

E-GOVERNMENT NATIONAL CENTRE (EGNC)

Simpang 69-18, Jalan E-Kerajaan, Gadong BE1110, Brunei Darussalam

Department/References : EGNC/PM/4.2/2015.073 (Tel) 2424955 (Fax) 2424940 (Email) procurement@egc.gov.bn

APPENDIX 1: QUOTATION FOR THE DEVELOPMENT OF DATA PROTECTION AUDIT SYSTEM

No.	Description	Qty	Please specify (y/n) and the Proposed Item & Specification		Total Cost	Department/References
1.	<p>Item: Development of DATA PROTECTION AUDIT SYSTEM</p> <hr/> <p>Description:</p> <ul style="list-style-type: none"> Develop an online system for Data Protection Audit management and monitoring that can be accessed by Data Protection Auditor from Government Agencies and Data Protection stakeholder. 	1 lot				Contact : Dyg Raini Manyansin Tel: 2424955 ext 131
	<p>Deliverable Criteria's: To meet all the Deliverable Criteria stated on RFQ System development details.</p>		y/n			
	<p>System Requirement: To meet all the System Requirement stated on RFQ System development details.</p>		y/n			
	<p>Scope of services:</p> <ol style="list-style-type: none"> Analyzing and finalizing the requirements. Documentation. Planning and project implementation schedule. Branding and development. Implementation of windows claims-based authentication. Creation and customizations of core components. Integration with Email Server. Perform Quality Assurance and System Testing (including unit testing, integration testing, user interface testing, browser compatibility testing and usability testing). Training and knowledge transferring. EGNC should receive ownership and right to use: <ol style="list-style-type: none"> The system developed. All source files including graphics used for the online system (if applicable). The work for the production of the system must be completed before February 2016. 		y/n			

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APPENDIX 1: QUOTATION FOR THE DEVELOPMENT OF DATA PROTECTION AUDIT SYSTEM

No.	Description	Qty	Please specify (y/n) and the Proposed Item & Specification		Total Cost	Department/References
	<p>Deliverables:</p> <ol style="list-style-type: none"> 1. 1st draft Concepts; Ideas; 2. 1st draft System 3. System documentation. 4. Training and user manual. 5. Fully functioning system. <p>Notes:</p> <p>The work of production of video must be completed before February 2016.</p>		y/n			
	<p>Quotation validity : at least 6 months or above</p>		y/n			
	<p>Please Also Observe The Following:</p> <ol style="list-style-type: none"> a. Please provide product brochures b. Quotation Validity: 6 months or above <p>ISSUE QUOTATION : 16 November 2015 CLOSE QUOTATION : 24 November 2015 (2.00PM)</p>		<p><i>Acknowledgement:</i></p> <p><i>Company Ref. No.:</i></p> <p>I hereby certify the above quote to be correct.</p> <p>Signature:</p> <p>Designation:</p> <p>Date :</p>			<p><i>Company's Official Stamp:</i></p>

DEVELOPMENT OF DATA PROTECTION AUDIT SYSTEM

1. OBJECTIVES

The objective of releasing this quotation is to engage services of a qualified Vendor to:-

- Develop an online system for Data Protection Audit management and monitoring that can be accessed by Data Protection Auditor from Government Agencies and Data Protection stakeholder.

2. BACKGROUND INFORMATION

1. Introduction of Data Protection Audit

The Government of Brunei has introduced a policy to control the use of non-public data especially personal data and ensure that it is used safely and responsibly. The policy aimed to ensure that high confidentiality, quality and availability standards of information are maintained. All the Government Agencies have to comply with this DP Policy. In order to measure if the agency comply with the DP policy, thus the DP Audit is implemented. This DP audit is a continuous process in which the auditor have to perform the audit at their agency and measure the level of compliances of their agency with the policy before sending the report to the administrator to be presented to the E-Government Leadership Forum (EGLF).

2. The purpose:

This system is intended for the easy management and monitoring of the DP Audit progress. Through the system, all the DP auditor requires to submit their analysis result into the system and fill in the online audit form. This will allow the DP administrator to monitor the DP audit progress and produce the summary report to be presented to EGLF when needed. The system will also allow the DP auditor to communication with the administrator and keep them up-dated on the latest DP Policy.

