REQUEST FOR QOUTATION (RFQ)

RFP NUMBER	**RFQ SE/009/11/2026**
DATE ISSUED	**25 November 2026**
PROJECT NAME	Condition Assessment, Testing, And Servicing of Existing Three 11kv Transformers
CLOSING DATE AND TIME	**11 November 2026 at 16:00**
NAME OF PROPOSER/TENDERER	
CSD SUPPLIER NUMBER (MA NUMBER)	
TELEPHONE NUMBER	
FAX NUMBER	
EMAIL ADDRESS	
PHYSICAL ADDRESS	
B-BBEE STATUS LEVEL OF CONTRIBUTION	
FULL NAME OF BIDDER OR HIS OR HER REPRESENTATIVE	
IDENTITY NUMBER	
POSITION OCCUPIED IN THE COMPANY (DIRECTOR, TRUSTEE, SHAREHOLDER)	
COMPANY REGISTRATION NUMBER	
TAX REFERENCE NUMBER	
VAT REGISTRATION NUMBER	
QUOTE PRICE (INCL VAT)	
SIGNATURE	

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 interest1 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.

1 the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

Full Name	Identity Number	Name of State institution

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

……

……

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

……

……

3. DECLARATION

I, the undersigned, (name) …… in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read, and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium2 will not be construed as collusive bidding.

2 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 QUOTATION FOR THE APPOINTMENT OF A SERVICE PROVIDER FOR CONDITION ASSESSMENT, TESTING, AND SERVICING OF EXISTING THREE 11KV TRANSFORMERS

1. INTRODUCTION

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 insulating oil samples shall be taken and analysed to determine their current condition, identify defects and degradation mechanisms, and establish any maintenance requirements.

2. BACKGROUND

SANSA requires a comprehensive condition assessment, testing, and servicing of three (3) existing 11 kV transformers at the Houwteq facility. The transformers must be inspected, and oil sampled which shall be taken and analysed to determine their current condition, identify defects and degradation mechanism and establish any maintenance requirements.

The work is intended to identify insulation deterioration, contamination, moisture ingress, dissolved gases, overheating, electrical faults, partial discharge activity, oil leaks, cooling system defects, damaged accessories, and other conditions that may affect transformer safety, performance, reliability, and service life.

All inspection, testing, oil sampling, analysis and servicing activities shall be undertaken in accordance with the applicable requirements of the IEC 60076 series (Power Transformers), IEC 60422 (Mineral Insulating Oils in Electrical Equipment - Supervision and Maintenance Guidance), IEC 60567 (Sampling of Gases and Analysis of Free and Dissolved Gases), IEC 60599 (Interpretation of Dissolved Gas Analysis), applicable SANS standards, original equipment manufacturer (OEM) recommendations, and recognised industry good practice

SANSA therefore invites suitably qualified and experienced service providers to undertake the condition assessment, testing and servicing of all three transformers; submit certified inspection, test and analysis results; perform approved maintenance activities; and provide

prioritised recommendations for corrective actions, future maintenance, refurbishment requirements, and ongoing condition monitoring.

2.1. Existing Transformer Installation

SANSA requires



Figure 1: 11kV to 400V Transformer



Figure 2: Current three(3) transformer configuration

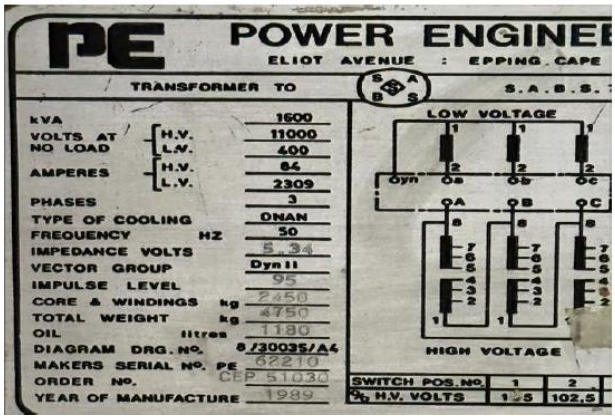


Figure 3 : Transformer Nameplate



Figure 4: Conservator

The images are provided for reference purposes only. Bidders remain responsible for verifying site conditions during the compulsory or voluntary site visit, where applicable.

3. SCOPE OF WORK (TERMS OF REFERENCE)

SANSA wishes to appoint a qualified Service Provider to undertake the condition assessment, inspection, testing, oil analysis and servicing of three (3) existing 11 kV transformers located at the Houwteq facility.

