

**nhc****National Heritage Council**
SOUTH AFRICAan agency of the
Department of Sport, Arts and Culturewww.nhc.org.za
Tel: 012 748 3949
2nd Floor Building 3, Summit Place Business Park
221 Garsfontein Road, Menlyn, Pretoria

THE OBJECTIVE IS TO APPOINT A SERVICE PROVIDER FOR A DEFINED PERIOD FOR THE TRAINING EMPLOYEES ON PROTECTION OF PERSONAL INFORMATION (POPI) & PAIA, PAJA TRAINING VIA TWO PLATFORMS (ONLINE) AND ON SITE.

RFQ NUMBER:	RFQ NHC/2024/25/054
RFQ ISSUE DATE:	2024-11-19
CLOSING DATE AND TIME:	2024-11-26 @ 11:00am
COMPULSORY BRIEFING SESSION	None

SUPPLIERS ARE REQUESTED TO PLEASE SUBMIT A QUOTATION ON THE COMPANY LETTERHEAD FOR THE FOLLOWING:

No	Item Description	Quantity	Unit of Measure
1.	The objective is to appoint a service provider for a defined period for the training employees on Protection of Personal Information (POPI) & PAIA, PAJA training via two platforms (online) and on site.	4 0	each per course

ITEM DESCRIPTION	DETAILED INFORMATION
RFQ VALIDITY PERIOD	30 days (COMMENCING FROM THE RFQ CLOSING DATE)
COMPULSORY REQUIREMENT	- Valid current Tax compliance status pin code for verification of tax compliance status with SARS. - Only suppliers registered on the Central Supplier Database (CSD) will be considered. Suppliers must include with their quotation / proposal their Master Registration number as proof of registration on CSD - Completed and signed Standard Bidding Documents (SBD) forms included with the bid document / RFQ.
SUBMISSION OF QUOTES	e-mail to: procurement@nhc.org.za
CONTACT PERSON FOR ENQUIRIES	Mr. Sonti Pudikabekwa at s.pudikabekwa@nhc.org.za and Tshepo Maake at t.maake@nhc.org.za



INTRODUCTION

1. **PURPOSE OF THE REQUEST**

NHC seeks to invite quotations for the procurement of goods and/or services as stated above.

2. **NHC's TERMS AND CONDITIONS OF REQUEST FOR QUOTATION (RFQ)**

- 2.1. NHC's conditions of purchase shall apply.
- 2.2. The validity period of the quotations must be clearly stated on the quotation.
- 2.3. Prices quoted shall be in South African Rand and inclusive of VAT as well as any associated costs such as delivery, insurance, taxes, etc.
- 2.4. No price adjustments or amendments will be considered by the NHC after closure of the RFQ.
- 2.5. The supplier accepts full responsibility for the proper execution and fulfilment of the goods or services quoted for.
- 2.6. NHC reserves the right to accept or reject any special terms and conditions that may qualify the goods or services to be provided.
- 2.7. The NHC reserves the right to accept or reject a proposal in whole or in part.
- 2.8. Where the NHC determines that it will be in the best interest of the project to appoint multiple suppliers, the NHC reserves the right to award the RFQ to multiple suppliers by indicating on the purchase order, the items applicable.
- 2.9. Quotations shall be submitted on an official letterhead and duly signed.
- 2.10. Goods or services shall be supplied / rendered upon receipt of an official purchase order from the NHC. No services must be rendered or goods delivered before an official NHC purchase order or service level agreement (SLA) signed.
- 2.11. The General Conditions of Contract (GCC) issued by National Treasury are applicable.
- 2.12. Only quotations from suppliers that complies with the specifications and indicate the date of delivery or expected date of service delivered, shall be evaluated and considered.
- 2.13. The NHC reserve the right to do due diligence on the quotations.
- 2.14. The NHC reserves the right to benchmark prices quoted.
- 2.15. Late and / or incomplete submissions will not be accepted.
- 2.16. NHC shall pay within 30 days after receipt of an invoice.
- 2.17. All invoices must be submitted to SCM via the email to procurement@nhc.org.za.



3. EVALUATION CRITERIA

All quotations will be evaluated based on compliance with compulsory requirements, compliance with specifications / Terms of Reference and the 80/20 preference point system prescribed by the Preferential Procurement Policy Framework Act 5 of 2000 and its Regulations as amended in 2022, please see SBD 6.1.

