

### REQUEST FOR QUOTATION (RFQ)

<b>RFQ NUMBER</b>	CO/405/12/2025
<b>DATE ISSUED</b>	08 December 2025
<b>PROJECT NAME</b>	Provision of Quality Management System (QMS) Implementation Support for ISO 9001 Certification
<b>CLOSING DATE AND TIME</b>	17 December 2025 at 16:00
<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 / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

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<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.

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

<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.

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.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

## **B. REQUEST FOR QUOTATION FOR THE PROVISION OF QUALITY MANAGEMENT SYSTEM (QMS) IMPLEMENTATION SUPPORT FOR ISO 9001 CERTIFICATION**

### **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)**

#### **2.1. Background**

The South African National Space Agency (SANSA) is committed to promoting a culture of excellence in stakeholder engagement and service delivery. As a public entity operating in the science, technology, and innovation sector, we interact with a broad range of internal and external stakeholders including government departments, research partners, academic institutions, and the public.

To ensure that all employees are aligned with the values of professionalism, responsiveness, and accountability, SANSA intends to implement an ISO-certified Quality Management System at its Pretoria office, based on ISO 9001:2015. This initiative is aligned with SANSA's core values and five-year strategy.

We are seeking a professional service provider to support, guide, and fast-track the implementation process. The scope will include the implementation of the ISO 9001:2015 Quality Management System while considering the proposed changes in the 2026 draft, conducting a certification readiness gap audit to

identify areas requiring improvement, and developing an internal audit plan to ensure ongoing compliance and continuous improvement. The implementation must be complemented by practical, evidence-based capacity-building workshops for process owners, facilitated by professionals with proven experience in delivering similar programmes.

This is a multi-financial-year project that should not exceed 18 months from initiation to certification readiness.

## **2.2. Scope of Work**

SANSA seeks to appoint a qualified ISO 9001:2015 consultant or service provider to manage the full lifecycle of ISO 9001:2015 implementation at its Pretoria Office, including planning, execution, and certification readiness.

The scope of service is limited to the three programmes based at the Pretoria site:

- Administration (83 employee)
- Space Engineering (11 employee)
- Earth Observation (34 employee)

The project will commence in Quarter 4 of the 2025/26 financial year and run for 18 months, divided into three (3) phases with the following deliverables:

### **Phase 1 (2 Months): Planning Phase**

- 2.1. Review findings of SANSA's QMS gap analysis audit and corrective action plans.
- 2.2. Review current documented information (Policies, Processes, Work Instructions, Templates), identify areas for improvement and issue review report.
- 2.3. Identify undocumented core processes, document a report and guide process owners on documentation.
- 2.4. Develop a detailed project plan with timelines, milestones, and resource allocation.

### **Phase 2 (8 Months): Implementation Phase**

- 2.5. Refine the scope of QMS and its boundaries.
- 2.6. Improve QMS structure and control of documented information to align with ISO 9001.
- 2.7. Arrange and conduct QMS implementation workshops with process owners and teams.
- 2.8. Guide process owners to improve documented information (Policies, Manual, Procedures, Forms, Records).
- 2.9. Conduct capacity-building workshops (3 physical sessions) for process owners to document core processes.

- 2.10. Perform project management and provide status reports monthly.
- 2.11. Provide tools and templates for audit planning and reporting.
- 2.12. Plan and schedule 4 internal QMS audits aligned with ISO certification requirements.

### **Phase 3 (8 Months): Support Phase**

- 2.13. Act as lead auditor for planned internal QMS audits (at least 4) and issue audit reports.
- 2.14. Coach process owners on change management processes.
- 2.15. Conduct mock audits and readiness assessments.
- 2.16. Assist with ISO certification Stage 1 and Stage 2 audit readiness.
- 2.17. Provide technical support to the Bid Specification Committee (BSC) during procurement of the certification body.

### **3. BRIEFING SESSION**

There will be a briefing session on the 12 December 2025 at 11:00. Briefing session will be held virtually on Microsoft Teams, bidders who are interested to attend the compulsory briefing session must indicate by sending an email to [Imoloele@sansa.org.za](mailto:Imoloele@sansa.org.za) on or before 11 December 2025 at 16:00 to receive Microsoft Teams details.

