

Request for Quotation

NATIONAL METROLOGY INSTITUTE OF SOUTH AFRICA

SUPPLIER'S INFORMATION

Requested by:

Prepared by:

Section:

Address : _____

Telephone number: 012 974 2788

Telephone no: _____

Email address: scm7@nmisa.org

Email address: _____

Date: 17 August 2026

Date: _____

I hereby request the quotation on behalf of NMISA as per below specification/ Terms of Reference.

Description	Qty	Unit Price (excl. VAT)	Total Price (excl. VAT)
POPIA & PAIA Training Specification: MODULE 1 Protection of Personal Information Act (POPIA) Compliance Training for Information Officers and Deputy Information Officers. Training Objective To equip the Information Officer and Deputy Information Officers with the knowledge and practical skills necessary to fulfil their statutory obligations in terms of the Protection of Personal Information Act, 2013 (Act No. 4 of 2013) (POPIA), the Promotion of Access to Information Act, 2000 (Act No. 2 of 2000) (PAIA) and the requirements of the Information Regulator, ensuring effective management of personal information, access to information requests and organisational compliance. Minimum Training Content 1. Legislative and Regulatory Framework • Overview of POPIA and PAIA. • Relationship and interaction between POPIA and PAIA. • Role, duties and accountability of Information Officers and Deputy Information Officers. • Information Regulator guidance notes, directives and reporting requirements. • Consequences of non-compliance, including regulatory enforcement, penalties and reputational risks. 2. POPIA Compliance Requirements • The eight conditions for lawful processing of personal information. • Accountability and governance obligations. • Processing limitation and purpose specification. • Information quality requirements. • Openness and transparency obligations. • Security safeguards and operator management. • Record retention and destruction requirements. • Cross-border transfers of personal information. 3. PAIA Compliance Requirements • Purpose and objectives of PAIA. • Public and private body obligations under PAIA. • Development, maintenance, and publication of PAIA Manuals. • Categories of records and proactive disclosure requirements. • Procedures for receiving, processing, and responding to access to information requests.			

• Grounds for refusal of access. • Internal appeals and complaint mechanisms. • Annual reporting obligations to the Information Regulator. 4. Data Subject and Requester Rights • Rights of data subjects under POPIA. • Rights of requesters under PAIA. • Access, correction, deletion, objection and restriction requests. • Managing requests involving personal information. • Balancing access to information rights with privacy rights. • Practical procedures and response timelines. 5. Information Security and Data Breach Management • Identification and classification of security incidents. • Reporting and management of security compromises. • Breach notification obligations under POPIA. • Incident response planning and implementation. • Record-keeping and reporting requirements. • Roles and responsibilities during a data breach. 6. Governance, Risk Management and Compliance Monitoring • Establishing and maintaining POPIA and PAIA compliance programmes. • Privacy and access to information governance frameworks. • Compliance monitoring and reporting. • Conducting risk assessments and compliance audits. • Managing third-party and operator risks. • Reporting to executive management, Boards, and oversight structures. 7. Practical Application and Case Studies • Recent enforcement actions and decisions by the Information Regulator. • Case studies involving POPIA and PAIA compliance failures. • Practical exercises on processing PAIA requests. • Practical exercises on handling data subject requests. • Simulated data breach response exercises. • Implementation of POPIA and PAIA compliance within public entities and state-owned institutions. 8. Information Regulator Reporting and Compliance Obligations • Registration and responsibilities of Information Officers and Deputy Information Officers. • Annual PAIA compliance reporting requirements. • Submission of PAIA reports to the Information Regulator. • Monitoring and maintaining ongoing compliance. • Preparation for investigations, assessments and audits by the Information Regulator. For commercial queries please contact: Supply Chain Tel: 012 947 2788 e-mail: scm7@nmisa.org For technical queries please contact: Tel: 012 947 2755 e-mail: PZikhali@nimsa.org <i>(Please refer to the attached Technical Specification for further details: Technical Specification-FSM EC&I Integration) if applicable</i>					
			<table><tr><td>Total Price (excl. VAT)</td><td></td></tr></table>	Total Price (excl. VAT)	
Total Price (excl. VAT)					

15% VAT	
Grand Total (incl. VAT)	

NOTES TO SUPPLIER

- Suppliers are required to respond with a quotation containing their company letterhead, where possible. Alternatively, they should include their pricing in this TOR and .
- NMISA is a schedule 3A public entity according to PFMA and effects payments when all goods and services are delivered in full.
- Quotations should be firm and valid for at least a period of 30 days
- Quotations must clearly indicate delivery period
- *All Supplier quotations are subject to the provisions of the attached **SBD forms**.*
- For pricing above R2 000.00 - BBBEE certificate must be attached.
- Quotations should be sent to scm7@nmisa.org
- *The response should reach NMISA not later than **21 August 2026 @ 14h00***