

REQUEST FOR INFORMATION

RFI NUMBER: RFI006/INSETA/21

REQUEST FOR INFORMATION ON THE PROVISION OF LEGAL & LEGISLATIVE REVIEW OF INSETA PERSONAL INFORMATION ACT (POPIA) AND PROMOTION OF ACCESS TO INFORMATION ACT (PAIA) POLICY DOCUMENTS

The INSETA calls for suitably qualified suppliers to provide request for information for **Provision of the provision legal & legislative review of INSETA personal information act (POPIA) and promotion of access to information act (PAIA) policy documents: Refer to page 3 of 6 number 2**

Briefing Session: None

Closing Date: 2nd November 2021

For enquiries contact INSETA Supply Chain Management E-mail: bids@inseta.org.za

This RFI is an invitation for person(s) to submit information(s) for the provision of the services as set out in the Specification contained herein. Accordingly, this RFI must not be construed, interpreted, or relied upon, whether expressly or implicitly, as an offer capable of acceptance by any person(s), or as creating any form of contractual, promissory, or other rights. No binding contract or other understanding for the supply of services will exist between INSETA and any Respondents unless and until INSETA has executed a formal written contract with the selected supplier.

INSETA

REQUEST FOR INFORMATION (RFI)

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RFI TITLE	: PROVISION LEGAL & LEGISLATIVE REVIEW OF INSETA PERSONAL INFORMATION ACT (POPIA) AND PROMOTION OF ACCESS TO INFORMATION ACT (PAIA) POLICY DOCUMENTS

EXPECTED TIMEFRAME

RFI PROCESS	EXPECTED DATES
RFI Advertisement Date	26th October 2021
RFI Available from	26th October 2021
Compulsory Briefing Session Date & Time	N/A
Venue for Briefing Session	N/A
RFI Closing Date and Time	2nd November 2021 at 11:00
Electronics Submission	bids@inseta.org.za
Contact details	bids@inseta.org.za

INSETA retains the right to change the timeframe whenever necessary and for whatever reason it deems fit.

Respondents interested in participating must register their interest by providing company name, contact person, telephone, cell number and email address to INSETA, please indicate RFI number on the subject line. This will ensure that any addenda and clarification to this RFI are communicated to all participants.

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1. MANDATORY DOCUMENTS

1.1 CSD report (Central Supplier Database)

2. DEFINITIONS

- 2.1 “RFI” - a request for information, which is a written official enquiry document encompassing all the terms and conditions of the information in a prescribed or stipulated form.
- 2.2 “RFI response” - a written response in a prescribed form in response to an RFI.
- 2.3 “Respondent” – any person (natural or juristic) who forwards an acceptable RFI in response to this RFI with the intention of being the main contractor should the RFI be awarded through a competitive bid process.

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3. CONFIDENTIALITY

All information related to this request for information both during and after completion is to be treated with strict confidence. Should the need however arise to divulge any information gleaned from the service which is either directly or indirectly related to the INSETA, written approval to divulge such information will have to be obtained from INSETA.

The Respondents must ensure that confidential information is: maintained confidential; not disclosed to or used by any unauthorised person; so as to prevent any disclosure or unauthorised use with at least the standard of care that Respondents maintain to protect their own confidential information; only used for the purpose of considering and responding to this RFI; and not reproduced in any form except as required for the purpose of considering and responding to this RFI. Respondents must ensure that: access to confidential information is only given to those of its partners, officers, employees and advisers who require access for the purpose of considering and responding to this RFI; and those partners, officers, employee and advisers are informed of the confidential information section and keep that information confidential. This bid remains at all times the property of the INSETA. No rights other than as provided in this bid and in respect of the confidential information are granted or conveyed to bidder/s

Name of Respondent: _____

Physical Address: _____

Respondent's contact person: Name: _____

Telephone: _____

Mobile: _____

Fax.: _____

E-mail address: _____

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4. The manner of submission of the RFI

- 4.1 Respondent shall submit RFI response in accordance with the prescribed manner.
- 4.2 Respondent shall submit to bids@inseta.org.za
- 4.3 The subject line on the email submission must be clearly marked with the responding organisation's name and RFI number and description of RFI.
- 4.4 All additions to the information documents i.e., appendices, supporting documentation, photographs, technical specifications, and other support documentation covering suggested solutions etc. shall be neatly bound as part of the schedule concerned.

