

### REQUEST FOR PROPOSAL (RFP)

<b>RFP NUMBER</b>	<b>RFQ CO/379/05/2025</b>
<b>DATE ISSUED</b>	<b>14 May 2025</b>
<b>PROJECT NAME</b>	<b>Development of the 2024/2025 SANSA Annual Report</b>
<b>CLOSING DATE AND TIME</b>	<b>23 May 2025 @ 16:00</b>
<b>NAME OF PROPOSER/TENDERER</b>	
<b>CSD SUPPLIER NUMBER (MA NUMBER)</b>	
<b>TELEPHONE NUMBER</b>	
<b>FAX NUMBER</b>	
<b>EMAIL ADDRESS</b>	
<b>PHYSICAL ADDRESS</b>	
<b>B-BBEE STATUS LEVEL OF CONTRIBUTION</b>	
<b>FULL NAME OF BIDDER OR HIS OR HER REPRESENTATIVE</b>	
<b>IDENTITY NUMBER</b>	
<b>POSITION OCCUPIED IN THE COMPANY (DIRECTOR, TRUSTEE, SHAREHOLDER)</b>	
<b>COMPANY REGISTRATION NUMBER</b>	
<b>TAX REFERENCE NUMBER</b>	
<b>VAT REGISTRATION NUMBER</b>	
<b>QUOTE PRICE (INCL VAT)</b>	
<b>SIGNATURE</b>	

**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 interest<sup>1</sup> 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 /

<sup>1</sup> 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.

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 consortium<sup>2</sup> 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.

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.

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<sup>2</sup> 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.



science & innovation

Department:  
Science and Innovation  
REPUBLIC OF SOUTH AFRICA



SCM-F-04 - RFP

.....

Signature

.....

Date

.....

Position

.....

Name of bidder

## **B. REQUEST FOR PROPOSAL FOR THE DEVELOPMENT OF SANSA 2024/2025 ANNUAL REPORT**

### **1. BACKGROUND TO SANSA**

The South African National Space Agency (SANSA) is a Schedule 3A Public Entity that formally came into existence on 03 December 2010 in terms of the Public Finance Management Act (No.1 of 1999 as amended by Act 29 of 1999). According to the South African National Space Agency Act (Act 36 of 2008) the entity was established to:

*"...provide for the promotion and use of space and co-operation in space-related activities, foster research in space science, advance scientific engineering through human capital and support the creation of an environment conducive to industrial development in space technologies within the framework of national government policy..."*

The SANSA Act (Act No. 36 of 2008) provides the following primary objectives of the entity:

- Promoting the peaceful use of outer space.
- Supporting the creation of an environment conducive to industrial development in space technology.
- Fostering research in space science, communications, navigation, and space physics.
- Advancing scientific, engineering, and technological competencies and capabilities through human capital development outreach programmes and infrastructure development.
- Fostering international cooperation in space-related activities.

### **2. SCOPE OF WORK (TERMS OF REFERENCE)**

In alignment with Section 55 of the Public Finance Management Act (No.1 of 1999 as amended by Act 29 of 1999), which sets out the requirements for Public Entities and the production of the entity's Annual Report, SANSA is required to develop an Annual Report for the 2024/2025 financial year.

SANSA requires the services of a suitable service provider for the design, layout, editing, and proofreading of the SANSA 2024/2025 Annual Report in line with the entity's Corporate Image (CI) and co-branding requirements of the Department of Science, Technology, and Innovation (DSTI). SANSA will provide an executive summary in English, and the service provider will be required to translate this into IsiZulu and Sepedi.

