

Title	Request for Quotation: B-BBEE management software system
PROPOSAL	SP 0012-25
Validity Period	90 days
PROPOSAL Open	11 December 2025
PROPOSAL Closes	19 December 2025
SAAT Business Unit	Supply CM
E-Mail	mmapitsokhoetha@flysaa.com

SAAT requests your quotation for B-BBEE managemnet Software -Please furnish all information as requested and return your quote on/before the date stipulated. Late and incomplete submissions may invalidate the quote submitted.

NAME OF VENDOR:

POSTAL ADDRESS:

TELEPHONE NO.:

CELL NO:

E MAIL ADDRESS:

CONTACT PERSON:

This PROPOSAL (Request for Quotation) will be evaluated on Critical, Functional and Pricing and BBBEE criteria as per paragraph 2.

1. REQUIRED DOCUMENTATION TO BE ATTACHED

- a) **SARS Tax Clearance Certificate (or proof of application for same where applicable)**
Please note new National Treasury instruction for national and international Service Providers' compliance:
<http://www.treasury.gov.za/legislation/pfma/TreasuryInstruction/Treasury%20Instruction%203%20of%202014%202015%20on%20Tax%20Clearance%20Certificates.pdf>
- b) [SBD 1 Form](#)
[SBD 4 Form](#)
- c) Service Provider are to provide relevant documentation in support to the Evaluation Criteria.

2. CONDITIONS

- The final terms and conditions are subject to negotiations and issuance of an offer to purchase to the successful Service Provider.
- Final payment terms will be negotiated with the successful Service Provider before awarding the PROPOSAL.

- The Service Provider shall provide its best price in the PROPOSAL. This price will be considered together with all other relevant criteria in the quote. The validity period will be 24months.
- The PROPOSAL shall be awarded, whether in whole or in part, at the sole and absolute discretion of SAAT. SAAT hereby represents that it is not obliged to award this PROPOSAL to any Service Provider. SAAT is entitled to retract this PROPOSAL at any time as from the date of issue. SAAT is not obliged to award this PROPOSAL to the Service Provider that quotes the best price. In the event, that SAAT does make an award and should the successful Service Provider then fail to honor its quote, such Service Provider shall be liable to SAAT for any damages SAAT may incur as, a result of such breach.
- The Service Provider shall be disqualified from quoting if any attempt is made either directly to solicit and/ or canvass any information from any employee or agent of SAAT regarding this PROPOSAL from the date the offer is submitted until the date of award of the PROPOSAL.
- SAAT will adjust any arithmetical errors found in the Quotation and shall advise the Service Provider accordingly.
- Quotations and any information contained within will be treated as confidential and will not be disclosed to any third party - including other Service Providers.

The successful Service Provider shall:

- Provide services in accordance with the scope of services, at the negotiated prices and in accordance with the agreed timeline;
- Enter into a non-exclusive agreement when requested to do so by SAAT within the stipulated period;
- Be liable for all additional expenses incurred by SAAT in having to call for Proposals afresh and/ or accepting any less favorable Quote in the event that the Service Provider fails to enter into an agreement with SAAT timeously.
- The PROPOSAL will be evaluated in line with the “Preferential Procurement Policy Framework Act Regulations of 2017”

The following preference point systems are applicable to all PROPOSALS:

- the 80/20 system for requirements with a Rand value of up to R4 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R4 000 000 (all applicable taxes included).

Preference points for this PROPOSAL shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contribution

BACKG ROUND

South African Airways Technical (SAAT) is Africa's largest and most advanced Maintenance, Repair & Overhaul (MRO) provider. It's a wholly-owned subsidiary of South African Airways and is based in Johannesburg. Centre for Aviation, South African Airways

South Africa's BBBEE Act requires companies to demonstrate progress in transforming their operations to reflect greater economic participation of historically disadvantaged groups. This includes black South Africans, women, youth, people with disabilities, and people living in rural areas. SAAT requires a BBBEE software that will ensure that the company complies with these requirements, helping the business implement the necessary changes to avoid penalties or reputational damage.

