



### REQUEST FOR PROPOSAL (RFP)

<b>RFP NUMBER</b>	CO/415/04/2026
<b>DATE ISSUED</b>	14 April 2026
<b>BRIEFING SESSION</b>	21 April @ 10:00
<b>PROJECT NAME</b>	PROVISION OF A MANAGEMENT DEVELOPMENT PROGRAMME (MDP)
<b>CLOSING DATE AND TIME</b>	27 April 2026 @ 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.

<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. 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.

<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.



- 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



## **B. REQUEST FOR QUOTATIONS FOR PROVISION OF A MANAGEMENT DEVELOPMENT PROGRAMME FOR SANSA**

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

The South African National Space Agency (SANSA) has a mandate, as outlined in the South African National Space Agency Act, 2008 (Act No 36 of 2008), to co-ordinate and integrate national space science and technology programmes and conduct long-term planning and implementation of space-related activities in South Africa, for the benefit of the citizens of South Africa

### **2. INTRODUCTION**

SANSA invites suitably qualified and experienced service providers to submit quotations for the design, development, and delivery of a Management Development Programme (MDP) for **emerging and middle managers**.

**The MDP must be flexible to accommodate different management levels (Entry level, Intermediate and Advanced).**

The programme forms part of SANSA's talent management, leadership development, and succession planning strategy, aimed at building a sustainable leadership pipeline aligned to SANSA's mandate, strategic objectives, and governance environment.

### **3. SCOPE OF WORK**

#### **3.1. Objectives of the Management Development Programme**

- Develop managers' ability to lead, motivate and inspire teams
- Build self-awareness, emotional intelligence and ethical leadership
- Prepare managers for increased responsibility and future leadership roles
- Equip managers with skills to manage performance effectively
- Improve handling of conflict, discipline and employee relations
- Improve decision-making, problem-solving and accountability
- Strengthen planning, organising, budgeting and resource management skills
- Improve understanding of organisational policies, procedures and governance
- Develop analytical and strategic thinking abilities
- Build management competence aligned to SANSA's competency framework
- Support leadership readiness for identified successor roles, including but not limited to:
  - Programme and Project Management
  - Technical and Research Management
  - Operations and Enterprise Services Management
  - Strategic, Financial, and Governance Management



### 3.2. Programme Content

Content of the programme must:

- Align with SANS's strategic objectives, mandate, and operating environment
- Be relevant to a science, engineering, research, and public-sector organisation
- Integrate theory, application, and workplace relevance

### 3.3. Programme Delivery

- Blended learning model comprising:
  - Face-to-face (physical) sessions
  - Virtual / online sessions
- Practical learning approaches, including:
  - Case studies
  - Action learning projects
  - Simulations, coaching, or facilitated discussions

### 3.4. Assessment and Measurement

- Participant assessment methodology
- A close out post-programme report and evaluation
- Recommendations for continuous improvement

### 3.5. Target Groups

- Emerging managers
- Middle managers
- Newly appointed employees into management roles

## 4. SUBMISSION REQUIREMENTS

Service providers must submit the following:

### 4.1. Technical Proposal, including:

- Programme methodology and approach
- Proposed programme structure and duration
- Learning outcomes
- Delivery model (physical and online split)

### 4.2. Trainers / Lecturer Information, including:

- CVs of proposed trainers or lecturers
- Relevant qualifications and professional experience
- Experience in leadership and management development

### 4.3. Company Experience, including:

- Examples of similar programmes delivered
- Reference letters

### 4.4. Financial Proposal

- Cost per participant
- Breakdown of delivery, materials, and facilitation costs

## 5. BRIEFING SESSION

There will be a briefing session on the **21 April 2026 at 10:00- 11:00**. The briefing session will be held virtually on Microsoft Teams, bidders who are interested to attend a briefing session must indicate by sending an email to [bmaredi@sansa.org.za](mailto:bmaredi@sansa.org.za) **on or before 20 April 2026 at 13:00** 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** 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 Unemployed People not required by Law to attend school.	<ul style="list-style-type: none"> <li>• I D Copies,</li> <li>• Sworn affidavit stating unemployed status</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		

<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% owned by Black Unemployed People not required by Law to attend school		

**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 Unemployed People not required by Law to attend school		
	I D Copies	
	Sworn affidavit stating unemployed status	

## 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		
Bidders must demonstrate appropriate institutional accreditation, registration, or professional recognition relevant to the delivery of Management Development Programmes. This must be registered with DHET, SAQA or equivalent registration. <b>Attach proof.</b>		

## 3. Quality/Functionality:

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

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

**Table 3: Quality/Functionality Criteria**

Criteria	Maximum Points
Trainer / Lecturer Experience	25
Methodology and Approach	50
Company Experience	25
<b>Total evaluation points for quality</b>	<b>100</b>

### Evaluation criteria 1: Trainer / Lecturer Experience (25 Points)

#### Description:

The experience, qualifications, and expertise of the Lead Trainer(s) / Lead Lecturer(s) proposed for the Management Development Programme will be evaluated.