The service provider will be required to deliver on the following:

- **Design and Layout** of the Annual Report 2024/2025 in accordance with the National Treasury (NT) Annual Report Guide for Schedule 3A and 3C Public Entities
- **Editing and Proof-Reading** of the content to ensure consistency of language style and appropriate use of language
- **2 x PDF files** of the SANSA 2024/2025 Annual Report (i.e. in double spread and single page layout format)

- The Annual Report document will be approximately 200 pages
- **Printing of hard copies of the Annual Report**, requirements will be confirmed by SANSA at a later date
- **2 PDF E-book** - Executive Summary in Sepedi
- **2 PDF E-book** - Executive Summary in IsiZulu
- **Design and layout** of a Presentation for the Annual Report 2024/2025 in line with the entity's Corporate Image (CI) and co-branding requirements of the Department of Science, Technology, and Innovation (DSTI).
- **Design and Layout** of the 2024/2025 Annual Citizens Report summary in accordance with entity's Corporate Image (CI) and co-branding requirements of the Department of Science, Technology and Innovation (DSTI)

## 2.1. Specifications

### Design and layout

- Provide a minimum of three creative design concepts and draft of the inner pages layout for the Annual Report in line with SANSA corporate image and National Treasury's Annual Report Guide for Schedule 3A and 3C Public Entities
- Design inner pages and cover in line with the selected creative concept of SANSA CI guidelines
- Include section dividers
- Communicate science writing for the public seamlessly applying copy editing to ensure an understanding and digestible read
- Design and creative use of tables/infographics/diagrams where applicable
- Source 8 high-resolution stock images that suit the Annual Report design
- Provide two concepts/ideas for the layout of the 2024/2025 Annual Report
- Provide one concept/idea for the layout of the 2024/2025 Annual Citizens Report
- Provide proofs of the final draft of the layout and creative design
- Provide a PDF file document electronically (as stipulated in the SANSA project plan timelines)
  - SANSA Annual Report 2024/2025 – including audited 2024/2025 Annual Financial Statements
- \*Cover 300 gsm
- \*Pages 128 gsm
- \*Matt cover finishing

\*Subject to confirmation of printing requirements by SANSA

### Editing & Proofreading

- General editing of all content, proofreading and contextualising the information including grammar, phrasing, punctuation and spelling check in line with NT guidelines for Annual Reports as well as consideration for SANSA CI Guidelines

- Track changes and edits by SANSA on the content to be considered and incorporated into each draft in respect of changes made
- Copywrite the English documents

**\*Printing and Delivery of the Annual Report**

- 100 printed copies of the Annual Report: 30 copies for Parliament, 20 copies for the (DSTI) and 50 copies for SANSA
- 100 PUR bound copies of the Annual Report
- Hardcopy printing requirements to be determined by Parliament and DSTI (service provider will be informed of such accordingly by SANSA)
- If at all required, the printing requirements will be confirmed by SANSA at a later date

**\*Printing and Delivery of the Annual Citizens Report**

- 60 printed copies of the Annual Citizens Report: 30 copies for the (DSTI) and 30 copies for SANSA
- 60 PUR bound copies of the Annual Citizens Report
- Hardcopy printing requirements to be determined by the DSTI (service provider will be informed of such accordingly by SANSA)
- If at all required, the printing requirements will be confirmed by SANSA at a later date

**\*Subject to confirmation of printing requirements by SANSA**

**Translations**

- Translate Executive Summary of the Annual Report into IsiZulu - approximately 15 pages (4000 words) in length
- Translate Executive Summary of the Annual Report into Sepedi - approximately 15 pages (4000 words) in length
- Translation versions may be developed post-production of the English version document as per the project timelines provided by SANSA

## **C. EVALUATION CRITERIA**

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.

**Please Note: the above amount (R1 million) is not the budgeted amount for this project, but it is the Treasury threshold for written price quotations.**

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 80 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 specific goals in accordance with the Table below.

## 1. Preference

Specific goals for this RFP and number of points are indicated as per the table 1 below.

Proof of the specific goals below must be attached and submitted with the bid document in order to qualify for the preference points (specific goals).

