

RFB PARTICULARS:

Provided that you are prepared to comply with the conditions herein you are invited to submit a Bid for the following Scope of Service:

SUBJECT:	REQUEST FOR BID: CONVERT THE EXISTING MANUAL TRAINING MATERIAL CONTENT INTO AN INTERACTIVE E-LEARNING FORMAT INCLUDING SUPPORT AND MAINTENANCE.
RFB NUMBER: (RFB No.)	SAAT011/25
Date Issued:	24 July 2025
Closing Date	14 August 2025
Validity Period	180 days
Non Compulsory Briefing	N/A
Date/Time/Place for Briefing	N/A
Closing Date:	14 August 2025 at 11:00 am
Closing Time:	11:00 GMT +2:00
Bid Queries:	The Project Managers: Name: Mmapitso Khoetha Fax: +27 (0)11 978 9262 E-mail: mmapitsokhoetha@flysaa.com

SUBMISSION PARTICULARS:

Company Name:	
Registration No:	
VAT registration No:	
Contact Person:	
Telephone No:	
Fax No:	
E-mail Address:	

-----To be completed by South African Airways Technical-----

SUBMISSION ADMINISTRATION:

BAC Liaison:	
Procurement Liaison:	
Date Stamp:	

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1 Introduction

South African Airways Technical (SOC) Limited (Reg. No. 1999/024058/30) (hereinafter referred to as "SAAT") is committed to be the maintenance, repair and overhaul facility of choice in the

markets that it serves. This is inspired by SAAT's unqualified belief in service excellence, integrity, accountability, quality, safety, people development and value to our shareholders.

The quality, price and service that we provide our customers can only be as good as what we receive from our suppliers.

All SAAT's business relations are guided by these values and business practice. SAAT's business partners and suppliers are expected to uphold, promote and share the same values and vision.

SAAT strives for continuous improvement within its critical business areas and seeks to establish relationships with suppliers that are equally passionate in their quest for better quality, price and service. Accordingly SAAT is in a process of cutting its operating costs to competitive optimum levels from inception of the contract. SAAT is therefore keen to understand how suppliers can help it achieve this important and necessary goal.

2 Procurement Philosophy

It is the SAA policy, when procuring goods or services, to follow a course of optimum value and efficiency by adopting best purchasing practices in supply chain management, ensuring where possible that open and fair competition has prevailed, with due regard being paid to the importance of:

- 2.1.1 The promotion of the Inter divisional Support Policy.
- 2.1.2 The promotion, development and support of businesses from disadvantaged communities (small, medium, micro enterprises, as well as established businesses within those communities) in terms of its Preferential Procurement Policy.
- 2.1.3 The promotion of national and regional local suppliers and agents before considering overseas suppliers; and
- 2.1.4 The development, promotion and support for the moral values that underpin the above, in terms of SAA's Business Ethics and Guidelines which requires that all commercial conduct be based on ethical and moral values and sound business practice. This value system governs all commercial behavior within SAA.

3 SAA Black Economic Empowerment Program Statement of Policy

- 3.1 The South African Airways Technical supports the South African Government objective of the Broad – Based Black Economic Empowerment (B-BBEE) and it supports the view that all South African Business enterprises should have an equal obligation to redress the imbalances of the past.
- 3.2 South African Airways Technical would therefore prefer to embark on a business relationship with those enterprises that share the same values and that are prepared to contribute to a significant preferential procurement initiative (including, but not limited to subcontracting and Joint Ventures) as part of their bid responses.

3.3 In accordance with the Preferential Procurement Policy Framework Act (PPPFA), Act 5 of/1000 and the Preferential Procurement Regulations (2022), Bidders are to note that the following preference point systems will be applicable to any bids issued subsequently to this RFB process:

Either the 90/10 or 80/20 preference point system will be applicable in this tender. The lowest/

highest acceptable tender will be used to determine the accurate system once tenders are received.

Points for this tender shall be awarded for:

- (a) Price; and
- (b) Specific Goals.

- 3.4 For all the prospective local suppliers, their B-BBEE status should be verified in accordance with the Codes of Good practice issued in terms of the Broad Based Black Economic Empowerment Act No. 53 of/1003.
- 3.5 Local Suppliers are required to provide a valid original or certified BBEE certificate or proof of exemption from an accredited SANAS/IRBA verification agency/auditor. Failure to submit a certificate will result in a zero score for preferential procurement specific goals.
- 3.6 Preference will be given to bidders that are.

- Black owned companies
- Black woman owned companies
- Black youth owned companies
- Companies owned by people with disabilities.

4 Conditions

1.1. DISSEMINATION OF DOCUMENT

The bid document will be made available for downloading from the SAA Website (<https://www.flysaa.com/about-us/leading-carrier/saa-tenders>) on the SAA Tenders section with effect from 11h00 hours **on 24 July 2025**.