The work shall be executed in accordance with the applicable requirements of the IEC 60076 series (Power Transformers), IEC 60422 (Mineral Insulating Oils in Electrical Equipment - Supervision and Maintenance Guidance), IEC 60567 (Oil-Filled Electrical Equipment - Sampling of Gases and Analysis of Free and Dissolved Gases), IEC 60599 (Interpretation of Dissolved Gas Analysis), applicable SANS standards, OEM recommendations, and recognised industry good practice.

3.1. Planning and Preparation

The Service Provider shall:

- Review transformer nameplate information, manufacturer documentation, available maintenance records, and any known defects or operational information provided by SANSA.
- Develop and submit a detailed work programme, Method Statement, and site-specific Risk Assessment prior to the commencement of work.
- Verify access requirements, operational constraints, shutdown requirements and permit requirements before commencing the work.

3.2. Inspection and Condition Assessment

The Service Provider shall conduct a comprehensive visual and mechanical inspection of each transformer, including but not limited to:

- Transformer tank and enclosure;
- Oil level indicators and oil condition;
- Bushings and cable terminations;
- Conservator systems;
- Silica-gel breathers;
- Cooling equipment, including radiators, fans and pumps;
- Gaskets, seals and valves;
- Earthing and bonding connections;
- Protection, alarm and temperature monitoring devices; and
- Other accessible transformer components and accessories.

The inspection shall identify defects, deterioration, abnormal operating conditions and any factors that may adversely affect transformer reliability, safety, performance, or service life.

3.3. Oil Sampling and Laboratory Analysis

The Service Provider shall:

- Obtain representative insulating oil samples from each transformer in accordance with IEC 60567 and recognised industry practice.
- Ensure that sampling equipment and containers are clean, suitable for purpose and free from contamination.
- Correctly identify, label, seal and transport all samples to prevent contamination or degradation.

- Maintain traceability of all samples submitted for laboratory analysis.
- Submit samples to a suitably accredited laboratory for analysis.

3.4. Testing and Servicing

The Service Provider shall:

- Perform transformer condition assessment testing and oil analysis to determine transformer health and identify developing faults or degradation mechanisms.
- Assess test results against applicable standards and manufacturer recommendations.
- Perform approved servicing activities, including:
    - Cleaning of accessible components;
    - Tightening of accessible electrical and mechanical connections, where required;
    - Rectification of minor oil leaks, where practicable;
    - Replacement of approved consumables and seals;
    - Topping up of insulating oil, where authorised by SANSA and compatible with the existing oil specification; and
    - Restoration of all disturbed components to a safe and serviceable condition.

3.5. Defects and Recommendations

The Service Provider shall:

- Identify and record all defects, deficiencies, abnormal conditions and potential failure mechanisms.
- Assess the significance and associated risk of identified defects.
- Provide prioritised recommendations for corrective actions, repairs, refurbishment requirements and ongoing condition monitoring.
- Highlight any conditions requiring urgent intervention.

3.6. Reporting and Deliverables

The Service Provider shall submit:

- Inspection findings for each transformer;
- Certified laboratory analysis results;
- Transformer condition assessment reports;
- Details of servicing activities performed;
- Defects identified during inspection, testing and servicing;
- Recommendations for corrective maintenance and future monitoring; and

- A consolidated final report covering all three (3) transformers.

4. TRANSFORMER TESTING AND SERVICING REQUIREMENTS

The Service Provider shall perform all inspection, testing, oil sampling, analysis and servicing activities in accordance with the applicable IEC transformer standards, including the IEC 60076 series, IEC 60422, IEC 60567 and IEC 60599, applicable SANS standards, OEM recommendations and recognised industry good practice.

The service provider shall ensure that:

- Transformer inspections are conducted to assess the overall condition of each transformer and identify defects, deterioration mechanisms and operational risks.
- Representative insulating oil samples are obtained from each transformer using recognised sampling techniques to prevent contamination and ensure reliable test results.
- Oil analysis includes, where applicable, dissolved gas analysis (DGA), moisture content, dielectric breakdown voltage, acidity, interfacial tension and furan analysis.
- Test results are evaluated against applicable standards, OEM recommendations and recognised industry guidelines to determine transformer condition and maintenance requirements.
- Approved servicing activities include:
    - Cleaning of accessible surfaces and bushings;
    - Inspection and maintenance of breathers and oil level indicators;
    - Inspection of cooling equipment and associated accessories;
    - Tightening of accessible electrical and mechanical connections;
    - Rectification of minor oil leaks, where approved by SANSA;
    - Replacement of approved seals, gaskets and consumables; and
    - Topping up insulating oil with a compatible oil grade, where authorised by SANSA.
- Any abnormal conditions, deteriorated components, safety concerns or defects identified during execution of the work are recorded and reported to SANSA, together with recommendations for corrective action.