The breakdown of the scoring is included in the Standard Bidding Document (SBD) 6.1. Suppliers are required to complete the SBD 6.1 to indicate the points claimed as required.

IMPORTANT: Suppliers to failed to claim points on SBD 6.1 will score zero by default. Your assistance and co-operation is appreciated.

Kind Regards

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TERMS OF REFERENCE

The objective is to appoint a service provider for a defined period for the training employees on Protection of Personal Information (POPI) & PAIA, PAJA training via two platforms (online) and in person.

The POPI Act provides a number of mechanisms for the lawful processing of personal information.

While it is important to implement measures to process personal information in a lawful manner, if the employees in NHC don't understand the Act and its purpose, the chances of complying with requirements of the Act are slim. Training is therefore a key aspect of your POPI & PAIA Act compliance journey.

The POPI & PAIA,PAJA Act training courses need to cater for the following:

- End users
- Samples of templates for POPI compliance
- Job role specific e.g., line managers, records managers, security specialists
- Executives and directors for policy setting and Council members.

A The training needs to incorporate following:

POPI & PAIA,PAJA Act compliance for Employees: Approximately a 1-to-3-hour course for staff and Council members which focuses on the essential components and purpose of the POPI Act. To cover employee rights and responsibilities giving practical, advice for everyday use and test to establish absorption of information after the training was conducted.

POPI & PAIA,PAJA Act compliance for Management Training: Approximately a 1-to-3-hour course which focuses on the essential components for management, their responsibilities when carrying out supervisory and enforcement action to ensure compliance with the POPI Act by staff, management, and Council (board) members, and a test to establish absorption of information after the training was conducted.

POPI & PAIA ,PAJA Act compliance for Owners and Directors: Approximately a 1-to-3-hour which focuses on essential components for company owners and directors which aims to help executives to understand their responsibilities when developing and implementing policies for compliance with the POPI Act by the organisation. This module provides the governance, risk and compliance context when dealing with internal and external stakeholders.



Information Officer Training: A 1 day Information Officer training workshop which focuses on essential elements required related to the ICT environment to be provided as a virtual workshop (Teams or Zoom) or as an onsite workshop at our business premises. The workshop is aimed at enabling Information Officers and Deputy Information Officers, as well as members of privacy and data protection teams, to obtain a clear understanding of the duties of the Information Officer as stated in POPIA, PAIA and associated Regulations and the Guidance Note on Information Officers and Deputy Information Officers.

The Training must cover inter alia the following:

1. POPIA/ PAIA/PAJA Compliance

Balancing the two opposing human rights on information access — the right to know and the right not to know.

2. PAIA — The right to know

- What is PAIA?
- PAIA Case Studies to Explore
- The Information Regulator
- The Role of the Information Officer
- Categories of Information
- Types of Personal information a company may store
- Which types are openly available to the public
- Which are only available upon request

3. The PAIA Manual

- What is it?
- Where is it stored?
- What must it contain?

4. Requesting Access to Information

- Forms and Procedures
- The Information Officer's Responsibilities

5. Ensuring PAIA Compliance in your Business

- Building Awareness
- Appointing the Info Officer
- Creating the PAIA Manual
- Processing Information Requests
- The Risks of Non-compliance



6. **POPIA — The right not to know**

- What is POPIA?
- Why is POPIA so important?
- Some Case Studies to Explore

7. **The 5 POPIA rules for Personal Information Handling and Storage**

- Processing Limitations
- Quality of Information
- Data Processing and Collection Transparency
- Data Security
- Individual consent and control

8. **POPIA Compliance**

- Role of the Information Officer
- Information Security
- Consent to Data Processing

Deliverables

- Training materials (presentation slides, handouts, case studies, comprehensive Manual).

9. **Consequences of Non-Compliance**

- International Law

10. **Keeping Personal Information Safe**

- Email Security
- Phishing Attempt Awareness
- Accessing Websites
- Using Removable Media
- Using Secure Passwords
- Using Unsecured Wi-Fi Connections

Deliverables

- Training materials (presentation slides, handouts, case studies, comprehensive Manual).

11. **PAJA**

11.1 Scope of Work

The training will cover the following key topics:

- Overview of PAJA



- Purpose and objectives of the Act.
- Historical context and development.