3. DELIVERABLE CRITERIA'S

This Solution delivers services for internal users only. Internal Users (Other Ministries and Departments which are part of EGC Forest under sub Domains) shall be authenticated via Active directory with Claims based authentication mechanism.

The solution should also deliver:

- Analysis and identifications.
- Configuring of lists, libraries, content types and permissions.
- Configuration of forms based authentication.
- Configuration of email functionalities.
- Development of the DP Audit System components.
- Configuration and development of user login module.
- Project management and coordination.

- Documentation.
- Knowledge transferring.
- Support services.

4. SYSTEM REQUIREMENT

The system must entirely developed on top of Microsoft SharePoint Server 2013 Platform that currently exist in EGNC and maintained by EGNC team.

The system requirement includes but not limited to

- a. Login system:
 - The user (Government employees) must be able to log into the system via AD account.
- b. The potential user of the system:
 - DP Auditor (from Brunei Government employees)
 - DP Administrator (Data Management unit, EGNC)
- c. Audit Schedule
 - Allow the auditor to manage (add, edit and delete) their audit schedule.
 - Allow the DP Administrator to view the auditor's schedules. (In detail and summary form)
 - Provide the traffic light system to easily track the audit report that haven't submitted by the auditor and simultaneously as a tools to remind the auditors. The track based on comparing the schedule with the submitted report.
 - Traffic light system description:
 1. Green: a week before due date
 2. Yellow: on the due date
 3. Red: a week after due date
 - Sending automated notification to the auditor:
 1. A week before due date
 2. On the due date
 3. A week after due date
- d. Provide the static information on the system on:
 - The DP policy and DP audit.
 - The risks associated with the principles.
 - Question for exempt processing.
 - Question templates.
 - Necessary policies and procedures checklist.
 - Exception for the consent checklist.
 - Data sharing checklist.
 - Contractor checklist.
 - Information on application and other forms checklist.
- e. Provide the static information on how to perform an audit (step-by-step guideline).

- f. Provide checklist of:
 - Adequacy audit.
 - Auditing.
- g. Provide audit form need to fill-in by the auditor.
- h. Allow the DP Administrator to
 - View, print & download schedule.
 - View, print & download schedule summary.
 - View the pending audit report based on traffic light system.
 - View, print & download adequacy audit and audit report.
 - View, print & download summary of adequacy audit and audit report (per auditor / agency / ministry / monthly).
- i. The system should be developed based on the DP Audit System flowchart attached.

5. SCOPE OF SERVICES

1. Analyzing and finalizing the requirements.
2. Documentation.
3. Planning and project implementation schedule.
4. Branding and development.
5. Implementation of windows claims-based authentication.
6. Creation and customizations of core components.
7. Integration with Email Server.
8. Perform Quality Assurance and System Testing (including unit testing, integration testing, user interface testing, browser compatibility testing and usability testing).
9. Training and knowledge transferring.
10. EGNC should receive ownership and right to use:
 - a. The system produced.
 - b. All source files including graphics used for the online system (if applicable).
11. The work for the production of the system must be completed before February 2016.

6. DELIVERABLES

6. 1st draft Concepts; Ideas;
7. 1st draft System
8. System documentation.
9. Training and user manual.
10. Fully functioning system.

DELIVERY CONFIRMATION LETTER

To:
Chairman of Procurement Committee,
E-Government National Centre,
Prime Minister Office,
Spg 69-18, Jalan E-Government
Gadong BE1110, Negara Brunei Darussalam.

