

REQUEST FOR PROPOSAL (RFP)

RFP NUMBER	RFQ DEA 003/08/2023
DATE ISSUED	22 August 2023
PROJECT NAME	Facilitator: Digital Earth Africa strategic session (7 Nov, Cape Town)
CLOSING DATE AND TIME	01 September 2023
NAME OF PROPOSER/TENDERER	
CSD SUPPLIER NUMBER (MA NUMBER)	
TELEPHONE NUMBER	
FAX NUMBER	
EMAIL ADDRESS	
PHYSICAL ADDRESS	
B-BBEE STATUS LEVEL OF CONTRIBUTION	
FULL NAME OF BIDDER OR HIS OR HER REPRESENTATIVE	
IDENTITY NUMBER	
POSITION OCCUPIED IN THE COMPANY (DIRECTOR, TRUSTEE, SHAREHOLDER)	
COMPANY REGISTRATION NUMBER	
TAX REFERENCE NUMBER	
VAT REGISTRATION NUMBER	
QUOTE PRICE (INCL VAT)	

SIGNATURE	
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Full details of directors / trustees / members / shareholders.

Full Name	Identity Number	Personal Tax Reference Number	State Employee Number / Persal Number

A. BIDDER'S DISCLOSURE (SBD 4)

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,

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.

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

- 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.
- 3.5 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.
- 3.6 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.
- 3.7 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 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.

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.



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

B. REQUEST FOR PROPOSAL FOR A STRATEGIC PLANNING FACILITATOR FOR DIGITAL EARTH AFRICA (7TH NOVEMBER 2023)

1. BACKGROUND TO South African National Space Agency (SANSA) and Digital Earth Africa (DE Africa)

The South African National Space Agency (SANSA) has a mandate, as outlined in the South African National Space Agency Act, 2008 (Act No 36 of 2008), to co-ordinate and integrate national space science and technology programmes and conduct long-term planning and implementation of space-related activities in South Africa, for the benefit of the citizens of South Africa. SANSA currently hosts Digital Earth Africa (DE Africa), a program with an African mandate, established to leverage international satellite data, and open data cube to apply Earth observation data and products to address key issues across the continent, maximising the value and impact of Earth observation data sources for Africa. DE Africa has key governance structures; and the Governing Board is the oversight body, setting the program's strategic outcomes, and overseeing strategy implementation.

1.1 DE Africa Vision

To provide a routine, reliable and operational service, using Earth observations to deliver decision-ready products enabling policy makers, scientists, the private sector and civil society to address social, environmental and economic changes on the continent and develop an ecosystem for innovation across sectors.

1.2 DE Africa mission

To process openly accessible and freely available data to produce decision-ready products. Working closely with the AfriGEO community, DE Africa will be responsive to the information needs, challenges and priorities of the African continent. DE Africa will leverage and build on existing capacity to enable the use of Earth observations to address key challenges across the continent.

2. SCOPE OF WORK (TERMS OF REFERENCE)

Digital Earth Africa – Facilitator: Strategic Session Service Provider Specifications:

DE Africa has received Phase III funding, which is to be implemented for 2023-2026. DE Africa currently has an approved strategy, however needs to be revisited to align with programme outcomes for Phase III (2024-2026).

Digital Earth Africa is seeking to appoint a highly qualified service provider for the provision to facilitate a strategic session for the Digital Earth Africa program, which will be convened with the Digital Earth Africa Governing Board. The service is intended to facilitate for the Board to come up with 2024-2026 Strategic Outcomes, which will frame the 2024 Annual Plan, and be encompassed into operations and risk management by DE Africa leadership. The service (strategy session facilitation) is for one day (7th November 2023). The service provider is expected to provide a report and a draft strategy within 7 days after session, which should be finalised to an official strategy document post the adoption/ endorsement by the Governing Board.

The scope of the Strategic Session Facilitator shall consist of, but not be limited to the following work:

3. SCOPE OF WORK (TERMS OF REFERENCE)

In alignment with the provisions of the current DE Africa strategic framework aligned to Phase II of the program, which posits that DE Africa should improve the lives of Africans through access to tailored information for decision making. This position framed the three outcomes: namely; (i) *Sustainable Supply*: that DE Africa is an operationally, technically and financially sustainable and inclusive entity in Africa, (ii) *Demand and uptake*: that DE Africa is demonstrating environmental and development impact and (iii) *Regional and global engagement*: that DE Africa is a flagship initiative that promotes the benefits of open and free earth observation data.

