

ANNEXURE B

PRICING SCHEDULE: APPOINTMENT OF A SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDER TO ASSIST IN THE EMBEDDING AND IMPLEMENTING PROTECTION OF PERSONAL INFORMATION COMPLIANCE

RFQ2026-006-001

Name of bidder

#	Phases	Description	Quantity	Total Cost (Vat inclusive)
Phase 1 (20% of the work will complete)				
1	Assessment, analysis, scoping and project planning	<p>Conduct a comprehensive gap analysis to assess the NLC’s level of compliance with POPIA</p> <p>Map and document all personal information processing activities undertaken within the NLC, including the collection, recording, storage, dissemination, retention, archiving, and destruction of personal information across all business units and operational processes.</p> <p>Conduct a comprehensive POPIA compliance audit and assessment of the NLC’s existing systems, policies, procedures, controls, governance mechanisms, and operational processes utilised in the processing of personal information.</p>	1	

		Undertake a privacy impact assessment and compliance impact analysis to determine whether adequate safeguards, measures, standards, and controls are in place to ensure compliance with the conditions for the lawful processing of personal information as contemplated in POPIA		
		Conduct a status risk assessment and information governance audit to determine the NLC's level of compliance with applicable records management, information governance, cybersecurity, and data protection requirements		
		Compile a project plan of all activities		
	Phase 2 Phase 1 (50% of the work will complete)			
2	Implementation of project plan outputs and development of governance documents	Develop a comprehensive POPIA Implementation Framework, Compliance Roadmap, and Responsibility Matrix aligned to the readiness and compliance requirements prescribed by the Information Regulator, including clear accountability mechanisms, implementation timelines, reporting structures, and compliance monitoring measures;	1	
		Review, refine, and where necessary enhance the NLC's existing POPIA Policy and develop a comprehensive POPIA Procedure Manual governing		

		the management and processing of personal information within the NLC.		
		Develop and implement a comprehensive POPIA awareness and capacity-building programme, including staff awareness initiatives, induction training for new employees, periodic refresher training, and targeted compliance training for all relevant personnel		
	Phase 3 Phase 1 (100% of the work will complete)			
3	Review, finalisation and signing off of governance documents developed	Review the draft governance document Comments and Notes from Legal Services, incorporate all inputs, comments, and concerns raised, and finalise the documents for implementation.		
		Conduct formal training workshop on the POPIA Compliance Framework and related governance obligations for all relevant officials and employees of the NLC.		

.....

Name of representative

.....

Signature

.....

Date

Guidance to bidders on completing travel and disbursements

Please provide a breakdown of fees per team member (daily rate)

Travel costs:

KM rate per SARS rate

Disbursement costs:

Cost re-imbursed at cost + Mark up not more than 10%

Note: All delivery costs must be included in the bid price, for delivery at the prescribed destination.

**** “all applicable taxes” includes value- added tax, pay as you earn, income tax, unemployment insurance fund contributions and skills development levies**