**Services to Be Performed**

Your proposal is expected to cover the following services:

1. Information Security Audit of VTB Bank Georgia in accordance with the Decree No. 56/04 of the President of the National Bank of Georgia dated March 22, 2019

**Time Frame**

[4-rd Quarter 2019]

**Proposal Content**

In order to simplify the evaluation process and obtain maximum comparability, VTB Bank requires that all responses to the RFP be organized in the manner and format described below:

A. Executive Summary

Describe your understanding of the work to be performed and your firm’s ability to perform the work within the time frame provided.

B. Professional Experience

Describe how and why your firm is different from other firms being considered. This should include an explanation of the firm’s philosophy, size, structure, and qualifications. Discuss the firm’s independence with respect to VTB Bank.

C. Team Qualifications

Identify the specific partners, managers, and in-charge staff who will be assigned to this engagement if you are successful in your bid. Provide their bios specifying relevant experience to the type of services requested. In order to assure appropriate qualification of involved staff, following requirements of professional certification are applied:

1. Certified Information Systems Auditor (CISA) – at least two professionals
2. Certified information Security Manager (CISM) – at least one professional

D. Audit Approach

Describe how your firm will approach the proposed services, including the use of affiliates or staff from other locations, areas that will receive primary emphasis and the type of involvement that will be required from VTB Bank’s staff. Finally, describe the communication process used by the firm to discuss issues with management and the Board.

E. Fees

Please provide a firm estimate of fees for the services to be provided

F. Client References

Include a list of the relevant clients the firm has served in CIS region within the past three years and furnish the names and telephone numbers of any references whom we may contact.

G. Additional Information

Please provide any additional information, not specifically requested, but which you believe would be useful in evaluating your proposal.

**Evaluation of Proposals**

While price is one of the most important factors, VTB Bank will evaluate proposals on the other following criteria:

* Prior experience of auditing in IT and Information security areas in the CIS region;
* Qualifications of the staff to be assigned to the engagement, certification possessed;
* Firm’s understanding of work to be performed;
* References and detailed description of services delivered; and
* Completeness and timeliness of the proposal.