Key Principles of PAJA

- Right to lawful, reasonable, and procedurally fair administrative action.
- Right to be given written reasons for administrative actions. • Right to obtain access to information.

Application of PAJA

- How PAJA applies to various government functions.
- Practical examples of decision-making processes influenced by PAJA.

Procedures for Administrative Action Fair

- Steps to ensure compliance with PAJA during administrative processes.
- Best practices for conducting fair hearings and consultations.

Judicial Review and Remedies

- Understanding the grounds for review under PAJA.
- Legal remedies available to affected parties.

Case Studies and Practical Exercises

- Real-life scenarios illustrating PAJA application.
- Group discussions and role-playing exercises to reinforce learning.

11.2. Target Audience

This training is aimed at:

- Administrative officers.
- Decision-makers
- Legal advisors and compliance officers.

11.3 Responsibilities of the Service Provider

The service provider will be responsible for:

- Developing a comprehensive training curriculum and materials.
- Conducting interactive training sessions.
- Providing case studies and examples relevant to the participants' work.
- Assessing participants' understanding and providing feedback.



11.4 Deliverables

Expected deliverables include:

- Training materials (presentation slides, handouts, case studies, comprehensive Manual).
- Attendance records and feedback summaries.

Certificates of Attendance should be awarded to the participants for **PAIA, POPIA, and PAJA**

CONTACT PERSON FOR ENQUIRIES	Mr. Sonti Pudikabekwa at s.pudikabekwa@nhc.org.za and Tshepo Maake at t.maake@nhc.org.za
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SBD4

BIDDER'S DISCLOSURE

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

- 2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state?

YES/NO

- 2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.



Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution?
YES/NO

2.2.1 If so, furnish particulars:

.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract?
YES/NO

2.3.1 If so, furnish particulars:

.....

3 DECLARATION

I, _____ the _____ undersigned,
 (name)..... in
 submitting the accompanying bid, do hereby make the following statements that
 I certify to be true and complete in every respect:

3.1 I have read and I understand the contents of this disclosure;



- 3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect.
- 3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.
- 3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.
- 3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.
- 3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.



89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the

public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....	
Signature	Date
.....	
Position	Name of bidder

PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT REGULATIONS 2022

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS, 2022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **80/20** preference point system.
- b) The **80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	80
SPECIFIC GOALS	20
Total points for Price and SPECIFIC GOALS	100

1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.



- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

- (a) **“tender”** means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation;
- (b) **“price”** means an amount of money tendered for goods or services, and includes all applicable taxes less all unconditional discounts;
- (c) **“rand value”** means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;
- (d) **“tender for income-generating contracts”** means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (e) **“the Act”** means the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20	or	90/10
$P_s = 80 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$	or	$P_s = 90 \left(1 - \frac{P_t - P_{min}}{P_{min}} \right)$

Where

- P_s = Points scored for price of tender under consideration
- P_t = Price of tender under consideration
- P_{min} = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

80/20	or	90/10
$P_s = 80 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$	or	$P_s = 90 \left(1 + \frac{P_t - P_{max}}{P_{max}} \right)$



Where

Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system; or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,
- then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
B-BBEE Compliance Based on Section 10 of the B-BBEE Act (Act 53 of 2003 as amended by Act 46 of 2013)		0		



The specific goals allocated points in terms of this tender	Number of points allocated (90/10 system) (To be completed by the organ of state)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (90/10 system) (To be completed by the tenderer)	Number of points claimed (80/20 system) (To be completed by the tenderer)
The promotion of SMME's		12		
The promotion of woman owned enterprises		8		
The promotion of youth owned enterprises		0		
The promotion of people with disabilities		0		
The promotion of enterprises located in rural areas		0		
The promotion of enterprises located in the township		0		
The promotion of co-operatives		0		

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name of company/firm.....

4.4. Company registration number:

4.5. TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
 - ☐ One-person business/sole propriety
 - ☐ Close corporation
 - ☐ Public Company
 - ☐ Personal Liability Company
 - ☐ (Pty) Limited
 - ☐ Non-Profit Company
 - ☐ State Owned Company
- [TICK APPLICABLE BOX]



- 4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that
- 4.7. the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:
- i) The information furnished is true and correct;
 - ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form;
 - iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct;
 - iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process;
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

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SIGNATURE(S) OF TENDERER(S)

SURNAME AND NAME:

DATE:

ADDRESS:

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