



Terms of Reference

IT AUDIT 2025

[TENDER NO: 15/25]

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1.0 General Terms and Conditions

Following general terms and conditions will apply.

1.1 *Format of Response*

Each bidder must provide a formal letter of transmittal that must:

- a. Be signed by an authorized representative of the organization and must state that the signing official is authorized to legally bind the organization.
- b. Include the names, titles, office addresses and office telephone numbers of the persons authorized by the organization to conduct negotiations on the proposal, including their expected roles in negotiations; and
- c. Provide a contact name, address, facsimile number and email address which PRB will use in serving notices to the bidder.

1.2 *Late Submissions*

Submissions received within Fifteen minutes of the closing time will be accepted. Fifteen minutes is allowed as variation for any timing difference.

1.3 *Applicants to Inform Themselves*

Each applicant should:

- a. Examine this specifications document; and any documents referred to within; and any other information made available by PRB to the applicants;
- b. Obtain any further information about the facts, risks and other circumstances relevant to the tender by making all lawful inquiries;
- c. Ensure that the submission, and all information on which its proposal is based, is true, accurate and complete.

By submitting their proposal, applicants will be deemed to have:

- a. Examined the tender specifications and any other information made available in writing by PRB to the applicants.
- b. Examined all information relevant to the risks, contingencies, and other circumstances influencing their proposal and which is obtainable by the making of reasonable inquiries.

1.4 Bidder's Risk

PRB accepts no responsibility, liability, or obligation whatsoever for costs incurred by or on behalf of any bidder in connection with the tender or any participation in the tender process.

1.5 Selection of Preferred Applicant

No proposal will necessarily be selected by PRB as the preferred solution/s. The PRB tender Evaluation Committee may decide not to accept any proposal or reject all proposals at any time. PRB reserves the right to cancel this tender and pursue an alternative course of action at any time.

Selection of Preferred Applicant will not be acceptance of the proposal and no binding relationship will exist between the preferred applicant(s) and PRB until a written agreement acceptable by PRB is executed by an authorized officer of PRB and the successful applicant(s).

1.6 Conduct of Applicants

Conduct of Applicants or any of their consortium members, may affect the outcome of their tender responses, including non-consideration of the proposal. Applicants warrant to PRB that they (and their consortium members) have not and will not engage in any of the following activities in relation to this tender process:

- a. Lobbying of or discussions with any politician or political groups during this tender process;
- b. Attempts to contact or discuss the tender process with officers, any member or staff or contractor currently working in PRB or any agent of this Department; Exception to Evaluation Committee members.
- c. Provision of gifts or future promise of gifts of any sort to the previously mentioned personnel;
- d. Accepting or providing secret commissions;
- e. Seeking to influence any decisions of PRB by an improper means; or otherwise acting in bad faith, fraudulently or improperly.

1.7 Currency

All currency in the proposal shall be quoted in Fiji Dollars and prices shall be VAT Inclusive.

1.8 Corporate Information

Each applicant must provide the following information:

- a. Details of the corporate and ownership structure, including identification of any holding company or companies and parent companies (Business license and Business Registration);
- b. Profiles of the company and any parent entity. If the company is a subsidiary, the applicant must provide full details of the legal and financial relationship between the subsidiary and parent. The names of all directors and officers of the company;
- c. A full description of current operations of the company;
- d. A copy of the company's Certificate of Incorporation;
- e. Confirmation that the company has the capacity to bid for the Services and that there is no restriction under any relevant law to prevent it from bidding;
- f. Provision of details of any legal proceedings that are being done against the company.

1.9 Qualifications and Capability

Each Applicant must:

- a. Be Tax and Customs compliant. Taxpayer Identification Number (TIN) must be quoted in the proposal.
- b. Be FNPF compliant.
- c. Be able to demonstrate that it will be able to meet its financial obligations under this TENDER.

1.10 Mergers, Acquisitions, Sales of Applicant

Where such information is publicly accessible, the Applicant must indicate whether any mergers, acquisitions or sales are planned presently or during the year following the submission of the proposal.

1.11 Enquiries

- All questions and enquiries regarding this tender are to be made in writing via email or official letter.
- All questions and inquiries will be responded to in writing by email.
- Verbal responses will not have any binding on either party.

2.0 Technical Proposal

The information system audit will entail conducting a risk assessment of PRB's IT Infrastructure and Design setup to support Disaster Preparedness compliance and ensure the continuance of essential business functions in the event of disruption.

The overall objective is to provide the PRB Board and Executive Leadership Team with assurance on the adequacy and effectiveness of key controls relating to the following areas:

- Data Center Redundancy
- Backup/Restore measures
- IT Disaster Recovery maturity
- IT Business Continuity management
- Access management
- Documentation – relevant IT policies and standard operating procedures

A comprehensive and succinct report outlining findings and recommendations is expected at the end of this exercise. The duration of this audit (from planning to submission of final report) should not exceed 1 month.

Breakdown of fees to provide this service should be disclosed in the submission with any out-of-scope provisions clearly stated.

The evaluation of submissions will use the following matrix as a baseline. The rating scale is set by the Evaluation Committee and may increase/decrease.

Criteria	Rating scale
Compliance (Tax, Customs, FNPF)	Mandatory
Generic: <i>Completeness of submission Resource capability Project management/Delivery</i>	20%
Technical: <i>Approach/Methodolog y Scope Resource capability</i>	50%
Financial	30%

3.0 Scope of Works

3.1 Introduction

The purpose of this tender is to engage a qualified and experienced service provider to conduct a comprehensive IT Audit of the organization's information systems, infrastructure, policies, and practices. The audit will assess the effectiveness, security, compliance, and efficiency of the IT environment.

3.2 Objectives

The key objectives of the IT Audit are to:

- Evaluate the adequacy and effectiveness of IT controls and governance.
- Identify vulnerabilities and risks within the IT infrastructure.
- Assess compliance with relevant standards, policies, and regulatory requirements.
- Review data protection, cybersecurity measures, and disaster recovery plans.
- Provide recommendations for improvements and risk mitigation.

3.3 Scope of Work

The audit shall cover, but is not limited to, the following areas:

- Audit Plan and Methodology – outlining approach, tools, and timelines.
- Interim Report – highlighting preliminary findings and observations.
- Final Audit Report – including detailed findings, risk assessments, and actionable recommendations.
- Presentation to Management – summarizing key outcomes and proposed improvements.

3.4 Duration

The audit is expected to be completed within 6 to 8 weeks from the date of contract award.

3.5 Qualifications and Experience

Bidders must demonstrate:

- Proven experience in conducting IT audits for medium-to-large organizations.
- Certified professionals (e.g., CISA, CISSP, ISO/IEC 27001 Lead Auditor).
- Strong understanding of IT governance, cybersecurity, and compliance frameworks.