QUOTATION OF: EGNC/PM/4.2/2015.074

With regards to the quotation above that our Company participate, our Company agreed to the terms below:

1. In the event that our Company is successful in this quotation, we promise to perform and supply within the promise period according to the specifications and quantity mention in Appendix 1 from the issued date.
2. In the event that our Company is unable to make provision in the original period specified in paragraph 1., the company will:
 - a) Inform E-Government National Centre within 14 days before the date of supply is to be made in writing with an explanation. In this regard, our Company agreed to implement one of the following ways:
 - i) Replace with the same specifications that is agreed with E-Government National Centre or
 - ii) Lending until supply is made that is agreed with E-Government National Centre.
 - b) Inform in the event that the conditions mentioned above in clause (a) cannot be fulfilled, therefore E-Government National Centre reserves the right to cancel this quotation.
3. If our Company fails to perform as required to make the supply, our Company will be banned from participating in any future tender or quotation from the Government of His Majesty Paduka Seri Baginda Sultan dan Yang Di Pertuan Negara Brunei Darussalam.
4. If our Company fails to meet these requirements, our company will be charged a penalty of 10% of the total price of the delayed or unsuccessful supply without any acceptable reasons. E-Government National Centre is entitled to deduct from the security deposit or any payments to be received by the Company in the event that the Company are not able to supply within the stipulated period.

Signature, Name & Position

Company Cop & dates

TERMS AND CONDITIONS OF RFP
REF. NO: EGNC/PM/4.2/2015.074

- 1.1 The Tenderer is required to quote the proposed services which will best meet the requirement as per given in the enclosed Request for Quotation (RFQ) taking into consideration the following:-
a. Any amendments made should be initialled with the Tenderer's stamp
- 1.2 All prices are to be quoted:
 a. In Brunei Dollars (BND),
 b. With minimum validity period of 6 months from closing of quotation.
- 1.3 RFQ responses must be submitted using the form in Appendix 1 attached hereto on or before the closing date :
- 1.3.1 Using a sealed envelope to the Reception Counter of the 'E-GOVERNMENT NATIONAL CENTRE, PRIME MINISTER'S OFFICE, SIMPANG 69-18, JALAN E-KERAJAAN, GADONG ', addressed to:
- Quotation Reference: EGNC/PM/4.2/2015.074**
- E-GOVERNMENT NATIONAL CENTRE
 PRIME MINISTER'S OFFICE
 SIMPANG 69-18, JALAN E-KERAJAAN,
 GADONG BE1110
 NEGARA BRUNEI DARUSSALAM
 and marked "Quotation Closing Date, Tuesday 17th November 2015 (2.00 pm)"**
- 1.4 The E-Government National Centre hereafter referred to as the Customer has and reserves the right:
 a. not to accept the lowest or any quotation,
 b. to accept any quotation in whole or in part, or
 c. to penalise and cancel any order or contract from/with the Tenderer if the delivery, installation and commissioning schedule and other related terms and conditions are not met or adhered to by the Tenderer.
- 1.5 Any clarification of the requirement can be requested not later than 1 (one) working day before the closing of the quotation submission. For any clarification please contact **Raini Manyansin at telephone number +6732424 955 ext 131**.
- 1.6 A contract shall be signed with the Government to exercise the terms.
- 1.7 After the services have been delivered, a copy of the Delivery Order is required to be faxed to 2424940 with attention to Procurement Section, E-Government National Centre.
- 1.8 The Tenderer must not make any public statement in relation to this quotation document or to the awarding of any consequent order for the supply of the required items.
- 1.9 The above terms and conditions are subject to review or revision whenever deemed necessary without prior written notice.

PUSAT KEBANGSAAN E-KERAJAAN
JABATAN PERDANA MENTERI

APPENDIX 4

VENDOR'S PARTICIPATION FORM
FOR QUOTATION REF: EGNC/PM/4.2/2015.074

Tick (v) where appropriate:-

Quote

No Quote

Name :

Designation:

Date :

Company's chop:

NOTE :

This form (Appendix 4) must be signed and stamped by the vendor and submit to the reception counter of the 'E-GOVERNMENT NATIONAL CENTRE, PRIME MINISTER'S OFFICE, SIMPANG 69-18, JALAN E-KERAJAAN, GADONG BE1110' or fax to 2424940.

Your response is highly appreciated.

Pusat Kebangsaan E-Kerajaan
Simpang 69-18
Jalan e-Kerajaan
Gadong BE1110
Negara Brunei Darussalam

Tel: 2424955/6/7 ext 122 / Fax : 2424940