DE Africa has since secured Phase III funding, which is meant to be implemented 2023-2026. The funding proposition is on *scaling and impact*. Emphasis is that *DE Africa 'Phase III' will drive uptake of the program and deliver impact in Africa. Phase III will ensure DE Africa is on track to be self-sustained in Africa, in collaboration with key African stakeholders. Furthermore, Phase III will create additional value from the science, technology and institutional arrangements established in Phase II.*

The scope of the assignment for the strategic session facilitator is to provide technical, strategic facilitation support for the review of the existing DE Africa strategy framework, forward looking to develop a DE Africa strategy for 2024-2026. The strategy should also have medium term and long term outcome (lens beyond 2026).

The following are outlined as strategic session facilitator activities and outputs:

Activities:

Planning for the strategy session:

- Strategic plan format Scheduling monthly preparation meetings with the DE Africa leadership (Exco)
- Meet with DE Africa Exco, to plan for the strategy session, which will encompass the following:
- Unpacking the existing Board approved Digital Earth Africa strategic plan (2021-2023)
- Setting expectations to shape the strategic outcomes for 2024-2026
- Prepare for the strategic session material (strategy session pack)
- Prior to the strategic session, have a strategy focus alignment session with DE Africa Exco

Output/ Outcomes:

- Digital Earth Africa 2024-26 strategic plan with outcomes and outputs
- Digital Earth Africa 2024 Annual Plan (linked to the approved 2024-26 strategic plan)
- DE Africa plan to be integrated into DE Africa strategic risks and operational risks

Capability and competence:

- Experience is facilitating a strategic session (provide portfolio of evidence)
- Understanding of the African continent development framework
- Provide 3 contactable references
- Proposal should include names and Bio links to individuals- compulsory is the Bio for the lead for the strategy session
- Collective qualifications of the team appointed to this proposal.

REPORTING

- Service Provider to develop process notes emanating from each stage of the annual Strategic Planning Process (within 5 working days of each process).
- A high-level draft PowerPoint presentation will be required to reflect key issues emanating from strategy focus alignment with DE Africa Exco (to inform the framing of the 2024-2026 Board strategic session)
- Draft plans in word format are to be produced within 7 working days after the DE Africa Board strategy session

- A close – out report will be required in word format within 7 working days of finalisation of all deliverables and final 2024-2026 DE Africa strategic document
- Final/ Board endorsed strategic document to be produced within 14 days post the strategy session.

C. EVALUATION CRITERIA

Whist the request for proposal (RFP) is for DE Africa, the supply chain process and appointment will be processed through SANSA SCM processes.

SANSA promotes the concept of “best value” in the award of contracts, as opposed to merely looking for the cheapest price, which does not necessarily provide the best value. Best value incorporates the expertise, experience and technical proposal of the organisation and individuals who will be providing the service and the organisational capacity supporting the project team.

SANSA is committed to achieving Government's transformation objectives in terms of the Preferential Procurement Policy Framework Act.

The value of this bid is estimated not to exceed R1 million (all applicable taxes included) and therefore the **80/20** system shall be applicable.

The procedure for the evaluation of responsive tenders is **price, functionality (quality) and preference** method. The evaluation of the bids will be conducted in the following two stages:

- Firstly, the assessment of quality will be done in terms of the evaluation criteria (Table 3) and the minimum threshold of 70 points explained below. A bid will be disqualified if it fails to meet the minimum threshold for functionality as per the bid invitation
- Thereafter, only the qualifying bids are evaluated in terms of the 80/20 preference points systems, where the 80 points will be used for price and the 20 points will be awarded to a bidder for attaining the B-BBEE status level of contributor in accordance with the Table below

1. Preference

(ORIGINAL/CERTIFIED B-BBEE STATUS LEVEL VERIFICATION CERTIFICATE/SWORN AFFIDAVIT MUST BE SUBMITTED IN ORDER TO QUALIFY FOR PREFERENCE POINTS FOR B-BBEE)

Calculation of points for B-BBEE status level contributor

Points will be awarded to a bidder for attaining the B-BBEE status level of contributor in accordance with the Table1 below

Table 1: B-BBEE level and points

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

2. Eligibility Criteria

To be eligible for the functionality, price and preferencing evaluation, the bidder must submit the following as per table 2 below.

If there is “**No**” on the Table 2 below, the bidder who didn't submit the required document (s) with their bid will be requested in writing to submit them within three (3) working days for inclusion in the Bid Evaluation Committee item, if a bidder fails to submit on the 3rd working day, the relevant bid will be rejected.

