



SAMSA/RFI/001/2026/27: POLICY REVIEW PROJECT: REQUEST FOR INFORMATION (RFI) FOR THE REVIEWING OF OUTDATED POLICIES AND PROCEDURES, ASSISTING WITH THE DEVELOPMENT OF NEW POLICIES AND PROCEDURES AND LEGAL VETTING OF POLICIES AND PROCEDURES.

ISSUE DATE: 09/04/2026

CLOSING DATE: 17/04/2026 at 11:00 am

RESPONSES TO BE SUBMITTED TO:

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1. BACKGROUND ON SAMSA

1.1 The South African Maritime Safety Authority (SAMSA) was established on the 1st of April 1998 under the SAMSA Act 5 of 1998. The objectives of the Authority are:

- To ensure safety of life and property at sea;
- To prevent and combat pollution from ships in the marine environment; and
- To promote the Republic's maritime interests.

1.2 SAMSA has also been charged with the responsibility of executing the following:

- Administration of the Merchant shipping (National Small Vessel Safety) Regulation, 2007, as amended (the Regulations). The Regulations extends SAMSA's Core mandate to include inland waterways (only waterways accessible to the public) within the Republic. That is to ensure boating safety on our waters.
- Implementing and executing the Long-Range Identification and Tracking (LRIT) of vessels along the South African coastline. The Long-Range Vessels monitoring system assists in securing South Africa's coastal waters in the midst of the rising lawlessness at sea, with particular reference to the worrying scourge of pirate attacks along the east coast of Africa.
- SAMSA's head office is based in Pretoria, with nine (9) port offices in all the South African ports along the coast.

2. PURPOSE

2.1 The purpose of this document is to **Request for Information (RFI)** from potential service providers for the reviewing of outdated policies and procedures, assisting with the development of new policies and procedures and the legal vetting of policies and procedures to ensure SAMSA meets its compliance obligations.

2.2 SAMSA intends to use the information provided to determine the following:

- To gather information regarding the cost implications on conducting the Policy Review Project.

3. ASSESSMENT CRITERIA

3.1 SAMSA will follow a two-phase process as follows:

- Phase 1: Assessment of the information provided.
- Phase 2: Assessment of the cost breakdowns provided.

4. TERMS OF REFERENCE SAMA POLICIES REVIEW, DEVELOPMENT AND VETTING PROJECT

4.1 PURPOSE

4.1.1 The purpose of this Terms of Reference is to define the comprehensive framework for the review of outdated policies and procedures, assisting with the development of new policies and procedures and the legal vetting of policies and procedures for the South African Maritime Safety Authority (SAMSA). This initiative is aimed at ensuring that SAMSA is in full compliance with the applicable legislation and any other regulatory prescripts in order to improve corporate governance.

4.2 BACKGROUND

4.2.1 Regulatory and Strategic Background

4.2.1.1 SAMSA is a Schedule 3A entity required to comply with applicable legislation and any other prescripts to meet its compliance obligations. To operate legally and ethically in delivering its mandate, SAMSA is required to have Policies and Procedures in place.

4.2.2 Limitations and Need for Review

4.2.2.1 Currently, SAMSA has a total of forty-one (41) outdated policies that are required to be reviewed, twenty-two (22) new policies required to be developed to address compliance gaps and legally vetting all policies and procedures. This is placing SAMSA at the risk of non-compliance and negatively impacting its operational effectiveness and efficiency.

4.3 OBJECTIVES

4.3.1 The key objective of this initiative is to ensure SAMSA complies with applicable laws, regulations, standards, and ethical guidelines relevant to its operations by:

- Reviewing Outdated Policies and Procedures;
- Assisting policy owners developing new Policies and Procedures;
- Legally vetting all policies and procedures; and
- Conducting a regulatory compliance assessment

4.4 SCOPE OF WORK

4.4.1 The service provider shall undertake to develop and manage a comprehensive project structured into four elements of (a) Reviewing of outdated policies and assist developing their respective procedures; (b) Assist policy owners developing new policies and procedures as required by the various Centres; (c) Legal vetting of the reviewed and developed policies and procedures prior to submission for approval and (d) Review SAMSA compliance status in line with the Regulatory framework.

4.4.2 Project Plan: The review, development and vetting of SAMSA Policies and Procedures

4.4.2.1 To develop and implement a project plan aimed at assisting SAMSA with the review of forty-one (41) outdated policies and procedures; and the drafting of twenty-two (22) new policies and procedures. Key elements of the project plan include:

- Working with Centre Executives to review of the outdated policies
- Develop applicable procedures for the outdated policies
- Assist Centre Executives/Policy Owners with the drafting of new policies and procedures to close out the compliance gaps
- Legal vetting of finalised policies and procedures prior to submitting them for approval
- Compliance assessment of the regulatory framework applicable to SAMSA

➤ **Output:** A comprehensive project plan with clear timelines and milestones.

