communication protocol must be established, outlining the frequency and format of updates and reports to be provided to MIFCO management. Regular updates and a final debrief meeting with key stakeholders will ensure transparency and effective implementation of recommendations.

## 11. GENERAL INFORMATION FOR BIDDERS

- 11.1 The Employer (MIFCO) is not obliged to award the contract to the lowest-priced bid. The contract will be awarded based on the highest points obtained in the bid evaluation. Points will be allocated based on the information contained within the submitted tender documents. Incomplete or inaccurate information will result in fewer points being awarded. If any information provided is found to be incorrect, the bid will be rejected.
- 11.2 Consultants are responsible for carefully examining all quotation documents. It is the responsibility of the consultant to gather and clarify all necessary information prior to



submitting their bid. No alterations to the submitted offer will be accepted by the Employer after the submission of the bid.

- 11.3 The quotation must be submitted in Maldivian Rufiyaa (MVR). The quoted price must be written clearly, without erasures, both in figures and words. In the event of a discrepancy between figures and words, the words shall prevail.
- 11.4 Each consultant is allowed to submit only one proposal independently. Any consultant who submits or participates in more than one quotation will be disqualified. If the Employer discovers or suspects collusion among consultants, any or all such quotations will be rejected, and all participants involved in the collusion will be excluded from future consideration for the same work.
- 11.5 The quotation must be typed or written in indelible ink and signed by authorized signatories. Any changes must be initialed by the signatory.
- 11.6 Once awarded, the work cannot be outsourced to another party.
- 11.7 Any Forms related to the RFQ shall be filled in and submitted with the quotation.
- 11.8 Amendments Before the deadline for submission of quotations, the Employer may modify the RFQ by issuing addenda. To give prospective suppliers reasonable time in which to take an addendum into account in preparing their quotations, the Employer shall extend, as necessary, the deadline for submission of quotations.
- 11.9 The deadline for submission of quotations may be extended at the Employer's discretion.
- 11.10 Quotations submitted after the deadline will be rejected.
- 11.11 Quotations must be submitted via email to the designated email address provided below.
- 11.12 If the email is not received to below email, the Employer will assume no responsibility for the misplacement or premature evaluation of quotations.
- 11.13 The successful consultant will be notified of the award by the Employer within the validity period of the quotation.

11.14 The committee will review each quotation and perform a detailed evaluation based on the evaluation criteria described in this document.

11.15 In the event that the prices received exceed anticipated costs or do not reflect current market conditions, MIFCO reserves the right to negotiate with the consultants.

## 12. AWARDING

The consultant selected from the tender process upon confirmation by the relevant authorized person shall be notified via a Tender award letter.

## 13. SIGNING OF CONTRACT

The performance of the scope of services will begin once a legal contract is signed between MIFCO and the consultant

## 14. QUERIES

Any query regarding this TOR should be sent by e-mail to [bid@mifco.mv](mailto:bid@mifco.mv) at least 2 days before the date of submission of the bid.

## 15. DATE OF SUBMISSION OF BIDS

The deadline for submission of bids is **29<sup>th</sup> August 2024 at 01:00 pm**. Bids submitted after the deadline and incomplete bids will not be accepted. Bids should be submitted to [contract@mifco.mv](mailto:contract@mifco.mv) email.