Table 2: Eligibility Criteria

Criteria	Attached (Yes/No)	Comments
CSD Registration Summary Report with a compliant tax status		

3. Quality/Functionality:

Scores will be tabulated to 100 points. Respondents must score **70 points** and over to be assessed on their financial offer and preference score.

The allocation of points for the evaluation of quality/functionality is set out in Table3 below:

Table 3: Quality/Functionality Criteria

Criteria	Maximum Points
Methodology	40
Qualifications and Experience of Project Team	20
Company Expertise/Experience as evidenced by Reference Letters	40
Total evaluation points for quality	100

Evaluation criteria 1: Methodology

Description / Details of the methodology: This section of the proposal shall present the detailed methodology of the service provider and describe in detail how the service provider proposes to undertake the service(s), including but not limited to:

- ❖ Solutions to meet DE Africa requirements relating to the development of Strategic and Annual Work Plans.
- ❖ A description of the proposed services addressing each service requirement listed in the scope of work.

Project Plan:

- ❖ Delivery Timelines should be realistic and aligned to the Framework for Strategic Plans and Annual Plans.
- ❖ Project plan to include key project milestones, activities, and related costs for each milestone.

	Methodology
Non Responsive (score 0)	Service provider has not provided a proposal that meets the scope of work required.
Poor (score 10)	The proposal is poor or is unlikely to satisfy project objectives or requirements. The service provider has misunderstood certain aspects of the scope of work and does not deal with the critical aspects of the scope of the work.

	The proposal omits important outcomes and understanding of scope of work is inconsistent with DE Africa expectations
Good (score 30)	<p>The proposal is specifically tailored to address all scope of work objectives and requirements; and is sufficiently flexible to accommodate changes that may occur during execution.</p> <p>The work plan fits the scope of work; all important activities are indicated, and their sequencing is appropriate and consistent with project objectives and requirements.</p> <p>There is sufficient detail that facilitates understanding of the proposed scope of work and the mandate of DE Africa</p>
Excellent (score 40)	<p>Besides meeting the "good" rating, the important issues are approached in an innovative and efficient way, indicating that the service provider has outstanding knowledge of the deliverables outlined for DE Africa, operating in the African continent</p> <p>The proposal details ways to improve the project outcomes and the quality of the outputs. The proposal has included value added services that is relevant to the project (including innovative use of technology to ensure delivery in accordance with the project scope of work).</p> <p>The sequencing and timing of activities are very well defined, indicating that the service provider has optimised the use of resources and the work plan permits flexibility to accommodate contingencies and risks.</p>

Evaluation criteria 2: Qualifications and Experience of Project Team

Description:

The proposed resource should have the following but not limited to:

- Project team should consist of at least two (2) people.
- Project Lead/Partner should have at **least five (5) years of cumulative previous experience** in similar assignments related to the development of Strategic Plans and Annual Plans
- Ability to work under pressure and adhere to tight deadlines.
- Good verbal and written communication skills, good interpersonal relations, time management, well organised, flexible in terms of adapting to changes in the internal and external environment and ability to pay attention to details.
- Ability to develop solutions to a variety of problems in line with regulatory frameworks and advise accordingly.
- Experience working with organizations in Africa will be advantageous

Failure to provide any of the following documents: Strategic Planning facilitation and technical support team CV/profiles, proof of qualifications and contactable references will result in Zero (0) points being awarded.

	Project Team Experience
Non Responsive (score 0)	Service provider has not provided proof of experience relating to Strategic Planning facilitation team CV/profiles, proof of qualifications and contactable references.
Poor (score 5)	Key Personnel have limited levels of experience in developing strategic plans for organisations with a mandate in the African context (less than 5 years) based on their CV/profiles, proof of qualifications and contactable references attached.
Good (score 10)	Key Personnel have extensive levels of experience in developing strategic plans and annual plans/ workplans for organisations with a mandate in the African context (between 5-9 years) based on their CV/profiles, proof of qualifications and contactable references attached
Excellent (score 20)	Key Personnel have outstanding levels of experience in developing public strategic plans and annual plans for organisations with a mandate in the African context (10 or more years) based on their CV/profiles, proof of qualifications and contactable references attached.

Evaluation criteria 3: Company Experience (as per reference letters provided)

Description:

The company must meet the minimum requirements stated below and provide reference letters for similar projects executed relating to the development of Strategic Plans and Annual Performance Plans for PFMA Schedule 3 Public Entities in table format.

The referees listed below should be supported by the reference letters provided to SANSA.