### **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**

Equity Ownership	Proof of evidence	Percentage owned <sup>3</sup>	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)
51% black owned	<ul style="list-style-type: none"> <li>• CSD Report,</li> <li>• CIPC registration,</li> <li>• I D Copies,</li> <li>• Share certificates/ register (if applicable)</li> <li>• BBBEE certificate/ BBBEE sworn affidavit</li> </ul>		10	
40% black women owned	<ul style="list-style-type: none"> <li>• CSD Report,</li> <li>• CIPC registration,</li> <li>• I D Copies,</li> <li>• Share certificates/ register (if applicable)</li> <li>• BBBEE certificate/ BBBEE sworn affidavit</li> </ul>		6	
51% owned by Black Youth	<ul style="list-style-type: none"> <li>• CSD Report,</li> <li>• CIPC registration,</li> <li>• I D Copies,</li> <li>• Share certificates/ register (if applicable)</li> <li>• BBBEE certificate/ BBBEE sworn affidavit</li> </ul>		4	
<b>Total Points (Specific Goals)</b>			<b>20</b>	

<sup>3</sup> This percentage owned refers to percentage of ownership by persons who are actively involved in and exercise control over the enterprise / company (the bidder)



**Table 2: Details of equity ownership as per table 1**

Equity Ownership	Name of Persons	Type of actively involved in or type of control over enterprise/company
51% black owned		
40% black women owned		
51% owned by Black Youth		

**Table 3: Checklist for specific goals proof of evidence as per table 1**

**Note:** All proof of evidence must be submitted by the bidder to get points. Failure to submit all applicable proof of evidence documents will result in zero points.

Equity Ownership	Proof of evidence	Document submitted (Yes/No)
51% black owned	CSD Report	
	CIPC registration	
	I D Copies	
	Share certificates/ register (if applicable)	
	BBBEE certificate/ BBBEE sworn affidavit	
40% black women owned	CSD Report	
	CIPC registration	
	I D Copies	
	Share certificates/ register (if applicable)	
	BBBEE certificate/ BBBEE sworn affidavit	
51% owned by Black Youth	CSD Report	
	CIPC registration	
	I D Copies	
	Share certificates/ register (if applicable)	
	BBBEE certificate/ BBBEE sworn affidavit	

## 2. Eligibility Criteria

To be eligible for the functionality, price and preferencing evaluation, the bidder must submit the following as per table 4 below.

If there is “**No**” on the Table 4 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 4: Eligibility Criteria**

Criteria	Attached (Yes/No)	Comments
CSD Registration Summary Report with a compliant tax status		
The Project Lead must be a qualified ISO 9001:2015 Lead Auditor and/or Implementer. The bidder must provide proof of a valid QMS competence certificate or evidence of registration as a SAATCA-certified auditor, or an internationally recognised equivalent such as IRCA (International Register of Certificated Auditors) or Exemplar Global.		

## 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 5: Quality/Functionality Criteria**

Criteria	Maximum Points
<b>Approach and Methodology</b>	<b>50</b>
<b>Company Experience</b>	<b>25</b>
<b>Qualifications and Experience of Facilitator</b>	<b>25</b>
<b>Total evaluation points for quality (functionality)</b>	<b>100</b>

**Evaluation criteria 1: Methodology and Proposal Outline (50 points)**

- The service provider should demonstrate a systematic and thorough approach to project management. A clear and detailed project plan must be provided, aligned with the Project Phases & Deliverables outlined in scope of work. Their methodology should reflect recognised best practices and comply with applicable regulatory requirements, ensuring effective implementation and delivery.
- The scoring of the proposed approach will be as follows:

	<b>Methodology</b>
<b>Non-Responsive (score 0)</b>	Service provider has not provided a methodology.
<b>Poor (score 15)</b>	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.  The proposal omits important outcomes and understanding of the scope of work is inconsistent with the approach paper.
<b>Good (score 35)</b>	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>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 a fair degree of detail that facilitates understanding of the proposed scope of work.</p>
<b>Excellent (score 50)</b>	<p>Besides meeting the "good" rating, the important issues are approached innovatively and efficiently, indicating that the service provider has outstanding knowledge of the deliverables.</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 are relevant to the project.</p>

#### Evaluation criteria 2: Company experience (25 points)

The bidder must have over five (5) years' related experience and submit at least three (3) valid reference letters on official company letterhead from organisations where they have provided ISO 9001-based Quality Management System (QMS) implementation support services.

