

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



Pension Office

REQUEST FOR PROPOSALS
TO PROVIDE INTERNAL AUDIT
ISO 27001:2013 ISMS



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 a Bid Document on or before 27th October 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 Maldives, holding a valid license from the Institute of Chartered Accountants of the Maldives.

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 aspects 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.



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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 have been performed by the Firm during the last five (5) years (minimum 3 successfully accomplished projects of similar nature 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 have the following certification.

- ISO-27001 Lead Auditor (LA) / Lead Implementer (LI).

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 the Firm
- Name and contact number of the authorised person

Address for Communication:

Bid Document should be submitted to the following address.



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



Maldives Pension Administration Office, 8th Floor, Allied Building, 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 25th October 2021.

Important Deadlines:

Enquiries: 25th October 2021
Bid Submission Date: 27th October 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	10
	Total	100

6. TIMEFRAME

The primary objective is to have an internal audit report before **20th November 2021**. Accordingly, the entire audit should be completed within 15 days starting from the contract signing date.

