



Securities and Exchange Commission of Pakistan
63-NIC Building, Blue Area, Islamabad
(Support Services Division)
(Administration Department)

Subject: Hiring of 3rd Party Audit Service Agency for ISO 27001:2013 ISMS and ISO 90001:2009 QMS

The Commission intends to hire third party audit service agency to assure and certify that the ISMS and QMS implemented in its Information Systems & Technology Department are in compliance with ISO 27001:2013 and ISO 90001:2009 standards.

Detailed “**Scope of Work**” of said requirement is attached as **Annex “A”**.

Terms & Conditions

- Sealed bids may be submitted by hand or through courier to the undersign in envelope clearly marked “**Hiring of 3rd party ISMS and QMS auditing agency**”.
- **Price:** must be inclusive of all taxes applicable by Govt. of Pakistan.
- **Rates:** must be quoted separately for each year as per para#05.
- **NTN & GST:** numbers should be mentioned on the quote.
- **Validity:** Minimum 90 Days from quote date.
- **Corporate references:** Provide three current corporate references for which you have performed similar work.
- **Bid/Quotation Submission Time** as per deadline specified on SECP Website.
- Selected firm will be engaged in a **legal agreement** for the said period, which will be extendable for another period mutually agreed by the SECP and the successful bidder.
- **Deliverables:** At the conclusion of the audit assessment, the Commission requires written documentation of the approach, findings, and recommendations associated with these 3rd party independent audits. A formal presentation of the findings and recommendations to senior management may also be required. The documentation should consist of the following:
 - **Detailed Audit Report:** A document developed for the use of the Commission’s technical officials which discusses: the audit findings, positive quality and security aspects identified, level of conformity with ISO standards, detailed technical vulnerability and gaps findings etc.
 - **Executive Summary Report:** A document developed to summarize the scope, approach, findings and recommendations, in a manner suitable for senior management.
- The information relating to evaluation of quotations and recommendations concerning award shall not be disclosed to the bidders or any other persons not officially concerned with the process.
- Rights to reject any or all quotations. The Commission reserves the right to accept or reject any quotation, at any time without any liability or obligations for such acceptance, rejection without assigning any reasons thereof.

If you are interested, you may submit sealed quotation for the above item/services to the undersigned SECP, 63-NIC Building, Jinnah Avenue, Blue Area, and Islamabad within the specified period.

With best regards,

M. Ubaidullah Khalid
Assistant Director (Admin)

Scope of Work

The Commission intends to hire third party audit service agency to assure and certify that the ISMS and QMS implemented in its Information Systems & Technology Department are in compliance with ISO 27001:2013 and ISO 90001:2009 standards.

2. Audit agencies accreditation by UKAS, having qualified IRCA registered ISMS and QMS experienced auditors, registered with sales tax department and having NTN number are invited only to submit the sealed bids.
3. The scope statement of the ISMS implemented in Information Systems & Technology Department is *“Protecting the information assets of the Commission under its custody from internal and external threats, whether, deliberate or accidental actions.”*
4. Whereas the scope statement of the QMS implemented in the Information systems & Technology Department is *“Providing IT services to the Commission”*.
5. The agency will be selected for three years basis. A three year’s service contract will be signed between the selected agency and the Commission. The agency will conduct stage one and stage two audits and certify the ISMS and QMS of IS&T Department. The surveillance audits will be conducted at least twice in a year.
6. The selected agency will responsible to audit the implementation, operations and management, security and compliance with standards and processes of the ISMS and QMS of the Information Systems & Technology Department and certify.