



SCOPE OF WORK

1. Introduction

CEF SOC Ltd is a state-owned company involved in the search for appropriate energy solutions to meet the energy needs of South Africa and the sub-Saharan African region. It also manages the operation and development of the oil and gas assets of the South African government. The company falls under the auspices of the Department of Mineral and Petroleum Resources. For more information on the company, you can visit our current website: www.cefgroup.co.za.

1. Background

The right to privacy is enshrined in the South African Constitution, and POPIA Act gives effect to this right through mandatory procedures and mechanisms for handling personal information. Section 54 Duty of Confidentiality – POPIA Act states that a person acting on behalf or under the direction of the Regulator, must, both during or after his or her term of office or employment, treat as confidential the personal information which comes to his or her knowledge in the course of the performance of his or her official duties, except if the communication of such information is required by law or in the proper performance of his or her duties.

The purpose of confidentiality training in the workplace is to educate managers and employees on the importance of protecting sensitive personal information, and to ensure compliance with the Protection of Personal Information Act (POPIA) and building trust with the clients of the organisation by safeguarding their private details particularly in departments such as HR, Finance, Legal, Procurement etc to mention the few. It aims to prevent unauthorized access, disclosure, or misuse of confidential data by establishing clear guidelines on data handling practices.

In South Africa, the Protection of Personal Information Act (POPIA), Act 4 of 2013, is the primary legislation governing data privacy, and the protection of personal information, ensuring compliance with international standards and the constitutional right to privacy. The purpose of conducting the training on confidentiality is to ensure



that all CEF SOC managers and employees are informed about POPIA Act and their constitutional right to privacy, and penalties of violating POPIA Act.

Therefore, CEF SOC's reliance on external service providers to train managers and employees, and the training is associated with costs. The Confidentiality training is crucial in educating both management and employees about the regulations that governing workplace conduct. Therefore, ensuring that all employees and management are equipped with knowledge of these legislations is essential in maintaining a compliant and disciplined work environment on confidentiality. This initiative aims to reduce potential violations and disciplinary actions, fostering a more informed, compliant, and respectful workplace culture.

A Total of 50 employees will be trained across different categories: Nine (09) Executive Members, 11 Senior Managers, 20 professional employees, three (03) Skilled Employees, four (04) Semi Skilled Employees and three (03) Unskilled Employees.

Training Center /Venue

- **Training centre must not be more than 70 km away from CEF Premises**
- **CEF SOC reserves the right to inspect the training center prior to appointment of the recommended bidder.**

Quantity of Sessions

- **Executive member session: 2 Sessions**
- **Senior management: 2 Sessions**
- **Professional employees 2 Sessions**
- **Skilled and Semi Skills 2 Sessions**

Catering should be provided as per the number of sessions indicated above.

2.1 In response to the RFQ, the potential service provider is required to provide the following:

1. Knowledge of Protection of Personal Information (POPIA Act) no 4 of 2013, and the Constitution of the Republic of South Africa 1996.
2. Basic Conditions of Employment Act, No 75 of 1997 as amended
3. Employment Equity Act, No 55 of 1998 as amended



4. Occupational Health and Safety Act, No. 85 of 1993 as amended
5. Labour Relations Act, No 66 of 1995 as amended
6. Skills Development Act, No 97 of 1998 as amended
7. Protection of Personal Information (POPI) Act, No 4 of 2013

Facilitation of Confidentiality Training in the workplace output:

As part of educating the CEF SOC Management and Employees about Confidentiality, key themes to be embedded in the training is “**Understanding of South African Legislations that governs labour laws in the workplace**”.

2 EVALUATION CRITERIA

2.2 Mandatory requirements

At this phase service providers must submit the required supporting documents to substantiate compliance to the requirements below. It must be noted that if the service provider does not meet any of the requirements, the service provider will be disqualified and not be evaluated further.

ACCREDITATION	COMPLY	NOT COMPLY
Trainer Qualifications: Submit a copy of the trainer's qualifications (NQF (8) or equivalent (Psychology) and Skills Development Facilitator (SDF) Certificate)		
Valid Accreditation of the SETA/ Quality Council or Trades & Occupations (QCTO) Bidder to submit Valid copy of accreditation.		
Bidder must have an accredited facilitator Bidder to submit Valid copy of accreditation of the facilitator.		

4.2 Phase 2

4.2.1 Technical Evaluation

Bidders will be evaluated according to the below technical evaluation criteria. Minimum Technical Threshold is 70%. It must be noted that if the Bidder does not meet the 70% minimum threshold, the bidder will be disqualified and not be evaluated further.

Experience of the facilitator			
<p>The facilitator must have a minimum of 5 years' experience in training managers and employees on confidentiality as per the legislations that governs confidentiality in the workplace.</p> <p>Submit CV if facilitator (s) clearly indicating the relevant experience.</p>			
Evaluation criteria	Document as evidence	Score	Weighting %
5 years or more experience for training managers and employees on confidentiality as per the legislations that governs confidentiality in the workplace.	CV(s) of the Facilitator	5	35%
4 but less than 5 years' experience in training managers and employees on confidentiality as per the legislations that governs confidentiality in the workplace.		4	
3 but less than 4 years' experience in training managers and employees on confidentiality as per the legislations that governs confidentiality in the workplace.		3	
2 but less than 3 years' experience in training managers and employees on confidentiality as per the legislations that governs confidentiality in the workplace.		2	
1 but less than 2 years' experience in training managers and employees on confidentiality as per the legislations that governs confidentiality in the workplace.		1	
No experience in training managers and employees on confidentiality as per the legislations that governs confidentiality in the workplace.		0	

Reference letters

The bidder should submit reference letters of past projects. The bidder must provide **signed** and **dated** relevant reference letters from clients. The project on the letters should have been done no be less than **24 months**.

The reference letters must be:

- on a client's letterhead
- signed, dated, and have contactable details.

Evaluation criteria	Document as evidence	Score	Weighting %
5 or more reference letters	Reference letters	5	30%
4 reference letters		4	
3 reference letters		3	
2 reference letters		2	
1 reference letter		1	
No reference letter submitted		0	

4.2.3 Company Profile:

The company has been in continuous operation for over 10 years, demonstrating stability, experience, and a proven track record in its field confidentiality and information handing training.

Evaluation criteria	Document as evidence	Score	Weighting %
More than 10 years' continuous experience of the company in Confidentiality, conflict or compliance related training.	Company profile registration	5	30%
8 but less than 10 Years Continuous experience in confidentiality or compliance training.		4	
5 but less than 8 years continuous experience in confidentiality, conflict or compliance training.		3	
3 but less than 5 years continuous experience in confidentiality, conflict or compliance training.		2	
Less than 3 years' experience in confidentiality, conflict or compliance training.		0	

4.2.4 Training Methodology:

Detail the proposed training approach, including methodologies, duration, and schedule.

Evaluation criteria	Document as evidence	Score	Weighting %
The Comprehensive Training Methodology that outlines things such as duration, Schedule and other attached.	Training methodology	5	5%
Incomplete training methodology that does not outline all indicated areas.		3	
Methodology not attached or does not outline any of the areas.		0	