

## Invitation to Tender

### Provision of Training Services on Industry Certification for Data Protection Officer

<b>Reference:</b>	AITI/8/1/1906DPO
<b>Opening Date:</b>	Friday, 20 June 2025
<b>Closing Date:</b>	Tuesday, 22 July 2025 at 3:00pm
<b>Email:</b>	<a href="mailto:procurement@aiti.gov.bn">procurement@aiti.gov.bn</a>
<b>Information Day:</b>	TBC
<b>Document Fee (non-refundable):</b>	BND100.00
<b>Tender Deposit (refundable):</b>	N/A
<b>Total Fees Payable:</b>	BND100.00

## EXECUTIVE SUMMARY

*This executive summary contains the high-level scope of work involved in the project.*

1. The Personal Data Protection Order, which was enacted in 2025 confers certain obligations to private sector organisations. One of the key obligations include 'Accountability,' which involves the appointment of at least one Data Protection Officer (DPO) within an organisation.
2. The roles and responsibilities of a DPO include developing and implementing data protection policies and practices, communicating the organisation's data protection policies and practices to its staff, developing complaints' handling processes, publishing data protection policies, practices and complaints' handling process and making their business contact information publicly available.
3. AITI is thereby seeking a Vendor to provide Training Services on Industry Certification of the Certified Information Privacy Manager (CIPM) Course as part of AITI's Data Protection Officer Competency Programme.
4. The objectives are to engage DPOs of private-sector organisations, to equip them with skills and knowledge on developing a personal data protection framework to comply with the obligations under the Personal Data Protection Order (PDPO) 2025 for their organisation and to qualify them as a CIPM.
5. The high-level scope of work involves:
  - a. Provision of Training on Industry Certification for the CIPM Course
  - b. Enrolment and Provision of Examination on Industry Certification for the CIPM Course

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