



SOUTH AFRICAN AIRWAYS

A STAR ALLIANCE MEMBER 

South African Airways

RFQ GSM027/2025

**Request for Quotation for
Board Evaluation**

G.1 Written Quote

RFQ NUMBER: GSM027/2025

ISSUING DATE: 19 June 2025

CLOSING DATE: 27 June 2025 @ 16:00 pm

VALIDITY OF RFQ: 180 days

RFQ DOCUMENTS AND QUESTIONS TO BE E-MAILED TO: saatenders@flysaa.com SAA can only receive 2mb data per email

**Vendors should ensure that quotations are returned before the closing date and time.
If the quotation is late, it will not be accepted for consideration.**

**SAA requests your quotation on the goods and/or services listed on the attached form.
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 RFQ will be evaluated on Pricing, BEE and Functionality.

Required Documentation to be attached;

- 1. SAA Vendor Document. Refer to Annexure 1**
- 2. SBD 1 Document. Refer to Annexure 2**
- 3. SBD 2 Document. Refer to Annexure 3**
- 4. General Conditions of Contract. Refer to Annexure 4**

CONDITIONS

- All goods or services purchased will be subject to SAA General Conditions of Contract. A copy of said conditions is available from the local Procurement office.
- It is the responsibility of the Vendor to ensure that SAA is in possession of a valid Original Tax Clearance Certificate. The onus therefore rests on the vendor to ensure SAA receives a valid Tax Clearance Certificate, as soon as the validity of the said certificate expires. Where SAA does not have a valid Tax Clearance Certificate, an Original Tax Clearance Certificate must be submitted with this RFQ. Failure to do so may invalidate the quote submitted in terms of the RFQ.
- All purchases will be made through an official purchase order. Therefore, no goods must be delivered or services rendered before an official order/contract has been received.
- I certify that the information supplied is correct and I have read and understand SAA General Conditions of Contract and accept SAA General Conditions of Contract.
- I further certify that all the required information has been furnished and the relevant forms completed and are herewith submitted as part of the bid.

SIGNATURE OF VENDOR: _____ CAPACITY: _____

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BACKGROUND

- 1.1. Service Providers are requested to provide Prices with their quotation to SAA for all the services to be provided as per specification. Service providers are expected to submit a costing that is fair and reasonable.
- 1.2. SAA has the right to enter into negotiation with a prospective Service Provider regarding any terms and conditions, including price(s), of a proposed contract.

1. SCOPE OF WORK

Scope of services required

Procuring the services of a service provider to facilitate the evaluation of the performance of the SAA Group Boards and committees for the 2024/2025 financial year namely:

1. South African Airways SOC Ltd ("SAA") Board
2. SAA Technical SOC Ltd ("SAA Technical or SAAT") Board
3. Air Chefs SOC Ltd ("Air Chefs") Board
4. SAA Audit, Risk and Governance Committee ("ARGCO")
5. Social, Ethics and Nominations Committee ("SENCO")
6. Finance and Investment Committee ("FINCO")
7. Remuneration and Human Resources Committee ("REMCO")
8. SAA Technical Audit, Risk and Governance Committee ("SAAT ARGCO")
9. Air Chefs Audit, Risk and Governance Committee ("Air Chefs ARGCO")

The service provider will be required to evaluate the effectiveness of the SAA Group Boards in the governance and oversight of the SOC's and their performance against the respective Shareholder Compacts and the Corporate Plans.

Composition of the Governance Structures

1. **The SAA Board** comprising Eight (8) Directors, Six (6) of whom are non-executives
2. **The Board of SAA Technical** comprising Five (5) Directors, Four (4) of whom are non-executive and who are all members of the main SAA Board. The CEO of SAA Technical is the Executive Director.
3. **The Air Chefs Board** comprising Six (6) Directors, Four (4) of whom are non-executive and who are also members of the main SAA Board. The CEO & CFO of Air Chefs are the Executive Directors
4. **SAA ARGCO** comprises of Three (3) Members, all of whom are Members of the SAA Board and also serve at Subsidiary Boards
5. **SENCO** comprising of Three (3) Members all of whom are Members of the SAA Board and also serve as Directors at Subsidiary Boards
6. **FINCO** comprising of Three (3) Members all of whom are Members of the SAA Board and also serve as Directors at Subsidiary Boards
7. **REMCO** comprising of Three (3) Members all of whom are Members of the SAA Board and also serve as Directors at Subsidiary Boards

8. **SAAT ARGCO** comprises of Three (3) Members all of whom are Members of the SAA Board and also serve at Subsidiary Boards
9. **Air Chefs ARGCO** comprises of Three (3) Members all of whom are Members of the SAA Board and also serve at Subsidiary Boards

The Scope of work will entail:

- Developing questionnaires that will be used in the evaluation.
- Distribution of the questionnaires to the members of the Board using online functionality for ease-of-use and to enable the archiving of results.
- Collation of the completed questionnaires from the Board members.
- Face to face interviews with all the members of the Board.
- Evaluation of each board, its committees, its chairperson and the chairpersons of the committees, and the individual directors (including the executive directors).
- Evaluation of the nature and strength of the relationships between the shareholder, the board and the executive management team, including a peer review.
- Interpretation of the feedback and submission of respective reports.
- Presentation of the reports to the respective boards.
- Provide practical and well thought through recommendations to guide the Board with the development of board improvement plans emanating from the findings of the Board evaluation to address the areas of development identified in the board evaluation.