  Upon completion of the work, all disturbed components shall be reinstated, oil levels verified, access covers secured, and each transformer confirmed to be in a safe and serviceable condition prior to return to service.

5. TECHNICAL CAPABILITY AND PRODUCT SUITABILITY

5.1.Technical Capability

The bidder shall:

- Provide a competent technical team with appropriate electrical authorisation, transformer maintenance experience, supervision, oil sampling equipment, calibrated test instruments, spill control equipment, tools, transport arrangements, and access to a suitably accredited oil-testing laboratory.
- Demonstrate previous experience in transformer condition assessment, oil sampling, oil analysis interpretation, testing and servicing of medium-voltage transformers of similar type and complexity.
- Demonstrate the ability to diagnose transformer condition from inspection and oil-test results, identify urgent and developing defects, safely execute approved servicing activities, interpret findings, and recommend technically justified maintenance, repair, oil treatment or further testing.
- Submit, as part of the bid response:
    - A proposed Method Statement;
    - A preliminary work programme;
    - A proposed Inspection and Test Plan (ITP);
    - Company experience relevant to the scope of work;
    - Key personnel competency and authorisation records; and
    - Evidence of access to a suitably accredited oil-testing laboratory.
- The bidder shall provide a minimum of three (3) reference projects of a similar nature completed within the last 10 years

5.2. Product and System Suitability

The bidder shall ensure that:

- All sampling bottles, hoses, fittings, cleaning materials, replacement seals, insulating oil and consumables are compatible with the transformer design and existing insulating oil, clean, moisture-free and suitable for use on medium-voltage oil-filled transformers.

- Laboratory analysis is performed by a suitably accredited laboratory using recognised test methods.
- Laboratory certificates include sample identification, test methods, units of measurement, results, applicable reference values and laboratory authorisation.
- Sampling, testing, servicing, interpretation and reporting comply with applicable IEC transformer standards, including the IEC 60076 series, IEC 60422, IEC 60567 and IEC 60599, applicable SANS standards, OEM recommendations, and SANSA operational and safety requirements.
- No oil treatment, intrusive repair, component replacement or additional work shall proceed without prior written approval from SANSA.
- Any recommendation for additional work shall include:
    - Description of the defect;
    - Technical justification;
    - Proposed methodology;
    - Parts and materials required;
    - Cost implications;
    - Operational impact; and
    - Expected outcome.
- Calibration certificates for all measuring and test equipment proposed for use shall be available upon request and shall be valid for the duration of the contract.

6. HEALTH, SAFETY AND ENVIRONMENTAL (SHE) REQUIREMENTS

The Service Provider shall comply with the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993), applicable regulations, environmental legislation, SANSA site requirements and recognised industry good practice.

The Service Provider shall ensure that:

- Personnel utilise appropriate arc-rated and task-specific personal protective equipment (PPE) for electrical work, transformer oil sampling, chemical handling, lifting activities and other identified hazards.
- A site-specific Risk Assessment is developed and implemented prior to commencement of the work.
- Work areas are controlled, barricaded and clearly identified, with access restricted to authorised personnel.

- Suitable warning signage, firefighting equipment and emergency response arrangements are maintained throughout the execution of the work.
- Isolation, proving dead, earthing, lock-out/tag-out (LOTO), permit-to-work and SANSA authorisation requirements are implemented where applicable.
- Live testing or live sampling activities shall only be undertaken where specifically authorised and supported by an approved safe work procedure.
- Insulating oil, oil samples, contaminated materials, cleaning agents and replaced components are handled, stored, transported and disposed of in accordance with applicable legal and environmental requirements.
- Drip trays, absorbent materials, spill kits and suitable containment measures are available at the work area.
- Any spill, environmental incident, near miss, injury or unsafe condition is immediately reported to SANSA and appropriately recorded.

No work shall commence until SANSA has reviewed and accepted the Service Provider's SHE File, site-specific Risk Assessment, Method Statement, and associated safe work procedures.

The Service Provider shall prepare and submit a SHE File for review and acceptance by SANSA prior to commencement of the work. As a minimum, the SHE File shall include:

- Site-specific Risk Assessment;
- Method Statement;
- Inspection and Test Plan (ITP);
- Proof of Compensation Fund Letter of Good Standing;
- Personnel competency and authorisation records;
- Medical fitness certificates, where applicable;
- Emergency response procedures;
- Incident reporting procedures;
- List of PPE to be utilised; and
- Any other documentation required by SANSA's contractor management procedures.