SCOPE OF WORK

1. Provide a B-BBEE management software system that enables automated tracking and reporting across all scorecard elements (Ownership, Management Control, Skills Development, Enterprise and Supplier Development, and Socio-Economic Development).
2. Ensure integration capability with existing enterprise systems (e.g., SAP, HR, and Procurement systems).
3. Provide data analytics dashboards with drill-down functionality and automated report generation aligned to the B-BBEE verification requirements.
4. Enable user role-based access control and audit trails for accountability and compliance.

5. Provide cloud-based and/or on-premise deployment options that meet ICT security and data protection standards.
 6. Offer customisation options to align with the organisation's business unit structures and reporting periods.
 7. Deliver training and user support, including system manuals, helpdesk access, and post-implementation support for a minimum of 12 months.
 8. Conduct system implementation, configuration, and testing in collaboration with internal stakeholders (B-BBEE Office, IT, and SCM).
 9. Provide software licensing and maintenance support for a minimum contract period of three (3) years, with renewable options.
10. Functionality and features of the proposed software (automation, dashboards, reporting).

Provide Detailed Software Functionality Document

Including:

Module descriptions

How automation works

Reporting features

Dashboard examples

User roles and permissions

11. System integration capability with existing IT systems (SAP, HR, Procurement).

PHASE 3: Price and BBBEE Evaluation

NO.	DESCRIPTION	BIDDER TO INDICATE COMPLIANCE (YES / NO)
1	<p>The bidder must demonstrate proven experience in implementing B-BBEE management and/or compliance software solutions.</p> <p>The bidder is required to provide a minimum of five (5) references for similar projects completed within the last five (5) years. References must demonstrate projects where BBBEE improvements strategies were successfully implemented.</p> <p>This may be provided through Reference letters</p>	

	<p>demonstrating the following:</p> <ul style="list-style-type: none"> ● Scope of the B-BBEE improvement services ● BBEE level before and after the intervention 	
2.	<p>The bidder must provide valid proof confirming their legal right to supply, implement, and support the proposed software. This may include documentation demonstrating software ownership, intellectual property rights, or an official authorized reseller/partner agreement from the software vendor.</p> <p>Minimum Requirement:</p> <p>The bidder must submit one of the following:</p> <ul style="list-style-type: none"> ● Proof of software ownership (e.g. copyright/registration certificate, statement of ownership, or IP documentation), OR ● A valid, current authorized reseller or partner agreement issued by the software vendor. 	
3	<p>The bidder must demonstrate compliance with the Protection of Personal Information Act (POPIA), including adherence to requirements related to data protection, processing of personal information, information security, and lawful handling of data.</p> <p>The bidder must provide formal documentation proving that they have established policies, procedures, and controls aligned with POPIA..</p> <p>OR</p> <p>A signed letter on company letterhead confirming adherence to POPIA requirements.</p>	

Phase 2 – Functional Criteria

NO.	DESCRIPTION	SCORE/WEIGHT
1	<p>Demonstrated understanding of the B-BBEE legislative framework and reporting requirements.</p> <p>The bidder must clearly outline their knowledge</p>	40

	<p>and practical approach to B-BBEE compliance, scoring methodologies, and reporting obligations.</p> <p>Bidders must demonstrate their understanding by submitting the following:</p> <ul style="list-style-type: none"> • Their understanding of B-BBEE legislation and codes • How they interpret scorecard elements • Their approach to B-BBEE reporting, verification preparation, and compliance processes <p>Evidence submitted 40 points Evidence not submitted 20 points</p>	
2	<p>Proven track record (client references, previous projects).</p> <p>At least 3 successfully completed projects where the bidder implemented B-BBEE management or compliance software.</p> <ul style="list-style-type: none"> · 3 references = 20 points · 2 references = 10 points · One reference 0 points 	20
4	<p>Training, after-sales support, and maintenance services.</p> <p>The bidder must demonstrate the availability of training, after-sales support, and maintenance services associated with the proposed solution.</p> <p>This includes the provision of user training, technical support, system maintenance, response times, service levels, and ongoing assistance to ensure effective utilisation and sustainability of the solution.</p> <p>Providing training 40 point No training provided 10 points</p>	40
THRESHOLD		80