The bidder's experience in similar projects or related areas relevant to the scope of work will be assessed.

**Failure to show over five (5) years related experience and providing 3 relevant reference letters will result in a score of zero in this category.**

	<b>Company experience</b>
<b>Score 0</b>	No relevant experience
<b>Fair (score 5)</b>	<p>3 - 4 years of experience</p> <p><b><i>The service provider must attach 3 reference letters</i></b></p>
<b>Good (score 20)</b>	<p>5 years of experience</p> <p><b><i>The service provider must attach 3 reference letters</i></b></p>
<b>Excellent (score 25)</b>	<p>Over 5 years of experience</p> <p><b><i>The service provider must attach 3 reference letters or better</i></b></p>

### Evaluation criteria 3: Qualifications and Experience of Facilitator (25 points)

The experience of the proposed lead implementer and his/her team will be evaluated. Their qualifications and experience in QMS field will be assessed against the scope of work. (Attach CV/profile and qualifications of the lead implementer and team members.

#### 3.1 The lead implementer must have the following qualifications:

##### 3.1.1 Education

Minimum: Diploma/Degree in Quality, Engineering, or related fields.

##### 3.1.2 Formal Training

Completed a SAATCA-registered ISO 9001:2015 Lead Auditor course (typically 5 days) aligned with ISO 19011 and ISO/IEC 17021 standards and ISO 9001:2015 implementation course (typically 5 days)

	Trainer's Experience
<b>Score 0</b>	Service provider did not attach copies of CVs and qualifications, and the project team does not have the relevant experience required.
<b>Fair (score 5)</b>	Facilitator has 1–2 years of experience and a minimum Diploma/Degree in Quality, Engineering, or related fields.  <b><i>Attach copies of CVs and qualifications of the lead implementer.</i></b>
<b>Good (score 20)</b>	Facilitator has 3–4 years of experience and a minimum Diploma/Degree in Quality, Engineering, or related fields.  <b><i>Attach copies of CVs and qualifications of the lead implementer.</i></b>
<b>Excellent (score 25)</b>	Facilitator has 5 years or more of experience and a minimum Diploma/Degree in Quality, Engineering, or related fields.  <b><i>Attach copies of CVs and qualifications of the lead implementer.</i></b>

## 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.

**NB ! The pricing schedule below will be for evaluation purposes**

**Pricing Schedule for the provision of Quality Management System (QMS) implementation support service for iso 9001 certification:**

Description	Number of hours	Rate per hour	Total Amount (Excl VAT)
1. Planning and implementation of Phase 1 within 2 Months period and delivery of its milestones	??????	R	
2. Implementation of Phase 2 of the project within 8 Months and delivery of its milestones.	???	R	
3. Implementation of Phase 3 of the project within 8 Months and delivery of its milestones	???	R	
Additional Cost (Specify or describe the cost/unit): 1. 2. 3. 4.		R	
<b>Total Excluding VAT</b>			
<b>VAT</b>			
<b>Total Including VAT</b>			

## E. SPECIAL CONDITIONS

- a) Proposals and quotations to be returned to Leonard Moloele: [lmoloele@sansa.org.za](mailto:lmoloele@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) Campus**  
**Building 10, Meiring Naudé Road**  
**Brummeria**  
**Pretoria**

## F. TIMELINES

The successful service provider must be in a position to provide the service as soon as they receive the purchase order.

## 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. Travelling costs will be paid for by the service provider.
- g. SANSA has the right to withdraw any quotation at any time within the validity of the quotation.
- h. 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/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 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 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.

<b>FOR OFFICE USE ONLY:</b>		
<b>SCM Representative review:</b>	Mr Leonard Moloele	
	<b>Name</b>	<b>Signature</b>
<b>Relevant Executive Approval:</b>	Mr Humbulani Mudau	

**END**