

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

Description	:	PROVISION OF ONLINE POPI ACT TRAINING			
RFQ issue date	:	30 September 2020	RFQ closing date	:	05 October 2020 at 11h00
RFQ number	:	RFQ/2020/21/20	Enquiries	:	Ms. Vuyokazi Memela
Email	:	rfqs@inseta.org.za	Lead Time	:	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 on or before Monday, **05 October 2020 at 11h00.**

Failure to comply with the above conditions invalidates your offer