



**EOI 06/2021**

**TERMS OF REFERENCE**

**EXPRESSION OF INTEREST (EOI)**

**for**

**IT Health Check & Future Systems**

**Development**

**LAND TRANSPORT AUTHORITY**

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**DATES : 6<sup>th</sup> & 13<sup>th</sup> February 2021**

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## **PART A - RULES GOVERNING THIS EXPRESSION OF INTEREST (EOI)**

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### **1.0 PURPOSE OF ENGAGEMENT**

The IT Health check & Future Systems Development Review should aim to provide assurance that LTA's external systems are protected from unauthorized access or change, and they do not provide an unauthorized entry point into its systems.

The internal systems should be tested to provide further assurance that no significant weaknesses exist on network infrastructure or individual systems that could allow one internal device to intentionally or unintentionally impact on the security of another.

The review will provide an evaluation of current systems their inter-operability, report generation and user intuitiveness.

Finally, the review will make recommendations based on the study concerning the future optimization of all LTA IT systems to ensure that the Authority delivers on a commitment to make planned progress towards full digitization of all its activities in the next 2-5 years.

### **2.0 NO CONTRACTUAL OBLIGATIONS**

This Expression of Interest (EOI) is not to be constructed as a contract between LTA and the prospective bidder. Nothing in this (EOI) or in any submission document is to be viewed to give rise to any contractual obligations either related, expressed or implied. A Contract will not necessarily arise or result from the submission of a EOI.

### **3.0 BIDDERS TO INFORM THEMSELVES**

The onus is on the bidder to understand the contents of the (EOI) and the implications of being involved in this EOI process. LTA does not accept responsibility for any misunderstandings arising from the bidder's failure to comply with the above-mentioned process.

LTA only accepts submissions on the condition that the bidder:

- Has examined this (EOI) and all other information made available to the bidder.
- Has made all reasonable inquiries regarding relevant risks, contingencies and other circumstances that might affect the submission.
- Has satisfied itself as to the correctness and sufficiency of the submission;

- Has involved itself in the submission process entirely at its own expense and without any costs being payable by LTA.
- **Notes that a non-compliant bid will not be accepted.**

#### 4.0 RIGHT TO VARY OR STOP SUBMISSION PROCESS

LTA reserves the right to either stop or vary the submission process and may require re-submission at any given time.

#### 5.0 PROCUREMENT TIMETABLE

It is proposed that the following procurement timetable shall apply. LTA will strive to adhere to this timetable but reserves the right to alter the dates whenever necessary.

Where this timetable varies significantly, LTA will notify prospective Bidders.

Dates	Tasks
6 <sup>th</sup> & 13 <sup>th</sup> February 2021	Advertisements
19 <sup>th</sup> February 2021, 4pm	EOI closing date & time
1 <sup>st</sup> March 2021	Complete EOI evaluation
15 <sup>th</sup> March 2021	Completion of approval process
22 <sup>nd</sup> March 2021	Notify all bidders of decision
23 <sup>rd</sup> April 2021	Signing of agreement

#### 6.0 CONFLICT OF INTEREST

Bidders and their personnel must not place themselves in a position that may create a conflict of interest concerning this (EOI). Any potential or actual conflict of interest that may arise in the performance of their obligations under the (EOI) must be fully disclosed.

Identification of a potential or actual conflict of interest does not necessarily preclude a Bidder's submission from consideration. However, LTA will carefully consider the circumstances surrounding the conflict of interest to determine whether it will compromise the status of the outcome of this (EOI), and if so, will promptly notify the Bidder.

## 7.0 ENQUIRIES BY BIDDER

All enquiries by potential bidders for information should be addressed only to the nominated contact officers named on the EOI advertisement. Where, in the opinion of LTA, that there is a need to disseminate additional information to a particular bidder, the same information shall be provided to other bidders. Such information shall be given the same distribution as in the original (EOI).

## 8.0 SUBMISSION CONTENT

Should a potential bidder find any discrepancy, ambiguity, inconsistency, error or omission in this (EOI) document, they should notify LTA in writing as soon as possible. In any such case this needs to be done before the closing date for the submission so that LTA may take any corrective action it considers necessary.

## 9.0 BID COMPLIANCE

The Submission shall be organized and submitted in the following format:

S1.No	Items	Reference
1	Details of Company & Background	
2	Details of experience/knowledge possessed in the areas of IT Health Check and Process Digitization with 3 case studies.	
3	Details of lead audit certification from leading certification Bodies	
4	Company Business Registration	
5.	Project Plan with duration	
6	Scope of Works. The bid should be in the format of Annexure A with full breakdown of all the costs.	Annexure A
7.	Team Member Profile of this Health Check Audit	Annexure B
8.	Client Referees with contact details	
9.	Professional indemnity	
10.	Audited Financial statement for past 3 years	

For manual submissions, bidders must submit three (3) hard copies in the EOI box placed at LTA - Level 1 Building A Valelevu, Nasinu, Fiji or upload their submission electronically to the submission site - <https://www.tenderlink.com/ltafj/> by the closing date and time.

