



**REQUEST FOR PROPOSAL (RFP)**

<b>RFP NUMBER</b>	SS/450/12/2025 (Re-Advertisement)
<b>DATE ISSUED</b>	11/03/2026
<b>PROJECT NAME</b>	Request for Quotation (RFQ) for provision of ISO/IEC 17025:2017 Implementation and Awareness Training for SANS Space Science personnel
<b>CLOSING DATE AND TIME</b>	20/03/2026 at 12:00PM
<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>	

The SANS Hermanus Facility is a National Key Point (NKP) and therefore all suppliers may be subjected to a company vetting process before commencing with work on site.



**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

<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.



/ 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. 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

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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.

.....  
Signature

.....  
Date

.....  
Position

.....  
Name of bidder

<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.

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## **B. REQUEST FOR QUOTATION (RFQ) FOR PROVISION OF ISO/IEC 17025:2017 IMPLEMENTATION AND AWARENESS TRAINING FOR SANSAS SPACE SCIENCE PERSONNEL**

### **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 (TERMS OF REFERENCE)**

The South African National Space Agency (SANSAS) requires an accredited training service provider to deliver ISO/IEC 17025:2017 training, divided into two (2) distinct parts:

- **Part A – Implementation Training:** For approximately **15** laboratory technical staff members who are directly involved in implementing and maintaining the laboratory quality management system (17025) including any other supplementary training e.g measurement of uncertainties.
- **Duration: 3 Days**
  
- **Part B – Awareness Session:** For approximately **30** employees within the Space Science Programme (including management) who are associated with and support laboratory operations, to build general understanding of ISO/IEC 17025:2017 standards and SANSAS accreditation principles.
- **Duration: 1 Day**



## **2.1. PART A – IMPLEMENTATION TRAINING (LABORATORY TECHNICAL STAFF)**

### **2.1.1. Objectives**

The objectives of the implementation training are to:

- Build staff competence in applying ISO/IEC 17025:2017 requirements in daily laboratory operations.
- Enhance technical knowledge on testing, calibration, reporting, documentation development and quality assurance practices.
- Strengthen SANS's ability to meet SANAS/NMISA accreditation requirements.
- Provide participants with practical tools and skills to support laboratory compliance and continual improvement.

### **2.1.2. Training Focus Areas**

The training should cover:

- Overview of ISO/IEC 17025:2017 requirements.
- Laboratory impartiality, confidentiality, and ethics.
- Document and record control in laboratories.
- Equipment calibration and maintenance requirements.
- Sampling, testing, and measurement traceability.
- Method validation, verification, and measurement uncertainty.
- Handling, analysis, and reporting of test data.
- Internal audits and management reviews.
- Risk-based thinking and decision rules.
- Proficiency testing and inter-laboratory comparisons.
- SANAS/NMISA accreditation requirements

### **2.1.3. Mode of Delivery**

- (Physical/ In Person Sessions)
- Location: SANS Hermanus Facility

### **2.1.4 Deliverables**

The service provider must provide:

- The service provider must provide accredited training.
- Detailed training agenda and schedule.
- Electronic training materials.
- Attendance registers.
- Certificates of successful completion for all participants.



- Post-training report summarising training coverage and participant engagement

## **2.2. PART B – AWARENESS SESSION)**

### **2.2.1. Objectives**

The objectives of the awareness session are to:

- Create a shared understanding of ISO/IEC 17025:2017 principles, benefits, and relevance to SANS's Space Science laboratories.
- Promote a culture of quality, competence, and continual improvement across all Space Science teams.
- Clarify roles and responsibilities of both laboratory and non-laboratory staff in supporting compliance with SANAS/NMISA accreditation standards.
- Foster management commitment to resource provision, quality leadership, and system sustainability.

### **2.2.2. Session Focus Areas**

The awareness session should cover:

- Introduction to ISO/IEC 17025:2017 and its relevance to SANS.
- Importance of accreditation and its benefits to scientific credibility and operational excellence.
- Roles of management, technical staff, and support personnel in ensuring compliance.
- Overview of laboratory quality management concepts (quality policy, documentation, audits, and reviews).
- Key differences between awareness and implementation responsibilities.
- Q&A session to address staff queries and enhance understanding.

