



11th Floor, The Marine Building,
22 Dorothy Nyembe (Gardiner) Street, Durban, 4001
Private Bag X54322, Durban, 4000
Tel: 031 365 7800 Fax: 031 365 7858
Website: <http://www.portsregulator.org>

REQUEST FOR QUOTATION (RFQ)

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE TRAINING ON THE PROMOTION OF PERSONAL INFORMATION ACT AND THE PROMOTION OF ACCESS TO INFORMATION ACT.

RFQ	RFQ2026/27/11
RFQ ISSUE DATE	08 JUNE 2026
BRIEFING SESSION	N/A
RFQ DESCRIPTION	<u>APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE TRAINING ON THE PROMOTION OF PERSONAL INFORMATION ACT AND THE PROMOTION OF ACCESS TO INFORMATION ACT.</u>
CLOSING DATE & TIME	26 JUNE 2026 @12H00 (MIDDAY)
LOCATION FOR SUBMISSIONS	quotations@portsregulator.org

Bidders must submit responses via e-mail at: quotations@portsregulator.org before or on the stipulated date and time. For any queries or questions, please use above mentioned email address.

Ports Regulator of South Africa requests your quotation on the services listed above. Please furnish us with all the information as requested and return your quotation on or before the date and time stipulated above. **Late and incomplete submissions will invalidate the quote submitted.**

SUPPLIER NAME: _____

POSTAL ADDRESS: _____

MAAA NUMBER (CSD NO): _____

TELEPHONE NO: _____

FAX NO: _____

E MAIL ADDRESS: _____

CONTACT PERSON: _____

CELL NO: _____

SIGNATURE OF BIDDER: _____

DETAILED SPECIFICATION

APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE TRAINING TO ON THE PROMOTION OF PERSONAL INFORMATION ACT(POPIA) AND THE PROMOTION OF ACCESS TO INFORMATION ACT (PAIA)

1. BACKGROUND AND INTRODUCTION

The Ports Regulator of South Africa ("the PRSA" /" the Regulator") is established as an independent economic Regulator of South Africa's commercial ports governed by the National Ports Act, 2005 (Act No. 12 of 2005) ("the Act").

The Information Regulator is an independent body established in terms of section 39 of the Protection of Personal Information Act 4 of 2013(POPIA). The Information Regulator is empowered to monitor and enforce compliance by public and private bodies with the provisions of the Promotion of Access to Information Act 2 of 2000 (PAIA) and POPIA.

POPIA requires public and private bodies to appoint and register Information Officers as outlined in section 55 and designate Deputy Information officers as outlined in section 56.

2. PURPOSE

The purpose of this invitation is to request suitably qualified and experienced service providers to submit their proposals to provide in-house training to the Information Officer, Deputy Information Officer/s and legal department of Ports Regulator on the POPIA and PAIA. The training shall be conducted at the offices of the Ports Regulator in Durban.

3. MOTIVATION

It is required that the Information Officer (Acting CEO) , Deputy Information Officers (Executives) and members of the legal department be knowledgeable of the above-mentioned pieces of legislation in order to perform their duties associated with both acts. This training is essential to:

- ensure legal compliance,
- mitigate financial and reputational risks associated with non-compliance,
- ensure effective management and processing of personal information; and
- efficiently process PAIA requests.

4. SCOPE OF WORK

Training should include the following;

PAIA

- Objectives of PAIA;
- What information can be requested and when;
- Who makes decisions;
- Responsibilities of Information Officer and Deputy Information Officer/s;
- Timeframes for processing of requests;
- Transfer of requests;
- Relationship between PAIA and other legislation;
- Grounds for refusal;

- Public interest and exemptions;
- Implications of non-compliance;
- Recent court cases;
- Requirements of PAIA Manual; and
- Important Forms (provide template)

POPIA

- Objectives of POPIA;
- The relationship between POPIA and other legislation i.e PAIA;
- The importance of protecting personal information;
- Conditions of processing personal information;
- Implications of non-compliance
- The process of registering Information Officer and Deputy Information Officers;
- Duties of the Information Officer and Deputy Information Officers;
- Information that has to be submitted by Ports Regulator to the Information Regulator;
- Important forms to have as an organisation(Provide templates.)

The service provider will be required to provide training material in electronic format and provide certificates of attendance .