#### Bidder to include in proposal:

- CVs of the Lead Trainer(s) / Lecturer(s) proposed for MDP
- Copies of relevant academic, professional, or leadership development qualifications
- Evidence demonstrating:
  - Experience in the delivery of management development programmes
  - Facilitation of strategic leadership, people management, governance, or organisational leadership topics



- o Experience in public sector, SOEs, research, science, engineering, or comparable environments
- o Coaching, mentoring, or action learning facilitation capability

**Failure to attach BOTH CVs and qualifications of trainers / lecturers will result in a score of zero in this category.**

**Scoring Table:**

Maximum Points	Criteria
<b>Non-Responsive (Score 0)</b>	No CVs, qualifications, or evidence of trainer/lecturer experience submitted.  The Trainer has a minimum NQF Level 8 or lower qualification.
<b>Poor (Score 10)</b>	Trainers have less than 5 years' experience delivering Management Development Programmes. <b>CVs and qualifications are attached.</b>  A Master's Degree (MBA, MBL, MSc Management, Public Administration) or equivalent postgraduate leadership qualification is required.
<b>Good (Score 20)</b>	Trainers have 5 - 8 years' experience delivering Management Development Programmes. <b>CVs and qualifications are attached.</b>  A Master's Degree (MBA, MBL, MSc Management, Public Administration) or equivalent postgraduate leadership qualification is required.
<b>Excellent (Score 25)</b>	Lead Trainer(s) demonstrate strong academic and/or professional leadership development credentials, extensive experience delivering management development programmes, and a proven track record of engaging leadership audiences.  Trainers have more than 8 years' experience delivering Management Development Programmes. <b>CVs and qualifications are attached.</b>  A Master's Degree (MBA, MBL, MSc Management, Public Administration) or equivalent postgraduate leadership qualification is required.

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

**Description**

Bidders must demonstrate a structured, comprehensive, and practical methodology tailored to the delivery of a Management Development Programme (MDP) within SANS's strategic, technical, and public-sector operating environment.

**Bidder to include in the proposal:**

- A detailed programme implementation plan covering planning, delivery, evaluation, and support



- A clear explanation of the learning methodology, including training approach, tools, learning materials, and interactive components
- An outline of quality assurance measures, evaluation mechanisms, and how learning effectiveness will be measured

### Scoring Table:

	Methodology
<b>Non-Responsive (score 0)</b>	Service provider has not provided a methodology.
<b>Poor (score 10)</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 40)</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.  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.  There is a fair degree of detail that facilitates understanding of the proposed scope of work.
<b>Excellent (score 50)</b>	Besides meeting the "good" rating, the important issues are approached innovatively and efficiently, indicating that the service provider has outstanding knowledge of the deliverables.  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.

### Evaluation criteria 3: Company Experience and References (25 Points)

#### Description:

Bidders must demonstrate extensive company experience and capability in the design and delivery of Management Development Programmes.



Bidders must further demonstrate a strong and verifiable reputation for delivering high-quality management development interventions aligned to succession planning, management capability building, and readiness. References must clearly confirm the bidder's ability to deliver professional, effective, and impactful programmes.

**Bidder to include in proposal:**

- Company profile highlighting experience in the delivery of management development programmes
- Evidence of at least five (5) Management Development Programmes delivered within the last five (5) years.

The company's experience in providing similar services over the last five (5) years will be evaluated.

The service provider must present at least five (5) companies for which they have provided similar service(s) within the past five years. Complete reference list to be provided, i.e. contact person and phone number.

The bidder must obtain permission in terms of POPIA to provide such information from the previous client and for SANSa to contact the previous client. SANSa will only contact clients from the list below if the service provider is in the final stage of the award.

**The bidder is to provide relevant reference letters as per the companies listed below on the customer's letterhead.**

Bidders should briefly describe their experience in this regard and attach to the schedule with supported reference letters.

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

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



### Scoring Table:

Maximum Points	Criteria
<b>Non-Responsive (Score 0)</b>	No company experience, references, or supporting evidence submitted.
<b>Poor (Score 10)</b>	Less than three (3) reference letters on Management Development Programmes delivered within the last five (5) years  <b>Reference letters attached.</b>
<b>Good (Score 20)</b>	At least three to four (3–4) reference letters on Management Development Programmes delivered within the last five (5) years.  <b>Reference letters attached.</b>
<b>Excellent (Score 25)</b>	Five (5) or more reference letter on Management Development Programmes delivered within the last five (5) years.  <b>Reference letters attached.</b>

## 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**

DESCRIPTION	AMOUNT (EXCL VAT)
Management Development Programme (MDP) – Per Person	
Any additional costs	
<b>TOTAL CONTRACT AMOUNT (EXCLUDING VAT)</b>	
<b>VAT (15%)</b>	
<b>TOTAL CONTRACT AMOUNT (INCLUDING VAT)</b>	



## D. SPECIAL CONDITIONS

- a) Quotations to be returned to Boitumelo Maredi :[bmaredi@sansa.org.za](mailto:bmaredi@sansa.org.za)
- b) Contract will not be awarded unless supplier is registered on the Central Supplier Database (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.
- 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 Black Owned EMEs and QSEs.
- 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,**

## E. TIMELINES

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

## 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. 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.

## 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. 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 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 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.