For manual submissions, the original hard copy must be marked "ORIGINAL" and the remaining two (2) copies must be marked "COPY 1" and "COPY 2", respectively. The original and the copies must include all supporting materials and be well-bound.

### **10.0 LODGEMENT OF EOI**

Manual submissions must include three (3) hard copies in sealed envelopes and placed in the EOI box provided at Level 1 Building A, Valelevu, Nasinu or upload the submission electronically on the LTA site <http://www.tenderlink.com/ltafj/>. The submission must be clearly addressed:

Management Tender Committee  
EOI 06/2021 – IT Health Check & Future Systems Development  
Land Transport Authority  
P.O. Box 6677  
Lot 1 Daniva Road, Valelevu  
Nasinu, Fiji

### **11.0 LATE SUBMISSIONS**

Submissions lodged after the submission closing time shall be deemed late.

### **12.0 ALTERATIONS, ERASURES OR ILLEGIBILITY**

Submissions are liable to be rejected where they contain alterations or erasures, incomplete, ambiguous or illegible prices or terms, or insufficient information to enable proper evaluation. Alterations cannot be made to submissions after the EOI Closing Time unless it can be clearly demonstrated to the satisfaction of the LTA Management Tender Committee that a clerical or keying error has been made by the bidder.

### **13.0 ACCEPTANCE OF SUBMISSIONS**

LTA is not bound to accept the lowest priced submission. Bidders whose submissions are not accepted will be notified. The LTA Management Tender Committee reserves the right to negotiate with other bidders in the event that a contract cannot be successfully negotiated between LTA and the preferred Bidder.

#### **14.0 COLLUSIVE ACTIVITIES**

Bidders and their personnel must not engage in any collusive bidding, anti-competitive conduct or any similar conduct with any other bidder or other person in preparing or lodging a submission or to involve themselves in sort of collusive activities related to the EOI.

#### **15.0 SHORTLISTING**

The LTA Management Tender Committee reserves in its absolute discretion, to make a shortlist of any bidders and seek further information from those bidders before choosing a preferred bidder. In the event of a shortlist being compiled by LTA, bidders that are not shortlisted will be advised as soon as possible.

## PART B - EOI SPECIFICATIONS

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### 16.0 SCOPE OF WORKS

#### GENERAL

As a minimum this review will look to set up the following scope of works:

##### 1.0 External testing

Conduct an external testing on LTA's external systems.

##### 1.1 Internal testing

Conducting internal testing within the LTA systems.

##### 1.2 Output

As a minimum the output of the health check should include the following:

- I. A report on all identified vulnerabilities with remedial solutions.

##### 1.3 Functionality

The review should consist of:

- I. Functionality test among various systems within the Authority and evaluate their connectivity, user friendliness, report outputs, potential corrupt practices within external systems and sole supplier vulnerabilities.

##### 1.4 FUTURE STATE

The review should include appropriate strategic initiatives recommended to deliver the future state of digitization of all LTA processes and activities.



## **17.0 CONFIDENTIALITY**

Vendors must treat all documents and information provided by LTA including this EOI, as confidential. LTA will treat all proposals received, and the information contained therein, as confidential until a negotiated contract is executed or all proposals are rejected.

## **18.0 PUBLIC STATEMENT**

No vendor shall make any public statement in relation to this EOI without prior written consent from LTA.

## **19.0 GENERAL CONDITIONS**

The following general conditions apply:

- i. LTA may not necessarily accept the lowest cost bidder, but will strive to select the best and most responsive bidder.
- ii. LTA may cancel this EOI or amend its contents at any time prior to the acceptance of a submission.
- iii. If no proposal is acceptable, then LTA may either re-issue the Terms of Reference or negotiate with one or more vendors for a satisfactory offer.
- iv. The award of a submission shall not be deemed final unless and until a contract is successfully negotiated and approved by LTA.

**ANNEXURE A**

Area No	Major Audit Areas	Audit fees ( A)	Taxes (B)	Total (A+B)
1.0	External Testing			
1.1	Internal Testing			
1.2	Output			
1.3	Functionality			
1.4	Future State			
Additional Costs (if any)				

Note: Price validity duration to be included.

**ANNEXURE B**

Name	Professional Qualifications	Certifications/ Accreditations	IT Health Check & Process Digitization expertise. In terms of years and areas of expertise	IT Expertise In terms of years and areas of expertise	Number of assignments done in similar industry as LTA