

**REQUEST FOR PROPOSAL (RFP)**

<b>RFP NUMBER</b>	<b>CO 413/03/2026</b>
<b>DATE ISSUED</b>	<b>19 March 2026</b>
<b>PROJECT NAME</b>	<b>Ethics Risk Assessment</b>
<b>CLOSING DATE AND TIME</b>	<b>27 March 2026 @ 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	Employee Number / Personal 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.

Full Name	Identity Number	Name of State institution

<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.


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. SBD 4 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

<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.

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

## REQUEST FOR QUOTATION FOR ETHICS RISK ASSESSMENT

### 1. BACKGROUND TO SANSAS

The South African National Space Agency (SANSAS) 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

### 2. Scope of work

Background

SANSAS seeks to appoint a suitably qualified and experienced service provider to conduct a comprehensive **Ethics Risk Assessment** across the organisation. SANSAS has 3 three sites i.e. Pretoria, Hermanus and Hartebeesthoek site

The objective is to identify, assess, and prioritise ethics-related risks and provide actionable recommendations to strengthen ethical culture, reduce misconduct, and ensure compliance with relevant legislation, governance frameworks, and organisational values i.e

### 2. Background

#### Scope of Work

The appointed service provider will be required to deliver a full, organisation-wide **Ethics Risk Assessment** that includes, but is not limited to, the following:

#### 3.1 Ethical Culture Assessment

- Evaluate the organisation's ethical climate and behavioural norms.
- Conduct employee perception surveys, interviews, and/or focus groups.
- Assess tone at the top, middle management influence, and employee sentiment.

#### 3.2 Ethics Risk Identification & Analysis

- Identify internal and external ethical risks across all departments.
- Evaluate likelihood, impact, and root causes of identified risks.
- Map risks to organisational processes and functions (e.g., HR, procurement, finance, operations).

#### 3.3 Policy and Control Review

- Review Code of Conduct, Ethics Policy, Gift Registers, Fraud Prevention Policy, Irregular expenditure Policy, Protected Disclosure Policy and related policies and procedures.
- Assess adequacy, relevance, and alignment with:
  - King V Report on Corporate Governance
  - Protected Disclosures Act
  - Prevention and Combating of Corrupt Activities Act
  - Public Finance Management Act / Companies Act (as applicable)

### **3.4 Whistle-blowing and Reporting Mechanisms**

- Evaluate reporting channels, case management processes, and levels of trust in systems.
- Assess turnaround time, quality of investigations, and closure controls.

### **3.5 Ethics Risk Rating and Prioritisation**

- Rate each identified risk according to likelihood and impact.
- Develop a heatmap and ethics risk register, in accordance with the SANSAS risk management framework/ policy
- Prioritise high-risk areas and offer mitigation recommendations.

### **3.6 Recommendations & Improvement Plan**

- Provide clear, actionable interventions to strengthen ethics management.
- Suggest long-term ethics culture improvement strategies.
- Recommend monitoring and reporting mechanisms to track progress.

## **4. Methodology Requirements**

Service providers must outline a clear and credible methodology including:

- Assessment tools to be used (surveys, interviews, document reviews, analytics)
- Sampling strategy (for medium sized organisations)
- Ethical culture diagnostic frameworks
- Project plan, timelines, and milestones
- Data confidentiality and privacy compliance approach (POPIA)

Preference will be given to bidders using internationally recognised frameworks.

## **5. Deliverables**

The appointed service provider must submit a comprehensive Ethics Risk Assessment Report, which includes the following:

- 1. Inception Report**
- 2. Ethics Culture Survey Report**

3. **Ethics Risk Register & Heatmap, align to the SANSA Risk Management Framework**
4. **Assessment of Policies, Systems & Controls**
5. **Consolidated Ethics Risk Assessment Report** (with executive summary)
6. **Recommendations & Remediation Plan**
7. **Presentation to Executive Management /Board Committee**

The service provider will be expected to make a presentation for Capacity Building and Training Sessions for relevant stakeholders

## 6. Expertise & Qualifications Required

Bidders must demonstrate:

- Minimum **5 years' experience** conducting Ethics Risk Assessments.
- Proven experience with public/private sector governance frameworks (Schedule 3A public entity).
- Membership/accreditation with bodies such as:
  - Ethics Institute of South Africa (EthicsSA)
  - Institute of Internal Auditors (IIA)
  - Compliance Institute SA
  - Institute of Risk Management South Africa
- At least **five (5)** relevant references and at least 3 letters should be from Schedule 3A public sector.
- Key personnel CVs indicating qualifications in ethics, governance, auditing, or risk management.

