

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



Pension Office

**INFORMATION IN RELATION TO INVITATION FOR SUBMISSION OF
PROPOSALS TO PROVIDE ISO 27001:2013 ISMS AUDIT**



1. SUMMARY

Maldives Pension Administration Office (Pension Office) has been enhancing the Information Security Management System (ISMS) and a multitude of security controls and measures have been put into operation after the implementation of ISO 27001 standard. As part of the organization's strategy and commitment to foster information security, the Pension Office is looking for an auditing firm ("the Firm") to carry out ISMS internal audit mandated by the ISO 27001:2013 standard.

Firms interested in providing this service shall submit Bid Document on 10th January 2021 before 14:00.

2. INTERNAL AUDIT SERVICE

Internal audit to ensure the Pension Office ISMS meets the goals and objectives of the organisation, as well as the requirements of ISO 27001.

Activities of the ISMS internal audit should include, but are not limited to the following:

- Assess the ISMS and related activities, processes, procedures and documentations.
- Confirm the organisation's ISMS is inline with the requirements of the ISO 27001 standard.
- Confirm the ISMS is effectively implemented and maintained.

3. ELIGIBILITY CRITERIA

The Firm shall be a licensed audit firm registered in the Republic of Maldives holding valid license from the Auditor General's Office.

The Firm should possess the requisite experience, resources and capabilities in providing the services necessary to meet the requirements, as described in this RFP. The Bid must be complete in all respects and should cover the entire scope of work as stipulated in this document. Firms who do not meet the Eligibility Criteria will not be considered for further evaluation.



3.1. Previous Experience Requirements

The Firm responding to this RFP shall demonstrate their capabilities and experience in providing similar services and similar engagements. These services and engagements must be performed by the Firm during the last five (5) years (minimum 3 similar successfully accomplished projects are required). Furthermore, the Firm shall demonstrate the following specific capabilities:

- Experience in conducting ISO 27001:2013 internal audits.
- More than 5 years in the field of information security, governance, risk and compliance in the region of operation.

3.2. Qualifications of the Consultants

The Firm should have a minimum four (4) resource personnel with more than three (3) years experience in ISO 27001:2013 implementation and internal auditing. The proposed team must also be certified in at least two (2) of the following certifications/professional qualifications.

- ISO-27001 Lead Auditor (LA)/Lead Implementer (LI).
- Certified Information Systems Auditor (CISA).
- Certified Information Security Manager (CISM).
- Certified Information Systems Security Professional (CISSP).

4. INSTRUCTIONS TO THE FIRM

The Bid must be submitted in a sealed envelope at the address given below, on or before the dates mentioned below. Envelope should be securely sealed and stamped.

All the envelopes must be superscribed with the following information:

- Tender Reference Number
- Due Date
- Name of Firm
- Name and contact number of the authorised person

Address for Communication:

Bid Document should be submitted to the following address and any queries can be directed to the email below:



Maldives Pension Administration Office
Allied Building, 8th Floor
Chaandhanee Magu
Male`
Maldives

For the purpose of clarification of doubts on issues related to this RFP, please send queries to admin@pension.gov.mv before 7th January 2021.

Important Dates:

Enquiries: 7th January 2021
Bid Submission Date: 10th January 2021 at 14:00

5. BID EVALUATION

The Bid evaluation will be based on the following parameters.

No	Description	Marks
1	Price	70
2	Documentary evidence of already executed audits related to ISO 27001:2013.	20
3	Experienced and skilled professionals having certifications (e.g. ISO 27001:2013 Lead Auditor, CISA, CISSP, CISM and CEH) to carry out ISO 27001:2013 certification implementation at Pension Office. Comparison of skilled resources will be done based on the number of resources with desired certifications.	10
	Total	100

6. TIMEFRAME

The primary objective is to have an internal audit report before the end of **15th of February 2021**. Accordingly, the entire audit should be completed within 15 days starting from the contract signing date.