1.2. Suppliers Conditions of Proposal

- 1.2.1. The final terms and conditions are subject to negotiations and a conclusion of an agreement between the parties.
- 1.2.2. Final payment terms will be negotiated with the successful bidder before awarding the bid.
- 1.2.3. The bidder shall provide its best price in the bid. This price will be considered together with all other relevant criteria in the bid. The validity period of quoted prices should be clearly stated in the bid.
- 1.2.4. The bid 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 bid to any bidder. SAAT is entitled to **retract** this bid at any time as from the date of issue. SAAT is not obliged to award this bid to the bidder that quotes the lowest bid. In the event that SAAT does make an award and should the successful bidder then fail to honour its bid such bidder shall be liable to SAAT for any damages SAAT may incur as a result of such breach.
- 1.2.5. The bidder shall be disqualified from bidding if any attempt is made either directly or indirectly to solicit and/ or canvass any information from any employee or agent of SAAT regarding this bid from the date the offer is submitted until the date of award of the bid.
- 1.2.6. SAAT will adjust any arithmetical errors found in the Proposal and shall advise the Bidder accordingly.
- 1.2.7. Proposals and any information contained within will be treated as confidential and will not be disclosed to any third party – including other Bidders.
- 1.2.8. Bidders shall prepare and submit Proposals at their own expense.
- 1.2.9. The successful bidder shall:
 - 1.2.9.1. Offer to supply and deliver GOODS AND SERVICES in accordance with the specifications, at the negotiated prices and in accordance with the delivery conditions.
 - 1.2.9.2. Agree that the Scope of Service document constitutes a general list and indication of GOODS AND SERVICES required at OR Tambo International Airport (SAAT offices).

- 1.2.9.3. Enter into a non-exclusive contract when requested to do so by SAAT within the stipulated period.
- 1.2.9.4. Be liable for all additional expenses incurred by SAAT in having to call for bids afresh and/ or accepting any less favourable bid in the event that the bidder fails to enter into a contract with SAAT timeously.
- 1.2.10. Bidders may form a Consortium or a Joint venture
- 1.2.10.1. Bidders must guarantee the obligations of the Consortium or joint Venture.
- 1.2.10.2. Bidders must supply the following:
- A binding agreement between all parties of the Consortium or Joint Venture
 - Name of the Consortium or Joint Venture trading as
 - Consortium or Joint Venture Head Office
 - Contact person/14 (twenty-four) hours availability.
 - List of shareholders and percentage shareholding.
 - Date of Consortium or Joint Venture registration.
 - Consortium or Joint Venture registration number.
 - Organizational structure of the Consortium or Joint Venture
 - Basic functional structure, i.e. the administrative section of your Consortium or Joint Venture with which SAAT will be dealing with on a day to day basis.
 - Valid Tax and BBBEE certificate
- 1.2.10.3. The agreement and submission should clearly show who the leading consortium member is. The leading member shall be responsible for the execution of this Bid.

1.3. SUBMISSION OF BIDS

- 1.3.1. Proposals together with all documents and information pertaining thereto shall be submitted in a sealed parcel/envelope. The envelope must be **clearly marked** with:
The RFB No.
Closing Date.
Proposal/Confidential/Do Not open.
Bidders name and address on the back of the envelope.

and must be addressed as follows:

FOR ATTENTION:

Chairperson: Bid Adjudication Council (BAC)

Hand delivered bids, via courier service, must be sealed in a parcel or envelope marked **“Proposal/confidential/do not open”** and placed in the Tender Box situated at the:

African

All bid documents must be deposited in the tender box situated at: South Airways, Airways Park, Jones Road – O.R Tambo International Airport, 1627, South Africa. FOR INTERNATIONAL BIDDERS ONLY (Companies outside of South Africa): bid documents may be emailed at Tenders@flysaa.com by no later than the time stipulated on the tender documents.

South African Airways (SOC) Ltd
TENDER BOX
Main Reception Gate,
Airways Park, Jones Road,
OR. Tambo International Airport

TENDER	CONFIDENTIAL (Do not open)
PROJECT NAME	CONVERTING MANUAL CONTENT TO E-LEARNING DIGITAL CONTENT
ENQUIRY NO.	SAAT0011/25
CLIENT NAME	South African Airways Technical
DESCRIPTION (OPTION 1)	CONVERSION F E-LEARNING MATERIAL
FOR ATTENTION	Bid Adjudication Council
CLOSING DATE	14 AUGUST 2025
TENDERER'S NAME	South African Airways (SOC) Ltd
TENDER BOX DETAILS	<u>TENDER BOX</u> Main Reception Gate, Airways Park, Jones Road, O.R. Tambo International Airport

by not later than 11h00 (GMT +2), on the 14 August 2025.