## 7. Project Duration

- Expected project completion timeline: **16–24 weeks** from award date.
- A detailed project schedule must be included in the bid.

## 8. Pricing Structure

Bidders must provide a **detailed, itemised pricing schedule**, showing costs for:

- Surveys and tools
- Workshops/interviews
- Data analysis
- Reporting
- Project management
- Travel (if applicable)

All prices must be **VAT inclusive**, fixed, and valid for **90 days**.

## B. 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** and **preference** method. The evaluation of the bids will be conducted in the following two stages:

- Firstly, the submission will be evaluated to confirm if it meets the required scope of work as stated above. A bid will be disqualified if it fails to meet all the requirements for the scope of work.
- Thereafter, only the qualifying bids (meet the scope of work) 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 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)

<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)

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>• ID Copies,</li> </ul>		4	
<b>Total Points (Specific Goals)</b>			<b>20</b>	

**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.**

**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	
	ID 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 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 4: Eligibility Criteria**

Criteria	Attached (Yes/No)	Comments
CSD Registration Summary Report with a compliant tax status		
The company must be a member of Ethics Institute of South Africa (EthicsSA). (attach valid membership documentation)		

Project Lead must hold a designation as a certified ethics officer by the Ethics Institute of South Africa (EthicsSA). Attach a valid membership and certification.		
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### 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:

Criteria	Maximum Points
<b>Methodology and Expected Deliverables</b>	<b>40</b>
<b>Company Experience</b>	<b>30</b>
<b>Project Team Experience</b>	<b>30</b>
<b>Total evaluation points for quality</b>	<b>100</b>

#### Evaluation criteria 1: Methodology and expected deliverables.

The section must be read with **section 4 above (Methodology)**.

The following must be covered:

Details of the methodology. This section of the proposal shall present the 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's requirements;
- proposed service level standards and related indicators;
- a description of how the firm evaluates the effectiveness of its work for clients and monitoring performance of the service rendered;
- Details on how confidentiality is monitored and assured, and how high ethical values and objectivity are upheld;
- A description of the proposed services addressing each service requirement listed above.

	<b>Methodology (Technical Proposal)</b>
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 SANSA's requirements.
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.</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.</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.</p> <p>The sequencing and timing of activities are very well defined, indicating that the service provider has optimized the use of resource flexibility to accommodate contingencies and risks.</p>

## Evaluation criteria 2: Bidder's (Company) experience

### Description:

The section must be read with **section 6 above**

The service provider must present at least 5 valid reference letters (**on client's letterhead**) from companies, of which 3 relevant letters must be from Schedule 3A public entities, indicating the years for which they have provided similar services with any organ of state. Letters must indicate the periods in which such services were rendered.

The experience of the tenderer (company) in similar projects or similar areas and conditions in relation to the scope of work will be evaluated.

The company must have at least five (5) years' experience in conducting a comprehensive Ethics Risk Assessment.

### The scoring of the company experience will be as follows:

	<b>Tenderer (Company) Experience</b>
Non-Responsive (score 0)	The service provider has not provided sufficient evidence of company experience in line with the required scope of work (i.e. less than five (5) years' relevant experience), and/or has failed to submit a minimum of five (5) valid reference letters confirming such experience.