- Extensive public sector knowledge, and in specific strategic planning management and facilitation expertise relating to the development of Strategic Plans and Annual Performance Plans for any PFMA Schedule 3 Public Entity.
- Understanding of **all** applicable regulatory framework/s relating to this assignment.
- A minimum of 5 years' relevant public sector experience relating to the development of Strategic Plans and Annual Performance Plans.
- Minimum of five (5) references to be provided to demonstrate up to date strategic planning understanding as per the above-mentioned requirements.
- Advanced computer literacy with knowledge of the full MS Office suite analysis and presentation skills (including presentations through use of virtual platforms).

References for similar work done which is related to the development of Strategic Plans and Annual Performance Plans for organisations (experience African mandate advantageous)

Service Provides to ensure the table below is fully completed (as per the format provided).

Company Name	Contact Person, phone number & email	Description of Service Rendered	Date when the service was rendered	Value of the project.

	Bidder's (Company) Experience
Poor (score 0)	Company has limited experience of less than 5 years in strategic planning facilitation and developing Strategic Plans and Annual Performance Plans. Company failed to provide required documents and complete the table above.
Good (score 5)	Company has solid experience in developing Strategic and Annual Performance Plans in accordance with African context mandate (5 –9 years of similar work). The service provider must attach a list of companies verified as per the table above.
Excellent (score 10)	Company has extensive experience in developing Strategic and Annual Performance Plans in accordance with Africa context mandate (10 or more years of similar work). The service provider must attach a list of companies supported as per the sections above. <i>The bidder must attach reference letters and complete the table above in the format provided by SANSA - failure to do so will result in the forfeiture of 5 points.</i>

Failure to provide any of the following documents: Strategic Planning facilitation and technical support team CV/profiles, proof of qualifications and contactable references will result in Zero (0) points being awarded.

	Bidder's (Company) References (Company Profile and confirmation of CIPC registration must be provided.)
Poor (score 10)	Company has provided less than 3 letters of reference reflecting experience in strategic planning facilitation and developing Strategic Plans and Annual Performance Plans in the past 5 years.
Good (score 25)	Company has provided 5 letters of reference reflecting experience in strategic planning facilitation and developing Strategic Plans and Annual Performance Plans in the past 5 years.
Excellent (score 30)	Company has provided more than 5 letters of reference reflecting experience in strategic planning facilitation and developing Strategic Plans and Annual Performance Plans in the past 5 years.

D. PRICING SCHEDULE

Pricing Instructions

1. The Bidder must price all items;

2. Rates are to include all costs with no unspecified cost to allow for a fair evaluation.
3. Payment will be made based on the deliverables (proven progress) for the services rendered/goods received.
4. Payment will only be made on the basis of invoices provided.
5. Offer to be valid for 30 days from the bid closing date.

Description	Hours	Hourly Rate	Total Price (Incl. VAT)
Project initiation and kick-off, aligned with planning activities			
Review of the existing DE Africa strategy- to frame the 2024-2026 strategy session			
Development of the strategic session material			
Development of the first draft of the 2024-206 strategic document			
Preparation and facilitation for DE Africa Exco strategy focus alignment session			
Strategic Planning Facilitation Cost (All inclusive)			
Disbursement (where applicable this will be in accordance with SANSA's travel policy)			
Reporting and finalisation of the 2024-26 strategic document (Board approved)			
TOTAL CONTRACT AMOUNT (INCLUDING VAT)			

E. SPECIAL CONDITIONS

- a) Quotations to be returned to Boitumelo Maredi: bmaredi@sansa.org.za
- b) The service provider shall commit to post support where and when required by SANSA.
- c) Contract will not be awarded unless supplier is registered on the Central Supplier Database. A supplier registration summary with a compliance tax status must be submitted with the proposal. Potential suppliers should contact SANSA should they require assistance in registering on the CSD)
- d) This RFP is part of the Supplier Development Programme (SDP). The recommended bidder will be required to sign a SDP agreement for shorter payment periods for EMEs.
- e) The offices of SANSA are situated at the following address:

**Shop 2 Enterprise Building
Mark Shuttleworth Street
The Innovation Hub
Pretoria, 0087**

F. TIMELINES

The successful service provider must be in the position to provide the service within 1 week after the purchase order has been issued by SANSA.

G. SUPPORTING DOCUMENTATION AND MINIMUM CRITERIA

In order to demonstrate their capacity and score points with respect to the criteria, tenderers should provide the following supporting documentation.