5. SITUATIONAL ANALYSIS

5.1 Background

The Insurance Sector Education and Training Authority (INSETA) is a public entity listed in schedule 3A of the PFMA and was established in March 2000. The INSETA must, in accordance with any prescribed requirements to perform in accordance with the Skills Development Act (SDA), the Skills Development Levies Act (SDLA), the Public Finance Management Act (PFMA), any other relevant legislation and the Constitution.

The objective of this request is to appoint an experienced service provider for the **Provision Legal & Legislative review of INSETA Personal Information Act (POPIA) and Promotion of Access to Information Act (PAIA) Policy Documents.**

5.2. Scope Of work

INSETA is responsible for compliance with regulatory and legal statutes as well as protecting such information from dissemination to unauthorized parties. Protection of Personal Information (POPI).

INSETA has drafted POPIA policies and PAIA manuals, and would like to appoint a service provider to review, advise and update INSETA on the legislative compliance of the policies and manuals, develop the Information Acceptable Use and Handling Policy, terms of reference for the

INSETA Privacy Committee and personal information inventory:

- 5.2.1 Review and update the POPIA Policy
- 5.2.2 Review and update PAIA Manuals in three official languages.
- 5.2.3 Develop the Information Acceptable Use and handling Policy for INSETA Staff.
- 5.2.4 Develop Terms of Reference for the Privacy Committee
- 5.2.5 Develop Personal Information Inventory.

5.3 The review and include the following (but not limited) in the INSETA policy documents:

- 5.3.1 A basic understanding of POPIA and its implication for the INSETA environment and execution of its mandate.
- 5.3.2 Reference to other privacy laws and considerations as well as the common law angle to privacy;

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- 5.3.3 Application of the Act;
- 5.3.4 Types of personal information:
 - What is personal information?
 - What is special purpose information?
- 5.3.5 The measures and standards required for the lawful processing of personal information.
- 5.3.6 The obligations of responsible parties and to identify INSETA's role;
- 5.3.7 A flowchart to assist INSETA to determine if they are acting as a responsible party.
- 5.3.8 Types and categories of personal and special personal information.
- 5.3.9 Understand how to manage the personal information you process to comply with the law;
- 5.3.10 Address INSETA stakeholder (internal and external) demands, and protection of INSETA.
- 5.3.11 Rights of INSETA stakeholders (internal and external) in terms of the legislation and compilation of privacy notices.
- 5.3.12 The duties and responsibilities of information officers.
- 5.3.13 Registration as information officer;
- 5.3.14 Managing service providers, contractors and 3rd parties as well as recommended legal clauses when entering into agreements as the responsible party (firms) and clauses
- 5.3.15 POPIA implications on newsletters and other forms of marketing;
- 5.3.16 Safeguards to protect personal information;
- 5.3.17 The life cycle of data from collection to destruction;
- 5.3.18 Prescription;
- 5.3.19 Dealing with an information breach;
- 5.3.20 The performance of a personal information impact assessment to be done to ensure adequate measures and standards exist to comply with conditions for lawful processing. Practical guidelines on ensuring that such an impact assessment is performed and the main factors of such an impact assessment.
- 5.3.21 Penalties and implications of non-compliance.

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P.O. Box 32035, Braamfontein 2017

Telephone: 011 381 8900
Website: www.inseta.org.za



7. REQUEST FOR INFORMATION:

Bidders are requested provided information against the following:

- 7.1 Bidders are required to submit a detailed outline of suggested additional material that will be included as well as timeframes for submission to INSETA
- 7.2 The reviewed policies go through Policy Development Process by the INSETA, which comprises of the INSETA management committee.
- 7.3 The bidder will be required to present all recommendations for endorsement by the various governance structures of INSETA.
- 7.4 The supplier will only be considered to have delivered on the contract once approval of the policies has been concluded by the Accounting Authority of INSETA.
- 7.5 The review and recommendation work is expected to commence on signing of the contract. The completed product must be delivered to INSETA on the agreed date. Submission of a bid in accordance with this RFQ will also be deemed to be an acknowledgement that the bidder will meet the expected deadlines.
- 7.6 ***Bidders are required to include comparative pricing of different solutions available in the market.***

8. GENERAL INFORMATION

Enquiries in respect of this RFI should be addressed **by email to** bids@inseta.org.za
All queries MUST be e-mailed.

END OF THE REQUEST FOR INFORMATION DOCUMENT