



Woodmead North Office Park, 54 Maxwell Drive, Woodmead,
Johannesburg, 2191, Gauteng Province, South Africa
P.O Box 31533, Braamfontein, Johannesburg, 2017
Email: enquiries@infoeregulator.org.za
Website: www.infoeregulator.org.za
Toll Free: +27 80 001 7160

ENTITY: INFORMATION REGULATOR:

TEL: 010 023 5263 / 010 023 5305

FAX:

SUPPLY CHAIN MANAGEMENT SPECIFICATION		
Name of Entity	Information Regulator	
RFQ No.	RFQ-33-2026/27	
Date of Specification	14 September 2026	
Closing Date	25 September 2026	
Contact Number	010 023 5263 / 010 023 5305	
Venue for delivery of goods /services	Woodmead North Office Park, 54 Maxwell Drive, Woodmead, Johannesburg, 2191	
Contact E-mail and Fax	SCM@infoeregulator.org.za	
Contact Person	Kerryn Mashaba / Phindulo Maphangula	
PRINTING AND SUPPLY OF THE EIGHT CONDITIONS FOR LAWFUL PROCESSING OF PERSONAL INFORMATION MODULE AND TRAIN-THE-TRAINER MANUALS FOR POPIA EDUCATION AND TRAINING PROGRAMMES, FOR THE INFORMATION REGULATOR		
Specification to be supplied	Qty	Description
Eight Conditions for Lawful Processing of Personal Information Module	250	Printing of the Eight Conditions for Lawful Processing of Personal Information Module • Number of pages: 28 • Cover Color: Full CMYK • Color Inside pages: greyscale/black and white • Size: A4 portrait • Cover Material: 300gms or higher Gloss cardstock with UV Varnish • Inside pages: 80-100gsm high-quality bond/matte paper for durability and readability • Finishing: Saddle-stitched (centre-stapled) and folded for a neat, professional booklet finish. • Artwork will be made available • Printer's proof required for signatures before mass printing (not negotiable)
Train-the-Trainer Manuals for POPIA Education and Training Programmes	150	Printing of the Train-the-Trainer Manuals for POPIA Education and Training Programmes • Number of pages: 18 • Cover Color: Full CMYK

		• Color Inside pages: greyscale/black and white • Size: A4 portrait • Cover Material: 300gms or higher Gloss cardstock with UV Varnish • Inside pages: 80-100gsm high-quality bond/matte paper for durability and readability • Finishing: Saddle-stitched (centre-stapled) and folded for a neat, professional booklet finish. • Artwork will be made available • Printer's proof required for signatures before mass printing (not negotiable)
--	--	--

Service Providers interested in this Project should submit the following documents.

- Provide three (3) letters of proof of previous relevant experience (i.e., printing services) for work completed.
- Company Profile comprising the bidder's primary business activities, experience, clients, management, footprint, etc.

Important to note:

- The Service Provider will be required to deliver the goods after a letter of award to supply and deliver the goods has been sent to the appointed Service Provider.
- The Service Provider is required to register their **Information Officer (CEO / Director)** on the **Information Regulator's eServices portal** and submit **proof of registration certificate**.

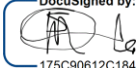
The quotation and required documents must be submitted through email to SCM@infoeregulator.org.za

The RFQ will be evaluated in terms of the 80/20 system prescribed by the Preferential Procurement Regulation of 2022.

Quotation(s) must also be accompanied by the following documents:

1. Valid copy of Tax Compliance Status Pin.
2. Original certified B-BBEE Certificate/ Affidavit.
3. Most recent CSD registration report.
4. Information Officer registration certificate.
5. Quotations must be valid for two (2) months.

6. Quotations received after the closing date of the request for quotation will NOT be considered.

Specification Signed off by	
Signature:	DocuSigned by:  175C90612C18429...
Date:	15-Sep-2026 12:39 SAST
Name and Title:	Mr M Dimba Executive: Education and Communication