2. **EVALUATION PROCESS & CRITERIA**

Responses will be evaluated on the functional criteria, where after qualifying responses will be evaluated on the Price and Preference Points:

2.1 **EVALUATION PROCESS**

2.1.1 **COMPLIANCE WITH MINIMUM REQUIREMENTS**

All quotations duly lodged will be examined to determine compliance with bidding requirements and conditions. Quotations with obvious deviations from the requirements/conditions will be eliminated from further adjudication.

2.1.2 **EVALUATION OF QUOTATION**

The contract shall be awarded at the sole and absolute discretion of SAA. SAA hereby represents that it is not obliged to award this quotation to any bidder. SAA is entitled to **retract** this quotation at any time as from the date of issue.

SAA shall not be obliged to accept the lowest of any quotation, offer or proposal.

All quotation will be evaluated according to the criteria, weightings and threshold scores as Indicated in 2.2 below:

2.2 EVALUATION CRITERIA

Phase 1 – Functional Evaluation Criteria

Bidders are required to achieve a minimum threshold of **80%** of the allocated weighting on the evaluation criteria set out below.

FUNCTIONAL EVALUATION CRITERIA	WEIGHT
<p>Bidder to provide a proposal outlining the methodology to be followed to address the scope of services.</p> <p>Methodology addresses all the scope items, fully compliant = 40% Methodology addresses at least 50% of the scope, partial compliant = 20% Methodology addresses less than 50% of the scope, non-compliant = 0%</p>	40%
<p>The consultants allocated to the project should have appropriate Legal or Finance qualifications and Governance qualifications.</p> <p>Proof of qualifications should be provided. Proof of qualifications = 10% No proof of qualifications = 0%</p>	10%
<p>Bidder to provide reference letters of similar work performed.</p> <p>The reference letters must be clear as to the nature and extent of Board evaluations; they must be signed by a senior official of the client.</p> <p>Three reference letters = 30% Two reference letters = 20% One reference letter = 10% No reference letters = 0%</p>	30%
<p>Lead time to complete the evaluation process from date of award.</p> <p>Three weeks = 20% Four weeks = 10% Five weeks = 5% More than Five weeks = 0%</p>	20%
Functionality Score out of 100%	80%

Only bidders who fully comply with Phase 1 (Functionality Evaluation criteria) will proceed to Phase 2
Bidders are required to achieve a minimum threshold of 80% of the allocated weighting on the evaluation criteria set out above.

Threshold

The minimum Qualifying Score for Functionality is **80%** - hence, all Tenders failing to meet the threshold shall not be considered for further evaluation against Price and BBBEE.

Preference Point System

All Tenders that comply with the mandatory requirements for Functionality and that have achieved the minimum qualifying score of 80% ("acceptable Tenders") will be evaluated further in terms of the applicable preference point system as follows:

Phase 2– Price and Preference Evaluation

All Tenders that comply with the mandatory requirement ("acceptable Tenders") will be evaluated further in terms of the applicable price and preference point system as follows:

Criteria	Points
Price	80
BBBEE	20
Total	100 points

1. STANDARD CONDITIONS FOR REQUEST FOR QUOTATION

Conditions:

- 4.1 All prices quoted must be exclusive of Value Added Tax (VAT).
- 4.2 All goods/services purchased will be subject to SAA Conditions of Contract and Order, available when requested.
- 4.3 All prices submitted must be firm. "Firm" prices are deemed to be fixed prices, which are only subject to the following statutory changes, namely VAT.
- 4.4 Note: Although SAA would prefer to award this contract to one service provider, it remains at our discretion to award the functions of the manufacturing of this product to the company that will provide us with excellent & prompt service. SAA is thus not obligated to award this quote to any bidder. SAA is entitled to retract this quote at any time as from date of issue, without any refunds whatsoever. SAA is not obligated to award this quote to the bidder that quotes the lowest.
- 4.5 Service, pricing and availability will be taken into consideration.
- 4.6 Pricing should be given based on an individual component that would make up the solution based on technical and functional requirements.

THE FOLLOWING MUST ACCOMPANY YOUR QUOTE

- ☐ SAA Vendor application and supporting documents. Refer to Annexure 1
- ☐ SBD 1 Document. Refer to Annexure 2
- ☐ SBD 2 Document (Tax Clearance certificate). Refer to Annexure 3
- ☐ Central Supplier Database registration report.
- ☐ BBBEE Certificate

IF NOT QUOTING, INDICATE SO AND RETURN EMAIL TO THE RELEVANT PROCUREMENT OFFICIAL