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

**Table 1: Specific Goals and points**

The specific goals allocated points in terms of this RFP  (B-BBEE Status Level of Contributor)	Number of points allocated (80/20 system) (To be completed by the organ of state)	Number of points claimed (80/20 system) (To be completed by the tenderer)
1	20	
2	18	
3	14	
4	12	
5	8	
6	6	
7	4	
8	2	
Non-compliant contributor	0	

<b>Total Points (Specific Goals)</b>	<b>20</b>	
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## 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 3<sup>rd</sup> working day, the relevant bid will be rejected.

**Table 2: Eligibility Criteria**

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

## 3. Quality/Functionality:

Scores will be tabulated to 100 points. Respondents must score **80 points** and over to be assessed on their financial offer (Price) and preference (specific goals) score.

The allocation of points for the evaluation of quality/functionality is set out in Table 3 below:

**Table 3: Quality/Functionality Criteria**

<b>Criteria</b>	<b>Maximum Points</b>
<b>Project Methodology and Approach.</b> Service provider to attach copies of annual reports developed for government departments and / or entities listed in the PFMA schedules of public entities.	40
<b>Experience of Project Team:</b> project team has adequate experience in the design, layout, printing, editing and proofreading of annual reports for government departments and / or entities listed in the PFMA schedules of public entities	20

<b>Company Expertise/Experience</b> as evidenced by reference letters relating to Annual Reports previously developed for government departments and / or entities listed in the PFMA schedules of public entities	40
<b>Total evaluation points for quality</b>	<b>100</b>

## 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 SANSA and legislative requirements relating to the development of SANSA 2024/2025 Annual Report.
- A detailed description of the proposed approach to ensure timely development and delivery of the SANSA 2024/2025 Annual Report in accordance with the requirements listed in the scope of work and project delivery schedule.
- Service provider to attach copies of annual reports developed for government departments and / or entities listed in the PFMA schedules of public entities.

### Project Plan:

- Project Design (aligned to SANSA requirements and the National Treasury Annual Report Guide for Schedule 3A and 3C Public Entities).
- Delivery Timelines should be realistic and aligned to the DSTI 2024/2025 Annual Report Process Timeframes as provided by SANSA.
- Project plan to include key project milestones, activities, and related costs for each milestone.

Criteria	Maximum Points
Non Responsive (score 0)	Service provider has not provided a proposal that meets the scope of work required. Service provider has not attached any pdf copies of annual reports developed for government departments and / or entities listed in the PFMA schedules of public entities.
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 lacks an understanding of the scope of work that is inconsistent with SANSA's requirements and legislative guidelines related to the development of an Annual Report in the public sector (NT guidelines).

	Service provider has attached 1 pdf copy of annual reports developed for government departments and / or entities listed in the PFMA schedules of public entities.
Good (score 35)	<p>The proposal is specifically tailored to address all scope of work objectives and legislative 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 legislative guidelines related to the development of an Annual Report in the public sector (NT and DSTI guidelines).</p> <p>Service provider has attached 2 - 3 pdf copies of annual reports developed for government departments and / or entities listed in the PFMA schedules of public entities.</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 and legislative guidelines related to the development of an Annual Report in the public sector (NT guidelines).</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> <p>Service provider has attached 4 - 5 pdf copies of annual reports developed for government departments and / or entities listed in the PFMA schedules of public entities. No more than 5 copies are to be submitted.</p>

## Evaluation criteria 2:

### Description: 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.
- Key personnel comprise a designer, editor/ copywriter, language translator and project manager/lead
- Project Lead/Partner should have at **least five (5) years of cumulative previous experience** in similar assignments related to the development of an Annual

Report in the public sector for government departments and / or entities listed in the PFMA schedules of public entities supported by **contactable references**.

- 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.