Critical Dates

Bidders must take into account the following critical dates when they bid for these services:

No	Activity	Due Date
1.	Training session (1 day)	July 2026

5. EVALUATION CRITERIA

5.1 SCM Administrative (Phase 1)

- 5.1.1 The service provider must submit proof of registration on CSD (Central Supplier Database)/SARS PIN.
- 5.1.2 The SBD 4 and SBD 6.1 form must be completed, signed by the authorised company representative.
- 5.1.3 POPIA Consent form must be completed, signed by the authorized company representative.
- 5.1.4 Valid B-BBEE Certificate/ Sworn Affidavit
- 5.1.5 Valid and original Tax Clearance Certificate/Valid Tax Pin Number

Failure to provide this mandatory information may lead to bidder’s proposal not being considered further.

5.2 Evaluation on Functionality (Phase 2)

5.2.1 The service providers will be evaluated on functionality in accordance with the below functionality criteria and values:

CRITERIA	GUIDELINE FOR CRITERIA APPLICATION	SCORING
Company experience	<p>The service providers must provide with reference letters indicating experience in facilitating POPIA and PAIA Training. The letters must be on client's letterhead or stamped, signed, clearly indicate the service that was rendered by the service provider.</p> <ul style="list-style-type: none"> ❖ 5 or more reference letters-20 points ❖ 3- 4 reference letters - 10 points ❖ 1-2 reference letters - 5 points ❖ No reference letters submitted - 0 points 	20
Experience of the lead personnel (resource)	<p>The service provider must provide with the curriculum vitae and the qualifications of the proposed facilitatorl (resource) who will be facilitating the training.</p> <ul style="list-style-type: none"> ❖ Legal /compliance qualification + POPIA/PAIA certification – 20 points ❖ Legal qualification / compliance qualification – 15 points ❖ General training qualification only – 10 points ❖ No relevant qualifications – 0 points 	20
TOTAL		40

N.B: Service providers that fail to score a minimum of 28/40 points (equivalent to seventy percent (70)) on functionality will not be considered and evaluated further on phase 3- price and specific goals

5.3 Pricing (Phase 3)

5.3.1 Bidders price quotations must be inclusive of all applicable taxes (Including VAT)

5.3.2 Service providers are required to detail their rates/ itemized pricing schedule

5.3.3 Bidders total price weighs **80 points**

ITEM	Quantity	Price
Training	8 people	R
Sub Total		R
Vat		R
Total		R

5.4 Specific goals (Phase 4)

5.4.1 The bidder must submit SBD 6.1 preference points claim form.

5.4.2 The bidder must submit a valid BBBEE certificate/ affidavit.

5.4.3 Specific goal: BBBEE status level 1 as per SBD 6.1. Weighs **20 Points**.

5.4.4 B-BBEE compliance (All levels will be taken into account and allocated specific point if applicable).

NB: Tax status for the recommended bidder will be verified on Central Supplier Database (CSD) or SARS E-Filing prior to awarding. If the bidders' tax matters are non-compliant the Regulator will apply clause 4.2 of the National Treasury Instruction No. 09 of 2017/2018, if the bidder is still not compliant then the Regulator will exercise clause 4.3 of the said instruction note.

6. COMMUNICATION

All enquiries relating to this RFQ should be sent via email: quotations@portsregulator.org

7. CONDITIONS TO BE OBSERVED WHEN RESPONDING TO RFQ

No RFQ shall be deemed to have been accepted unless and until a formal contract/letter of award/order form is prepared and executed. Quotation shall remain open for acceptance by the Ports Regulator for a period of **90 days** from the closing date of the RFQ Enquiry.

8. COST OF BIDDING

The service provider shall bear all costs and expenses associated with preparation and submission of its RFQ, and the Ports Regulator of South Africa shall under no circumstances be responsible or liable for any such costs, regardless of, without limitation, the conduct or outcome of the bidding, evaluation, and selection process.

END OF RFQ DOCUMENT

Annexed to this document for completion and return with the document:

- Quotation on a company letterhead;
- Completed and signed Declaration of Interest (SBD 4);
- Copy of CSD Report or MAAA Number (National Treasury);
- Completed and signed SBD 6.1 together with the valid BBBEE Certificate or Sworn Affidavit and failing to submit both will result in a bidder scoring 0 points on specific goals; and
- POPIA Consent form