### **2.2.3. Mode of Delivery**

- On-line

### **2.2.4 Deliverables**

The service provider must provide:

- Detailed training agenda and schedule.
- Electronic training materials.
- Attendance registers.
- Certificates of attendance for all participants.



- Post-training report summarising training coverage and participant engagement.

### **2.3. Trainer Requirements**

The service provider must ensure that all trainers:

- Hold a recognised ISO/IEC 17025 Lead Assessor/Lead Auditor or equivalent qualification (IRCA, Exemplar Global, PECB, SANAS-recognised).
- Have a minimum of 5 years' practical experience in ISO/IEC 17025 implementation and/or accreditation processes.
- Demonstrate knowledge of SANAS accreditation requirements and South African regulatory frameworks.
- Have prior experience delivering ISO/IEC 17025 training in laboratory or scientific/research institutions.
- Are skilled in delivering interactive training (polls, case studies, breakouts, practical exercises).

### **2.4. Organisation (Service Provider) Requirements**

The service provider must:

- Be an accredited/recognised training organisation (SETA, PECB or Relevant accreditation).
- Demonstrate proven experience in delivering ISO/IEC 17025 training.
- Provide electronic training materials (PDF slides, workbooks, case studies, templates)
- Maintain and submit attendance registers, training reports, and certificates of completion.
- Ensure compliance with POPIA for all training records and participant information.
- Provide technical support for the duration of the training.

### **2.5. Deliverables**

The service provider must provide:

- Detailed training agenda and schedule.
- Electronic training materials.
- Attendance registers.
- Certificates of successful completion and certificate of attendance for participants.
- Post-training report summarising training coverage and participant engagement



## 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** 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)
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 Designated Groups  Black People living with disabilities			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		

<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)

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40% black women owned		
51% owned by Black Designated Groups		
Black People living with disabilities		

**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 Designated Groups		
Black People living with disabilities		

## 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		
SETA Accreditation, PECB or relevant accreditation body		



### 3. Quality/Functionality:

Scores will be tabulated to 100 points. Respondents must score **70 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**

Criteria	Maximum Points
<b>Experience and Expertise:</b> Demonstrated extensive experience in testing and calibration laboratories, including understanding of relevant standards such as ISO 9001 and ISO/IEC 17025. Service providers must hold relevant certifications and show a proven track record of successful training, implementation, and/or accreditation projects.	25
<b>Methodology and Approach:</b> Demonstrated systematic and comprehensive approach to project management and training delivery aligned with SANSAS's scope of work, including clear project plans, timelines, quality assurance mechanisms, and post-training reporting.	50
<b>Reputation and References:</b> Demonstrated reputation through verifiable references evidencing successful delivery of similar ISO/IEC 17025 training or accreditation projects.	25
<b>Total evaluation points for quality</b>	<b>100</b>

#### Evaluation criteria 1: Experience and Expertise (25 Points)

##### Description:

Bidders must demonstrate their technical experience and qualifications related to ISO/IEC 17025:2017 training and implementation. This includes experience with testing and calibration laboratories (manufacturing, services, scientific, or aerospace sectors) and holding appropriate accreditations or certifications.

##### Bidder to include in proposal:

- Company profile highlighting ISO/IEC 17025:2017 experience.
- Copies of relevant accreditations or certifications. (**Refer to Trainer Requirements under Scope of Work**)

##### Scoring Table:

Maximum Points	Criteria
<b>Non-Responsive (Score 0)</b>	Bidder has not submitted any supporting documentation or company profile demonstrating relevant experience.