4.4.3 **Review of outdated SAMSA Policies and develop their respective Procedures**

4.4.3.1 To review a forty-one (41) outdated policies and develop their respective procedures in line with the Policy on Corporate Policies and Procedures. The policies to be reviewed are listed below according to the area of operation:

4.4.3.2 Human Capital Policies

- Succession and Career Development Policy (Procedures to be developed)
- HIV and AIDS Policy (Procedures to be developed)
- Retirement Fund Policy (Procedures to be developed)
- Induction Policy (Procedures to be developed)
- Employee Wellness Policy (Procedures to be developed)
- Employment Equity Policy (Procedures to be developed)
- Dress Code Policy (Procedures to be developed)
- Transfer Policy (Procedures to be developed)
- Shift Work Policy (Procedures to be developed)
- Recognition Policy (Procedures to be developed)
- Performance Management and Development Policy (Procedures to be developed)
- Code of Conduct Policy (Procedures to be developed)
- Grievance Policy (Procedures to be developed)
- Harassment Policy (Procedures to be developed)
- Medical Aid Scheme Policy (Procedures to be developed)
- Probation Policy (Procedures to be developed)
- Leave Policy (Procedures to be developed)
- Training and Development Policy (Procedures to be developed)
- Remuneration Policy (Procedures to be developed)

4.4.3.3 Information and Communication Technology (ICT) policies

- Data and Information Classification Policy and Procedures
- ICT Acceptable Use Policy and Procedures

4.4.3.4 Corporate Affairs Policies

- Communication Policy (Procedures to be developed)
- Stakeholder Engagement Policy (Procedures to be developed)

4.4.3.5 Finance and SCM Policies

- Delegation of Authority (DoA) Policy and Procedures
- Supply Chain Management (SCM) Policy (Procedures to be developed)
- Travel Policy (Procedures to be developed)
- Petty Cash Policy and Procedures
- Cash Management Policy and Procedures
- Creditors Policy and Procedures
- Fixed Assets Policy and Procedures
- Safety, Health, and Environment (SHE) Policy (Procedures to be developed)

4.4.3.6 Office of CEO policies: Strategy, Legal, Risk Management and Project Management

- Declaration of Interest Policy (Procedures to be developed)
- Fraud Prevention Guide Policy (Procedures to be developed)
- Whistleblowing Guide Policy (Procedures to be developed)
- Project Management Policy (Procedures to be developed)
- Risk Management Policy (Procedures to be developed)
- Corporate Performance Management Policy (Procedures to be developed)
- Compliance policy (Procedures to be developed)
- Protection of Personal Information (POPI) Policy and Procedures
- Lifestyle Audit Policy and Procedures
- Corporate Legal Services Policy (Procedures to be developed)

➤ **Output:** Forty-one (41) reviewed policies, nine (9) reviewed procedures and thirty-two (32) procedures developed, legally vetted and ready to be submitted for approval.

4.4.3.7 Developing new policies and procedures as required by the various Centres

To assist policy owners developing twenty-two (22) new policies and procedures in line with the requirements of the Policy on Corporate Policies and Procedures. The new policies and procedures required to be developed are aimed at addressing the compliance gaps that have been noted in the organisation. Below is the list of policies to be developed listed according to their area of operation:

4.4.3.8 Corporate Affairs

- Social Media Policy and Procedures
- Brand Management Policy and Procedures
- Sponsorship Policy and Procedures

4.4.3.9 Finance and SCM

- Corporate Security Policy and Procedures
- Mobile Communication Technology Policy and Procedures
- Facilities Management Policy and Procedures
- Debtors Policy and Procedures

4.4.3.10 Office of CEO policies: Strategy, Legal, Risk Management and PMO

- Business Continuity Management Policy and Procedures
- Quality Management System Policy and Procedures

4.4.3.11 Office of COO: Maritime Operations

- Ship and Boat Survey Policy and Procedures
- Seafarer Examination and Certification Policy and Procedures
- Seafarer Welfare and Labour Policy and Procedures
- Sea Watch and Response Policy and Procedures
- Ship Registration Policy and Procedures
- Port and Flag State Policy and Procedures
- Maritime Emergency Response Policy and Procedures
- Bunkering Policy and Procedures
- Standing Authorisation Policy and Procedures

4.4.3.12 Information and Communication Technology (ICT) Policies and Procedures

- Mobile Data and Tablet Policy and Procedures
- ICT Asset Management Policy and Procedures

4.4.3.13 Human Capital Policies and Procedures

- Employee Relations Policy and Procedures
- Industrial Relations Policy and Procedures

➤ **Output:** Twenty-two (22) new policies and procedures developed and ready to submit for approval.

