

KZN GROWTH FUND TRUST
REQUEST FOR QUOTATION (RFQ)
RFQ REFERENCE NUMBER – KGFT RFQ 2021-012
POPIA IMPLEMENTATION SPECIALIST

Closing date : 18 February 2022
Time : 12:00
Submission format : email accounts@kzngf.co.za

Name of the respondent:

Late bids will not be accepted

BID DETAILS

Bid title : Request for quotation for a POPIA Implementation Specialist
Procurement Reference Number : KGFT - RFQ 2021/012
Description of Goods & Services : POPIA Implementation Specialist.
Date of TENDER : 04 February 2022
Date of Tender CLOSING : 18 February 2022

CONTACT INFORMATION

Any enquiries regarding the bidding procedure may be directed to:

Procurement Officer: Sijabulile Ntshangase

Telephone: 031 372 3720

E-mail: accounts@kzngf.co.za

BIDDER'S DETAILS

NAME OF BIDDER

POSTAL ADDRESS

STREET ADDRESS

CONTACT PERSON

TELEPHONE NUMBER Code Number

CELL PHONE NUMBER Code Number

FACSIMILE NUMBER Code Number

E-MAIL ADDRESS

Signature of Bidder Date

1. PURPOSE

The purpose of this Request for Quotation (RFQ) is to invite quotations for a POPIA Specialist to project manage and assist the KZN Growth Fund Trust (KGFT) in facilitating and implementing its Protection of Personal Information Act (POPI Act).

2. BACKGROUND

KZN Growth Fund Trust (Trust) is a Trust, established and capitalised by the Provincial Government to provide debt and equity. The main objectives of the Trust is to provide support for creating and enabling environment for activities that create jobs and accelerate the economic development of KZN whilst promoting Broad Based Black Economic Empowerment (B-BBEE).

2.1 Procurement Philosophy

It is the policy of KGFT, when purchasing goods and obtaining services to follow a course of optimum value and efficiency by adopting best purchasing practices in supply chain management, ensuring that open and fair competition has prevailed, with due regard being given to the importance of:

- a) The promotion, development and support of businesses from disadvantaged communities (small, medium, micro enterprises, as well as established businesses within those communities) in terms of its BEE Policy;
- b) The promotion of national and regional local service providers and agents before considering overseas service providers and;
- c) The development, promotion and support for the moral values that underpin the above, in terms of KGFT Business Ethics and Guidelines which requires that all commercial conduct be based on ethical and moral values and sound business practice. This value system governs all commercial behaviour within KGFT.

The KGFT wishes to engage with service providers who are equally committed to maintain high quality services and better pricing

3. SCOPE OF SERVICES REQUIRED

The KGFT requires to implement POPIA in all its business units and throughout its business model. The POPIA Specialist will project manage the entire POPIA implementation plan by:

- 3.1 Draft and implement KGFT's POPIA project implementation plan after impact assessment has been completed
 - 3.1.1 Detailed data on where the compliance gaps are in relation to the requirements of the POPI Act
 - 3.1.2 A comprehensive outline of what the preferred Service Provider will do to correct such.
- 3.2 Conduct a POPIA due diligence of each of KGFT's business units and its business model to identify and determine where, when and what information is being processed under POPIA;
- 3.3 To develop a register of personal information.
- 3.4 To assist in developing a Risk Report for POPIA
- 3.5 To assist in developing a Compliance Risk Management Plan ("CRMP")
- 3.6 Identify the risks of data processing and also advise on appropriate mitigants;
- 3.7 Help set up a POPIA committee – including its charter;
- 3.8 Advise on all matters for nomination and appointment of IO and any other additional appointee, and accordingly attend to appointment;
- 3.9 Draft KGFT's POPIA compliance manual and POPIA Policy, POPIA Privacy Policy for all stakeholders and electronic communication, together with relevant codes;
- 3.10 To assist in developing an integrated robust Compliance Framework for POPIA.
- 3.11 Amend and or redraft KGFT current policies , NOT limited to PAIA, HR, FIC , Finance, IT, Procurement, Investment and Document Retention Policy; in conformance with POPIA requirements;
- 3.12 Amend the KGFT's marketing material including website - recommend all amendments;
- 3.13 Amend e-mail signature for POPIA compliance;
- 3.14 Compile a compliance framework for each business unit relating to data processing and implementing recommendations to mitigate any risk areas;
- 3.15 Populated adequate clauses for incorporation under all legal agreements from lending to service providers and section 18 Notices.
- 3.16 Provide all and any guidance to the KGFT on an ad hoc basis during the course of the project and conduct post implementation evaluations (no more than 2)
- 3.17 Advice on any expected amendments and prepare the KGFT in accordance therewith.

- 3.18 To assist with further Impact Assessment where necessary.
- 3.19 Best practice on streamlining retention of records.
- 3.20 Advisory on managing data storage breach and incident reporting.
- 3.21 How best to do ongoing monitoring.

4. IMPLEMENTATION PERIOD

- 4.1 The successful bidder will be required to start immediately after appointment.
- 4.2 The implementation period must not take more than 4 (four) months. Bidders must provide a proposed project plan.

5. EVALUATION OF PROPOSALS

- 5.1 All proposals must be completed and accompanied by:
- 5.2 Company Profile
- 5.3 Evidence of registration on the National Treasury Central Supplier Database (or proof of registration);
- 5.4 Tax Compliance Status Pin
- 5.5 Valid BEE Certificate (only BBBEE Level 1 and 2 will be considered)
- 5.6 A completed supplier database form (attached) if not yet registered on the KGFT Database;
- 5.7 Provide three references for similar work performed

Failure to submit any of the above documents will disqualify the bidder from further evaluation

6. EVALUATION CRITERIA:

Item Evaluation Criteria	Weight
a) Comprehensive CV and qualifications of the team leader detailing his/her qualification and experience in the operationalisation/ practical implementation of POPIA.	30
b) Profile indicating company experience in advising and implementing POPIA	20
c) Provide 3 (three) contactable references from corporates confirming successful operationalization of POPIA.	15
d) Project Plan detailing how long the project will take for the winning service provider to implement and close-out project.	15
e) Methodology clearly articulating the stages of the required services and period of delivery with the project duration of 4 (four) months.	20

Companies must score 70 out of 100 to progress to the Price and B-BBEE Evaluation.

6.1 Price and B-BBEE Evaluation

- 6.1.1 Quotations will be subject to an evaluation based on an 80/20 price / BBEE allocation - 80 points for price and 20 points for B-BBEE status of contribution.
- 6.1.2 Fixed price quotations are required; price must be inclusive of VAT and all costs relating to disbursements

Evaluation	Maximum points to be awarded
Relative competitiveness of the price	80
B-BBEE*	20
Total Price and B-BBEE Points	100

7. THE INFORMATION REQUIRED

You are and required to provide the KGFT with a quotation, by **no later than 12:00pm on Friday 18th February 2022.**

8. SUBMISSION DETAILS

- Submissions must be emailed to accounts@kzngf.co.za attention **Sijabulile Ntshangase** by no later than the stipulated time above.
- For queries, you can contact Urvashi Ojageer during business hours of 8:00am to 4:30pm, Monday to Friday on 031 372 3720.

Approved by



Lwazi Zondi
Chief Financial Officer