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<p><b>Average (Score 15)</b></p>	<p>The bidder has provided their respective <b>company profile</b>, which <b>reflects</b> their extensive experience in various industries, including manufacturing and services, Testing and Calibration Laboratory Management Systems, including space or aerospace, and a deep understanding of relevant standards 17025 conducted in <b>South Africa only</b>. The <b>Trainer(s)</b> should have the necessary <b>certifications</b> and a proven track record of successful implementation, Trainer CV's to be included</p>
<p><b>Excellent (Score 25)</b></p>	<p>The bidder has provided their respective <b>company profile</b>, which <b>reflects</b> their extensive experience in various industries, including manufacturing and services' Testing and Calibration Laboratory Management Systems, including space or aerospace, and a deep understanding of relevant standards 17025 in <b>South Africa and abroad</b>. The Trainer(s) should have the necessary <b>certifications</b> and a proven track record of successful implementations. Trainer CV's to be included.</p>

### Evaluation criteria 2: Methodology and Approach (50 Points)

#### Description:

Bidders must demonstrate a structured and practical training delivery approach aligned with ISO/IEC 17025:2017 project management principles and SANSA's scope of work in order to achieve accreditation.

#### Bidder to include in proposal:

- Detailed implementation **plan** (covering pre-training preparation, delivery, and post-training evaluation).
- Outline of training **methodology**, materials, and interactive elements.
- Indication of quality control measures, evaluation tools.

#### Scoring Table:

Maximum Points	Criteria
<p><b>Non-Responsive (Score 0)</b></p>	<p>Bidder has not included any details to support these criteria.</p>
<p><b>Average (Score 40)</b></p>	<p>Bidder provides a clear <b>implementation plan</b> aligned with best practices and regulatory requirements. <b>Methodology</b> covers training delivery and evaluation but lacks depth in <b>reporting</b> and <b>improvement</b> mechanisms.</p>
<p><b>Excellent (Score 50)</b></p>	<p>Bidder provides a comprehensive <b>implementation plan</b> aligned with ISO/IEC 17025 and <b>SANAS requirements</b>, including pre- and post-</p>

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	training phases, interactive methods, evaluation tools. <b>Methodology</b> demonstrates strong quality assurance and alignment with international best practices, <b>including</b> reporting and improvement mechanisms.
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**Evaluation criteria 3: Reputation and References (25 Points)**

**Description:** Demonstrated reputation through verifiable client references evidencing successful delivery of similar ISO/IEC 17025 training or accreditation projects.

**Bidder to include in proposal:**

- Evidence of at least five (5) previous training and implementation projects references both local and abroad
- Provide references on client letter heads

**Reference Summary Table:**

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

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**Scoring Table:**

Maximum Points	Criteria
<b>Non-Responsive (Score 0)</b>	Bidder has not submitted any references.
<b>Good (Score 15)</b>	At least five (5) relevant and verifiable references provided. Evidence indicates consistent, positive outcomes from previous clients.
<b>Excellent (Score 25)</b>	More than five (5) references provided, demonstrating strong reputation and consistent delivery of high-quality ISO/IEC 17025-related projects with exceptional client feedback both local and abroad

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## 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.
6. Comprehensive breakdown of costs

DESCRIPTION	Quantity	AMOUNT (EXCL VAT)
Part: A Implementation Training	3 Days	
Part: B Awareness Training	1 Day	
Any other costs (Please specify) e.g travel		
<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 B Mdozana :[bmdodana@sansa.org.za](mailto:bmdodana@sansa.org.za)
- b) The service provider shall commit to post support where and when required by SANSA.
- c) Contract will not be awarded unless supplier is registered on the Central Supplier Database (CSD). 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.
- d) The offices of SANSA are situated at the following address:

Hospital Street  
Hermanus  
7200

## F. TIMELINES

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

## G. SUPPORTING DOCUMENTATION AND MINIMUM CRITERIA

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

- a. 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. SANSA has the right to withdraw any quotation at any time within the validity of the quotation.
- e. SANSA 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.

## 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.

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- 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. SANSA 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

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

### Purpose for Processing your Personal Information

4. SANSAS collects, holds, uses and discloses your personal information mainly to provide you with access to its services. SANSAS 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. SANSAS 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. SANSAS may need to share your personal information, with third parties, to provide advice, and/or services. Where SANSAS 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 SANSAS.

### 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 SANSAS 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. Enquiries about bid and tenders should be sent to [bmdodana@sansa.org.za](mailto:bmdodana@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**

<b>FOR OFFICE USE ONLY:</b>		
<b>SCM Representative review:</b>	Bulumko Mdodana	
	<b>Name</b>	<b>Signature</b>
<b>Relevant Executive Approval:</b>		