Poor (score 10)	Service provider has limited experience in conducting a comprehensive Ethics Risk Assessment as per the required scope of work (5 years in similar work).  The service provider attached at least 5 valid reference letters, of which 3 relevant letters must be from Schedule 3A public entities, confirming the experience as requested in the above requirement.
Good (score 20)	Service provider has solid experience in conducting a comprehensive Ethics Risk Assessment as per the required scope of work (Between 6 -8 years in similar work).  The service provider submitted at least 5 valid reference letters, of which 3 relevant letters must be from Schedule 3A public entities confirming the experience as requested in the above requirement.
Excellent (score 30)	Service provider has extensive experience in conducting a comprehensive Ethics Risk Assessment as per the required scope of work (more than 8 years in similar work)  The service provider submitted more than 5 valid reference letters, of which 3 relevant letters must be from Schedule 3A public entities confirming the experience as requested in the above requirement.

### Evaluation criteria 3: Project Team Experience

#### Description:

At least 2 members of the project team must hold the certified ethics officer designation, with one of them serving as the project lead. Both members must be in good standing with the EthicsSA.

The successful bidder must ensure that the entire project team possesses the requisite skills, qualifications, and experience to meet the scope of work.

Copies of certificates must be attached to the proposal; failure to attach these will result in bidders forfeiting functionality points.

Summarised CV's of the project team must be attached

	<b>Project Team Experience (Project Lead and additional team member)</b>
Non-Responsive (score 0)	The service provider has provided insufficient proof of the project team's CV/profiles and proof of certification. (less than 8 years combined)
Poor (score 10)	The project team has limited levels of relevant experience (8-15 years combined) based on their CV/profiles, proof of certification attached
Good (score 20)	The project team has extensive levels of relevant experience (16-19 years combined) based on their CV/profiles, proof of certification attached
Excellent (score 30)	The project team has outstanding levels of relevant experience (more than 20 years, per person) based on their CV/profiles, proof of certification attached

## C. 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 90 days from the bid closing date.

DESCRIPTION	Unit Price	AMOUNT (EXCL VAT)
Surveys and tools		
Workshops/interviews		
Data analysis		
Reporting		
Project Management		
Travel (maximum of 2 trips per site)		
<b>TOTAL AMOUNT (EXCLUDING VAT)</b>		
<b>VAT (15%)</b>		
<b>TOTAL AMOUNT (INCLUDING VAT)</b>		

#### D. SPECIAL CONDITIONS

- a) Proposals and 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) Campus  
Building 10, Meiring Naudé Road  
Brummeria  
Pretoria**

**Farm No 502JQ,**

<b>Hartebeesthoek, District Krugersdorp</b>
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<b>Hospital Street, Hermanus, 7200</b>
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## **E. TIMELINES**

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

## **F. 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. Proof of specific goals must be submitted in order to qualify for preference points (specific goals).
- b. Quotation must reflect a cost breakdown, where applicable, prices quoted must be inclusive of VAT.
- c. All pages of quotation must be signed by the authorised person.
- d. SANS has the right to withdraw any quotation at any time within the validity of the quotation.
- e. SANS reserves the right to invite bidders to present their bid proposals for final decision or visit the bidders' premises or contact the references as part of the evaluation process.

## **G. 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. SANS reserves the right to review the rendering of the Goods and Services under this agreement on intervals agreed upon and may terminate the services of the bidder for

non-performance and replace same with the next highest scoring bidder in agreement with said bidder.

- VII. confirms that the percentage owned (table 1) refers to percentage of ownership by persons who are actively involved in and exercise control over the enterprise / company the bidder and that there is no fronting. Please note that fronting is a criminal offence under the Broad-Based Black Economic Empowerment (B-BBEE) Act. Individuals and companies involved in fronting practices can face severe penalties, including fines and imprisonment.
- VIII. 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 SANS 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. SANS fully comprehends that your personal and company information is valuable to you; your privacy is just important to SANS. SANS commits to safeguarding and lawfully processing your personal information.

### Purpose for Processing your Personal Information

4. SANS collects, holds, uses and discloses your personal information mainly to provide you with access to its services. SANS 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 on [popi\\_paia@sansa.org.za](mailto:popi_paia@sansa.org.za). **(PLEASE NOTE:** This email address is restricted to POPI and PAIA-related enquiries, not general enquiries about bids and tenders.

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.