

**REQUEST FOR QUOTATION (RFQ)  
PROVISION OF PROTECTION OF PERSONAL INFORMATION (POPI) ACT TRAINING**

<b>Description</b>	:	<b>PROVISION OF ONLINE POPI ACT TRAINING</b>			
<b>RFQ issue date</b>	:	30 September 2020	<b>RFQ closing date</b>	:	05 October 2020 at 11h00
<b>RFQ number</b>	:	RFQ/2020/21/20	<b>Enquiries</b>	:	Ms. Vuyokazi Memela
<b>Email</b>	:	rfqs@inseta.org.za	<b>Lead Time</b>	:	1 week after appointment

**1. PURPOSE:**

1.1. The Insurance Sector Education and Training Authority (INSETA) seeks to appoint a qualified and experienced service provider to offer online Protection of Personal Information Act, 2013 estimated 75 staff members.

**2. SCOPE OF WORK:**

2.1. The service provider must be accredited with a relevant professional body.

2.2. The certificate of attendance will suffice at the end of training.

2.3. The appointed service provider will be required to provide online (Zoom or Team) Training to all staff on the POPI Act in relation to below:

- Introduction to POPIA
- Access to information
- Collection of information
- Using personal information
- Storage of information.
- Compliance with POPI Act
- What are the consequences of non-compliance with POPI Act?
- Any other relevant information related to POPI Act.

**3. PRE-QUALIFICATION CRITERIA**

3.1 Bidder must submit proof of registration on CSD (**Central Supplier Database**)

3.2 Bidder must submit proof and must be an EME or QSE **only (level 1 or level 2 BBBEE contributor)** status will be considered (**no generic companies will be considered**)

**Note: All bidders who do not comply with the items listed above will be disqualified.**

#### 4. MANDATORY REQUIREMENT

- 4.1 The bidder must provide an accreditation or registration with a relevant professional body.
- 4.2 Two (2) reference letters indicating similar experience within the last 3 years. Reference letters must be dated, signed and must be company's letterhead. The reference letter must clearly indicate the training of regulatory services that were rendered.

**Note: All bidders who do not comply with the items listed above will be disqualified.**

#### 5. PRICING CONSIDERATIONS:

- 5.1 Service providers must consider the following for price quotations and must be inclusive of all applicable taxes (including VAT). Costing must comprise of the following services:
  - 5.1.1 Providing training online
  - 5.1.2 Split into a minimum of 2 online sessions

#### 6. TERMS AND CONDITIONS APPLICABLE TO THIS RFQ:

- INSETA reserves the right to request new or additional information from all bidders associated with their quotations.
- INSETA reserves the right to verify the information submitted by bidders.
- INSETA will reject/disqualify a bidder's offer/quotation without any further consideration where that Bidder makes culpable misrepresentation to INSETA in its submission or at any stage during and after this RFQ process.
- Bidders are required to declare any conflict of interests and potential conflict of interests they may have in the transaction for which this RFQ is submitted.
- INSETA reserves the right not to consider any quotation/proposal where such a conflict of interests exists.
- In adherence to the specific terms and conditions of this RFQ, the bidder shall be bound by the provisions of the Government Procurement: General Conditions of Contract of 2010.
- Late and incomplete submissions will not be accepted.
- Quotations/proposals shall be valid for at least 30 days from date of submission.
- Quotations/proposals not in line with the scope of work and conditions of this RFQ shall be regarded as non-responsive and will not be accepted
- Bidders **MUST** be registered on the National Treasury Central Supplier Database (CSD) and state their supplier number in their quotations/proposals.
- Bidders are required to submit an original or certified BBBEE certificate or sworn affidavit in line with the Regulations.
- Should quotations exceed R30 000.00, the 80/20 preference point system as prescribed by the Preferential Procurement Regulations, 2017 shall apply.
- Bidders must complete and sign return SBD4, SBD6.1, SBD8 and SBD9.
- Quotations along with required documentation and SBD forms must be emailed to [rfqs@inseta.org.za](mailto:rfqs@inseta.org.za) on or before Monday, **05 October 2020 at 11h00**.

**Failure to comply with the above conditions invalidates your offer**