**Failure to provide any of the following documents: Portfolio of previously developed public entity Annual Reports and contactable references will result in Zero (0) points being awarded.**

Criteria	Maximum Points
Poor (Score= 5)	Key Personnel have limited levels of experience in the development of Annual Reports in the public sector (developed less than 5 reports in the past 5 years) based on their CV/profiles listing similar projects for government departments and / or entities listed in the PFMA schedules of public entities.
Good (Score= 15)	Key Personnel have solid levels of experience in the development of Annual Reports in the public sector (developed between 6 – 9 reports in the past 5 years) based on their CV/profiles listing similar projects for government departments and / or entities listed in the PFMA schedules of public entities.
Excellent (Score= 20)	Key Personnel have outstanding levels of experience in the development of Annual Reports in the public sector (developed 10 or more reports in the past 5 years) based on their CV/profiles listing similar projects for government departments and / or entities listed in the PFMA schedules of public entities.

\*SANSA reserves the right to verify information provided

### **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 Annual Reports for government departments and / or entities listed in the PFMA schedules of public entities in table format.

**References for similar work done which is related to the development of Annual Report for government departments and / or entities listed in the PFMA schedules of public entities (aligned to the reference letters provided to SANSA). Service Providers 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


Criteria	Bidder's (Company) Experience
Poor (score 0)	Company has developed less than 5 Annual Reports in the public sector in accordance with National Treasury (NT) guidelines (in the past 5 years).
Good (score 5)	<p>Company has solid experience in the development of Annual Reports in the public sector (5 AR's or more in the past 5 years).</p> <p>The service provider must attach a list of companies supported as per the sections above.</p> <p><b><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></b></p>

Criteria	Bidder's (Company) References (Company Profile and confirmation of CIPC registration must be provided.)
Poor (score 10)	Company has provided less than 5 letters of reference reflecting letters of reference reflecting experience in the development of Annual Reports for government departments and / or entities listed in the PFMA schedules of public entities in the past 5 years.
Good (score 30)	Company has provided 5 - 9 letters of reference reflecting letters of reference reflecting experience in the development of Annual Reports for government departments and / or entities listed in the PFMA schedules of public entities in the past 5 years.
Excellent (score 35)	Company has provided 10 or more letters of reference reflecting experience in the development of Annual Reports for government departments and / or entities listed in the PFMA schedules of public entities in the past 5 years.

## 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.

## D. PRICING SCHEDULE

DESCRIPTION	AMOUNT (EXCL VAT)
Development of the 2024/2025 Annual Report: <b>Design, layout, proofreading, and editing</b>	
Development of the 2024/2025 Annual Report Presentation: <b>Design and layout</b>	
<b>Design and layout</b> of 2024/25 Annual Citizens Report summary	
Printing and delivery of PUR-bound hardcopies (**Subject to confirmation of printing requirements by SANSA)	
100 copies of 2024/2025 Annual Report 60 copies of 2024/2025 Annual Citizens Report	
1 PDF copy as e-book: Executive Summary translated in Sepedi	
1 PDF copy as e-book: Executive Summary translated in Isizulu	
<b>TOTAL CONTRACT AMOUNT (EXCLUDING VAT)</b>	
<b>VAT (15%)</b>	
<b>TOTAL CONTRACT AMOUNT (INCLUDING VAT)</b>	

## E. SPECIAL CONDITIONS

- a) Quotations to be returned to Boitumelo Maredi: [bmaredi@sansa.org.za](mailto:bmaredi@sansa.org.za)
- b) 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) before the closing date of the bid.
- c) This RFP is part of the Supplier Development Programme (SDP). The recommended bidder will be required to sign the SDP agreement for shorter payment periods for EMEs.
- d) The offices of SANSA are situated at the following address:  
**Council for Scientific and Industrial Research (CSIR)**  
**Building 10, Meiring Naudé Road**  
**Brummeria**  
**Pretoria**

## F. TIMELINES

The successful service provider must be in the position to provide the goods/service within 3 days 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. 3 References including organisation name, contact person and contact numbers;
- c. Proof of specific goals must be submitted in order to qualify for preference points (specific goals).
- 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 bidders to present their bid proposals for final decision or visit the bidders' premises as part of the evaluation process.

## 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 (<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/sent 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 required 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 SANSA's Information Officer: Mr Humbulani Mudau on [popi\\_paia@sansa.org.za](mailto:popi_paia@sansa.org.za).

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**