PHASE 3: Price and BBBEE Evaluation

PRICE	80
SPECIFIC GOALS	20
TOTAL	100

PHASE 3: PRICE AND PREFERENTIAL PROCUREMENT POINTS		ALLOCATION OF POINTS
PRICE		80
SPECIFIC GOAL 1.	ACHIEVEMENT LEVEL	POINTS
Persons historically disadvantaged on the basis of race	100% Black ownership	10
	75% - 99% Black ownership	8
	60% - 74% Black ownership	6
	50% - 51% Black ownership	3
	Below 50% Black ownership	0
Total points		10
SPECIFIC GOAL 2.	ACHIEVEMENT LEVEL	POINTS
Persons historically disadvantaged based on disability	100 % owned by persons living with disabilities	5
	75% - 99 % owned by persons living with disabilities	3
	60% - 74% owned by persons living with	2

	disabilities	
	51% - 59% owned by persons living with disabilities	1
	Below 50 % owned by persons living with disabilities	0
Total points		5
SPECIFIC GOAL 3.	ACHIEVEMENT LEVEL	POINTS
Persons historically disadvantaged based on gender	100% Woman ownership	5
	99% - 75% Woman ownership	3
	74 % - 60% Woman ownership	2
	50 % - 51% Woman ownership	1
	Below 50 % Woman ownership	0
Total points		5
GRAND TOTAL - PRICE & PREFERENCIAL PROCUREMENT POINTS		100 points

10. PRICING

Please submit a breakdown of your pricing in an excel format.

11. SUBMISSION OF PROPOSAL

The PROPOSAL pricing and required documents must be **clearly addressed via e-mail to:** mmapitsokhoetha@flysaa.com , not later than, **Friday, 19 December 2025 at 16H00. (GMT + 2 hours)**

All the questions should be forwarded to the Project Manager not later than 17 December 2025 at the following address: mmapitsokhoetha@flysaa.com.

12. GENERAL TERMS AND CONDITIONS PROPOSAL

a. Indemnify SAAT

SAAT shall not be responsible for payment of wages and or any other emoluments to the staff/workers of the Service Provider so deployed and it shall be the sole responsibility of the Service Provider to make payment to the said staff/workers in time and the Service Provider shall at all-time keep SAAT indemnified against any claim from its staff/workers in this regard. The Service Provider shall indemnify SAAT to make good any claim/penalty/loss or damages including costs thereof in respect of any breach or violation on any of the provisions of any law including labour laws governing the Service Provider's employees or contractors. In case of failure to make good above losses/expenses to SAAT, the same shall be claimed from the Service Provider.

b. Arbitration Clause

Any dispute which arises between the Service Provider and SAAT shall be negotiated with each other in good faith and shall use commercially reasonable endeavours to resolve such dispute within 15 (fifteen) business days of the dispute being declared. Should the Service Provider and SAAT be unable to resolve a dispute in accordance with the foregoing, any one of the parties may refer the matter to arbitration.

The arbitration will be held as an expedited arbitration in Johannesburg in accordance with the AFSA Rules for Expedited Arbitrations by 1 (one) arbitrator appointed by written agreement between the parties, including any appeal against the arbitrator's decision. If the parties cannot agree on the arbitrator or appeal arbitrators within a period of 10 (ten) business days after the referral of the dispute to arbitration, the arbitrator and appeal arbitrators shall be appointed by the Secretariat of AFSA, who shall administer and manage the arbitration proceedings.

c. JURISDICTION

This Agreement will in all respects be governed by and construed under the laws of the Republic of South Africa.

Submissions to reach SAAT by 16h00 am on Friday, 19 December 2025. (GMT + 2 hours)

SIGNATURE OF Service Provider: _____

CAPACITY: _____