



REQUEST FOR PROPOSAL (RFP)
FOR
CERTIFICATION OF ISMS 27001

Date: Nov 2021

CONTENTS

| | | |
|-----|--|---|
| 1 | Introduction | 3 |
| 1.1 | Purpose | 3 |
| 1 | Scope of Work..... | 3 |
| 2 | Deliverable | 5 |
| 3 | Proposal Requirements, Format & Evaluation Criteria..... | 4 |
| 3.1 | Proposal Format..... | 5 |
| 3.2 | Contact..... | 6 |
| 3.3 | Evaluation Criteria..... | 6 |
| 4 | Confidentiality..... | 6 |

1 INTRODUCTION

TPL Insurance Limited (formerly TPL Direct Insurance Limited) was incorporated in Pakistan as public limited company under Companies Ordinance 1984 (now Companies Act, 2017) to carry out general insurance business. The company was allowed to work as Window Takaful Operator on September 4, 2014 by Security Exchange Commission of Pakistan (SECP) under SECP Takaful Rules, 2012.

TPL Insurance Limited has grown from strength-to-strength, delivering superior and hassle-free risk management services to clients which include:

- Auto Direct
- Health Direct
- Property
- Marine
- Home Direct
- Travel Direct
- Engineering

TPL Insurance Limited's position in the market has bolstered, with technology-driven innovation that reinforces its ability to lead the way in the insurance industry in Pakistan.

1.1 PURPOSE

TPL Insurance Limited's (herein referred as "TPL") requests proposal for the implementation and certification of ISMS 27001.

1.2 SCOPE OF WORK

- Consultant conduct the Gap Assessment of the defined scope and highlight the gaps through a report.
- Define the SOA with the TPL Team.
- Review our Risk Assessment approach as per ISO 27001 standard to be conducted by vendor and highlight risks if any.
- Establishing the documents as highlighted in the gap report will be the responsibility of the vendor. However Implementation of controls will be the responsibility of TPL.
- Pre-Certification audit to be conducted by the vendor to see if implementation is completed properly for the entire scope.
- Certification Audit of the IT department to be conducted by an Accredited organization having local auditor's presence.

- Scoping of certification project and documenting the scope as per ISO 27001:2013 certification, detailing the functional areas and processes to be covered in the certification scope with TPL team.
- Certification Audit
- Certification Audit to be conducted by an Accredited organization having local auditor's presence.
- Stage 1 and Stage 2 Audits.
- Assist in the identification and collection of audit evidence.
- Successfully achieve ISO 27001:2013 Certification.
- Two - Surveillance Audits (Year 2 and year 3)

1.3 PROPOSAL REQUIREMENTS, FORMAT & EVALUATION CRITERIA

The following information must be provided in the proposal:

1. The executive summary should highlight the major features of the proposal.
 - Bidder (s) Profile
 - Geographical Coverage
 - Number of offices in Pakistan and Global
 - Number of years established in Pakistan
 - Partnerships / Associations
2. Disclose fully all of your relationships with all subcontractors and other related companies. Mandatory to provide Certification Accreditation Evidence.
 - Detailed Response on Scope of Work / Approach & Methodology
 - Proposed Project Team (Implementation team must have a Certified Lead Implementor and a Certified Lead Auditor)
 - No JV or subcontract is allowed for this project.
3. The bidder should have experience in designing, developing, implementing, and successful certification assistance in ISO 27001:2013.
4. Bidder must Provide at least 10 Implementation work orders/PO's for ISO 27001 in last years.
5. The bidder must have offices in Pakistan specially Karachi where the project is to be executed.
6. The bidder lead auditor must have at least 10+ years of ISO 27001 consulting experience.
7. CV of the lead auditor along with relevant ISO 27001 certifications to be provided proving 10 years of experience
8. The bidder have at least 1 Certified Lead Implementor and 1 ISO Lead Auditors in the organization as permanent employees.

9. Certificates to be attached with the bid
10. The bidder must have performed at least 10 ISO 27001 Certification assignments in Pakistan.
11. ISO 27001 Certification work orders/PO's to be provided
12. High Level Project Plan
13. Pricing for the service to be provided
14. Details of the persons who will be designated to perform the required services (*fieldwork*) which should comprise of the following:
 - Relevant experience, qualification and certifications
 - List of clients on which the designated person performed similar nature of projects along with client contact name, email address and a contact phone number.

1.4 DELIVERABLE

- Statement of applicability
- Gap Assessment Report
- ISMS Documentation
- Risk Assessment Review
- Final Audit Report
- ISO 27001:2013 Certification.
- Surveillance Audit
-

1.5 PROPOSAL FORMAT

Proposals may be submitted **either** via:

- Email
In Softcopy (*Word or PDF format*) with subject “**TPL Insurance -ISMS 27001 Certification**”
Proposals should be sent to furqan.huda@tplcorp.com and sehrish.mujtaba@tplcorp.com

OR

- Hardcopy: One (1) Original and one (1) copy of original in sealed envelopes clearly marked “**TPL Insurance - ISMS 27001 Certification**”
Proposals should be addressed as follows:

Attention: Mr. Furqan ul Huda & Ms. Sehrish Mujtaba

TPL INSURANCE LIMITED

Company Address:

Plot 19 B, Sindhi Muslim Cooperative Housing Society Block B Sindhi Muslim CHS (SMCHS), Karachi.

Responses to this RFP are requested to be submitted latest by **30th November 2021 by 5:00 p.m.**

1.6 CONTACT

The following personnel will be the sole contact for this RFP.

| Contact | Email Address |
|-----------------|--|
| Furqan ul Huda | furqan.huda@tplcorp.com |
| Sehrish Mujtaba | sehrish.mujtaba@tplcorp.com |

Any and all questions relating to the content, timeline, or requirements outlined in this RFP, as well as the associated proposals, should be made via email. TPL Insurance Limited will help clarify any issues or questions regarding this RFP. It is the vendor's responsibility to seek this clarification.

Communication with any other TPL Corp Limited, its subsidiaries and/ or its associate's employee or consultant during the RFP period is not permitted, and may result in your company being disqualified from the evaluation process.

1.7 EVALUATION CRITERIA

The following shall form the basis of evaluation criteria:

- a. Best fit technical solution (industry's standards, best practices, benchmarks) with lowest bid price
- b. Qualifications and relevant experience of company as well as of personnel who will perform the fieldwork.

CONFIDENTIALITY

This RFP and TPL Insurance Limited's process of evaluating sourcing opportunities, as well as the timing and content of any correspondence, meeting, discussions, and negotiations between TPL Insurance Limited and the Respondent, will be deemed "Confidential Information".

Respondents must recognize and acknowledge that TPL Insurance Limited operates in a highly competitive business environment and, for that reason, expects that Respondents will treat all materials and data provided by TPL Insurance Limited as confidential.