- a. A method statement of how the tenderer proposes to implement the project.
- b. B-BBEE status level verification certificate/Sworn affidavit must be submitted in order to qualify for preference points for B-BBEE);
- c. 3 References including organisation name, contact person and contact numbers;
- d. Quotation must reflect a cost breakdown, where applicable, prices quoted must be inclusive of VAT
- e. All pages of quotation must be signed by the authorised person
- f. SANSA has the right to withdraw any quotation at any time within the validity of the quotation.
- g. SANSA reserves the right to invite suppliers/companies to present their bid proposals for final decision

H. DECLARATION

The undersigned, who warrants that he / she is duly authorized to do so on behalf of the enterprise:

- i) confirms that neither the name of the enterprise or the name of any partner, manager, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears on the Register of Tender Defaulters established in terms of the Prevention and Combating of Corrupt Activities Act of 2004;
- ii) confirms that no partner, member, director or other person, who wholly or partly exercises, or may exercise, control over the enterprise appears, has within the last five years been convicted of fraud or corruption;
- iii) confirms that I / we are not associated, linked or involved with any other tendering entities submitting tender offers and have no other relationship with any of the tenderers or those responsible for compiling the scope of work that could cause or be interpreted as a conflict of interest;
- iv) confirms that the contents of this questionnaire/forms (SBD 4) are within my personal knowledge and are to the best of my belief both true and correct
- v) accept that, in addition to cancellation of a contract, action may be taken against me should the Declaration prove to be false.
- vi) confirms that the bidder has read the General Conditions of Contract (GCC) and agree with the conditions. The GCC can be found on SANSA website (<http://www.treasury.gov.za/divisions/ocpo/sc/generalconditions/>)

Signed

Date

Name

Position

Enterprise
name

BID CONDITIONS

1. Disqualification

Please note that if a bid document is not filled in correctly or completely, or complied with the specification, or is delivered/send after the bid closing date and time, or the supplier is not registered on the CSD or supplier has a non-compliant tax status, then unfortunately that bidder will be disqualified. Please return this document with the supporting documents.

2. Bid Document Submission

Emailed tender documents will be accepted. However, the onus is on the tenderer to ensure that complete email documents have been received by the SANSA by the due date and time.

Please note that any alterations to the tender document other than filling in the tenderer's details and tender price will automatically disqualify the tenderer.

COMPLIANCE WITH PROTECTION OF PERSONAL INFORMATION ACT, 2013 (ACT NO. 4 OF 2013) ("POPIA")

1. The Constitution guarantees citizens the right to privacy, including the right not to have the privacy of their communications infringed.
2. POPIA aims to promote the protection of privacy through the application of its guiding principles for the processing of personal information in a context-sensitive manner.

Committed to your Privacy

3. SANSA fully comprehends that your personal and company information is valuable to you; your privacy is just important to SANSA. SANSA commits to safeguarding and lawfully processing your personal information.

Purpose for Processing your Personal Information

4. SANSA collects, holds, uses and discloses your personal information mainly to provide you with access to its services. SANSA will only process your personal information for a purpose you would reasonably expect, including:

- Complying with any legal and regulatory requirements such as contract agreements, etc.
- Confirming, verifying and updating your details.
- Invoicing or paying you to ensure payment and tax compliance.

5. SANSA may collect your personal information which may include your first name and last name, company name and its registration number, identity numbers, email address, physical or postal address, other contact information, banking details, etc.

Consent to Disclose and Share your Personal Information

6. SANSA may need to share your personal information, with third parties, to provide advice, and/or services. Where SANSA shares your personal information, it will take all reasonable precautions to ensure that the third party will treat your personal information with the same level of protection as required by SANSA.

Request and Access to your Personal Information

7. Should you require further information on this or have any concerns about how your personal information is processed or used, you can contact Digital Earth Africa : Dr Thembi Xaba: thembi.xaba@digitalearthafrica.org
8. You can request access to the personal information SANSA has on you at any time. If you think that SANSA has outdated information, you may request to update or correct it. You can also opt-out and request the removal of your personal

information at any time. If there are any lawful reasons for requiring SANSA to retain any information, SANSA will advise so.

9. PLEASE TAKE NOTE that your personal information is securely hosted on infrastructure / system managed by SANSA. SANSA assures you that your information will not be shared for any marketing or promotional purposes without your consent.

10. SANSA will continue to manage, monitor, refine and develop policies, processes and systems. This will ensure that SANSA takes every practical and reasonable step(s) to ensure data protection, is in line with POPIA.

END