DELIVERABLES, QUALITY RECORDS AND WARRANTY

7.1. Deliverables and Quality Records

The following deliverables shall constitute the minimum requirements for acceptance of the work:

- Site-specific Risk Assessment submitted prior to commencement of work.
- Personnel competency records and relevant authorisations.
- Calibration certificates for measuring and test equipment utilised during execution of the work.
- Approved Inspection and Test Plan (ITP).
- Completed inspection and test records.
- Hold-point and witness-point records, where applicable.
- Photographic records before and after servicing activities, where applicable.
- Pre-service condition records for each transformer, including identification details, inspection findings, oil levels, observed defects and photographic evidence, where applicable.
- Oil sampling records and chain-of-custody documentation.
- Accredited laboratory certificates and complete oil analysis results.
- Detailed service reports for each transformer, including work performed, measurements recorded, connections checked, consumables utilised, defects rectified and outstanding defects.
- Prioritised defect and recommendation schedules identifying urgent, short-term and routine actions.
- Non-conformance reports and corrective actions, where applicable.
- A consolidated final report covering all three (3) transformers.
- A recommended maintenance and oil-testing schedule.
- Recommended future inspection and testing intervals.
- Formal handover documentation confirming completion and close-out of the work.
- Transformer condition assessment summary indicating the overall condition of each transformer and recommended maintenance priorities.

The proposed Inspection and Test Plan (ITP) shall identify, as a minimum:

- Key inspection and testing activities;
- Applicable standards and specifications;
- Acceptance criteria;
- Required quality records;

- Hold and witness points;
- Laboratory testing requirements; and
- Reporting requirements.

7.2. Warranty

The bidder shall:

- Provide a workmanship warranty covering inspection, sampling, testing, servicing, reinstatement, leak rectification and any SANSA-approved corrective work performed under the contract.
- Clearly state the warranty period and response time applicable to workmanship-related defects.
- Provide details of warranties applicable to laboratory services, replacement parts, seals, insulating oil, consumables and other approved components.
- Disclose any warranty exclusions applicable to the proposed services or supplied materials.

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.)

Table1: Specific Goals and points

The specific goals allocated points in terms of this RFP	**Proof of evidence**	**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 or		10	
40% black women owned or		6	
51% owned by owned by Black Youth		4	
Total Points (Specific Goals)		**20**	

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 3rd working day, the relevant bid will be rejected.

Table 2: Eligibility Criteria

Criteria	Attached (Yes/No)	Acceptable standard (Yes/No)	Comments
CSD Registration Summary Report with a compliant tax status			
Relevant experience The bidder must have proven experience in transformer oil sampling, condition assessment, servicing, maintaining, fault-finding, and repairing of transformers. **Evidence for compliance:** The bidder shall provide a minimum of three (3) references from different companies/entities for similar work successfully performed or completed within the last ten (10) years. Acceptable references may comprise a combination of: o Purchase Orders (POs) and/or o Reference letters issued by the relevant client/company. A minimum of three (3) supporting documents must be submitted, with each			

reference relating to a different company/entity and demonstrating experience in work of a similar nature and scope to that specified in this RFQ. **Failure to provide all of the above will result in the proposal being disqualified.**			

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.

DESCRIPTION	AMOUNT (EXCL VAT)
Site preparation, risk assessment, isolation verification, oil sampling, and visual inspection of three existing 11 kV transformers	
Accredited laboratory testing of oil samples, including dissolved gas analysis, moisture content, dielectric breakdown voltage, acidity, interfacial tension, and furan analysis where required	
Transformer servicing and approved corrective maintenance, including labour, tools, consumables, fault-finding, and minor repairs	
Detailed condition assessment report, laboratory certificates, photographs where	

applicable, recommendations, and maintenance schedule for all three transformers	
TOTAL CONTRACT AMOUNT (EXCLUDING VAT)	
VAT (15%)	
TOTAL CONTRACT AMOUNT (INCLUDING VAT)	

E. SPECIAL CONDITIONS

a) Quotations to be returned to Leonard Moloele: lmoloele@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:

Council for Scientific and Industrial Research (CSIR) Campus
Building 10, Meiring Naudé Road
Brummeria
Pretoria,

e) The following Acceptance Criteria is applicable to this RFQ:

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.

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 these 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 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. (**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 scm@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.

FOR OFFICE USE		
	Name	**Signature**
SCM Representative review:	**Leonard Moloele**	
Relevant Executive Approval.	**Prof Abel Ramuelo**	

END