4.4.3.14 Legal vetting of the reviewed and developed policies and procedures

To legally vet all the reviewed policies and procedures and the newly developed policies and procedures. The service provider will be required to vet the policies listed in 4.4.2.3 and 4.4.3 above and in addition the following policies and procedures:

- Disciplinary Policy and Procedures
- Relocation Policy and Procedures
- Talent Recruitment Policy and Procedures
- Job Evaluation Policy and Procedures
- HC Records Management Policy and Procedures
- Research Policy and Procedures
- Policy on Corporate Policies and Procedures

- Acting Policy and Procedures
- Hybrid Work Policy and Procedures

➤ **Output:** Seventy-two (72) policies and procedures legally vetted.

4.4.4 Review SAMSA compliance status in line with the Regulatory framework.

To review SAMSA compliance with applicable legislations in line with the Regulatory Compliance Universe. The review should highlight the current status of compliance, compliance risks and any gaps required to be addressed. Ensure that SAMSA Regulatory Compliance Universe is up to date with current legislation and amendments where applicable.

➤ **Output:** SAMSA Compliance Report 2026/27

5 PROJECT TIMELINE

5.4 The project will be conducted over a period of Six (6) months from the date of contract signing.

6 GOVERNANCE STRUCTURE

| Structure | Role |
|-------------------------|--|
| Project Sponsor | Executive Policy, Legal and Regulations – Strategic lead and executive liaison |
| EXCO Oversight | Provide oversight on key milestones, approves procedures |
| Board | Approves all the policies |
| Project Manager | Oversees daily progress, ensures milestones and deliverables |
| Service Provider | Delivers technical outputs and documentation |

7 REQUIRED EXPERTISE

7.4 To successfully execute the review, development and legal vetting of SAMSA Policies and Procedures, the appointed service provider must be in a position to provide a multidisciplinary team with a proven track record of key skills in understanding South African legislation, policy analysis, and proficiency in Microsoft Office. The service provider’s team will be evaluated based on qualifications, relevance of experience, and demonstrated capacity to deliver similar projects at a national level.

7.5 The service provider’s team must collectively demonstrate expertise in the following areas:

7.5.3 **Employment Law and Human Resource Policies** - drafting policies and procedures compliant with the Basic Conditions of Employment Act (BCEA) and Labour Relations Act (LRA);

- 7.5.4 **Data Protection and Protection of Personal Information Act (POPIA) Compliance** - drafting privacy or data protection policies, data retention protocols, and Promotion of Access to Information Act (PAIA) Manuals;
- 7.5.5 **Department/Centres specific Policies and Procedures** - developing Policies and Procedures, in line with applicable legislation, for the various Departments/Centres at SAMSA (e.g. Finance and SCM, Corporate Affairs, Maritime Operations, Risk Management, Legal, Project Management, Strategy and Information and Communication Technology etc);
- 7.5.6 **Regulatory Compliance** - ensuring that SAMSA adheres to all the applicable laws, regulations, standards, and ethical guidelines relevant to its operations;
- 7.5.7 **Plain Language Drafting** - transforming complex legal jargon into clear, actionable policies and procedures to increase compliance at SAMSA whilst reflecting on the values and operational needs of the entity; and
- 7.5.8 **Project Management** – project planning, implementation and management, and internal stakeholder collaboration with various SAMSA departments/centres (policy owners).

8 REPORTING AND DOCUMENTATION

- 8.4 All deliverables must be submitted in editable electronic formats (Word, Excel, PowerPoint). Reports are subject to review by EXCO and the SAMSA Board. Key reports include:
- Monthly Progress Reports
 - Milestone Reports
 - Finalised Policies and Procedures
 - SAMSA Compliance Report 2026/27
 - Presentation Decks for EXCO and Board

9 BUDGET AND PROCUREMENT

- 9.4 The project will be funded from SAMSA's 2026/27 financial year budget. The Centre for Policy, Legal and Regulations will initiate and manage the procurement process in accordance with SAMSA's Supply Chain Management Policy and PFMA requirements.

10 Conclusion

- 10.4 This Terms of Reference provides the foundation for a technically sound, consultative, and strategic project to ensure SAMSA complies with applicable laws, regulations, standards, and ethical guidelines relevant to its operations by:
- Reviewing Outdated Policies and Procedures;
 - Assist in developing new Policies and Procedures;

- Legally vetting all policies and procedures; and
- Conducting a regulatory compliance assessment