- B It should be noted that the above tender box is accessible to the public/14 hours
- C It should be noted that SAA personnel and/or security personnel cannot be liable to sign for receipt of the envelope
- D The onus of ensuring the envelope is deposited in the tender box lies with the interested party

- E If responses are not delivered as stipulated herein, such responses shall not be considered. No email or faxed responses will be considered, unless otherwise stated herein.
- F Late Bids will not be considered and Bids delivered to any address or deposited in any box other than that stipulated herein will be regarded as **late** Bids and **may consequently be returned** to bidders.
- G The responses to this RFB will be opened as soon as possible after the closing date and time.
- H South African Airways Technical is not obliged to disclose to any other company any confidential details relating to the submissions received, i.e. pricing, delivery, ideas etc.

1.3.2. The proposal **must be dispatched in time to reach SAAT by not later than 11h00 (GMT+2), on the 14 of August 2025.**

1.3.3. A soft copy of the bid template is to accompany the bid.

1.3.4. **No facsimile or e-mail bids will be considered.**

1.3.5. Proposals submitted shall consist of all documents listed in Appendix 3 – the checklist, which forms the minimum acceptable requirement.

1.4. PERIOD OF ACCEPTANCE

1.4.1. **Proposals shall be open for acceptance for a period of at least 120 calendar days after the closing date.**

1.4.2. It should be noted that Bidders may offer a shorter validity period, but that they may, in that event, be disregarded for this reason.

1.4.3. Should Bidders be unable to comply with this validity period, an alternative validity period may be offered hereunder.

The bid holds good until - State alternative period:		Comment:
Signature of Bidder(s):		
Date:		

1.5. DEVIATIONS FROM RFB

- 1.5.1. Should the Bidder desire to make any departures from, or modifications to this Request for Bid or to qualify its Proposal in any way, it shall clearly set out its proposals within the framework posted under Appendix 4 hereunder or alternatively state them in a covering letter attached to its Proposal and referred to hereunder, failing which the Bid shall be deemed to be unqualified and conforms exactly with the requirements of this Request for Bid.
- 1.5.2. Unless otherwise specified specifically and stipulated in writing, the sole memorial of any contract between the parties shall be the provisions of the contract in this regard and any terms and conditions forming part of the Bidders Proposal or other documentation shall not form part of the Contract and shall be of no force or effect.

1.6. COMMUNICATIONS SURROUNDING THE RFB

- 1.6.1. All queries or information relating to this document or surrounding the bid must be addressed to the Project Manager as stipulated on page one (1) of this RFB in writing.
- 1.6.2. Any queries addressed to individuals other than as stipulated, whether verbal, telephonic, and written or in any other form, will eliminate the Bidder from this process.
- 1.6.3. No discussions will be entered into surrounding elimination through non-compliance of clause 1.6.1.
- 1.6.4. The Project Manager reserves the right to clarify any information from the bidder in writing.
- 1.6.5. All replies to queries will be in writing and copied to all Tenderers unless the information is of a proprietary nature or relates to method/ procedure statements. All queries must be submitted, where possible at least/1 working day before closing date of Tender.

1.7 INSTRUCTIONS FOR COMPLETION OF RFB

- 1.7.1 RFB submissions must be made in duplicate hard copies (1 bound original and 1 bound copy). As well as on soft copy (on disc or memory stick)
- 1.7.2 The signatory of the submission must be legally authorized by the bidding supplier to do so.

1.8 DISCLAIMERS

- 1.8.1 The Bidders are hereby notified that South African Airways Technical is not committed to any course of action as a result of its issuance of this RFB and its acknowledgment of receipt in response to it. South African Airways Technical reserves the right and at its sole and full discretion to:

- i. Take no further action whatsoever, if it so decides so.
 - ii. Withdraw from this process and the process and the provisions of this project at any time.
 - iii. Change the date of adjudication and submission.
- 1.8.2 South African Airways Technical decisions will be final and no correspondence will be entered into.
 - 1.8.3 South African Airways Technical will not reimburse any Bidder for any monies spent preparing the submissions for the RFB.
 - 1.8.4 South African Airways Technical can disqualify a company, should it discover that the company has provided misleading information.
 - 1.8.5 South African Airways Technical reserves the right to appoint, contract with and monitor the performance of any service provider it deems will offer the best service in line with its requirements. It also reserves the right, in its sole discretion, to re-advertise, not to re-advertise or not to award the bid.

1.9 GENERAL BIDDER OBLIGATION

- 1.9.1 The Bidder(s) shall be fully responsible to South African Airways Technical for the acts and omissions of persons directly or indirectly employed by them.
- 1.9.2 The Bidder(s) must comply with the requirements stated in this RFB.

1.10 CONFIDENTIALITY AND COMPLIANCE

- 1.10.1 This RFB and information contained herein, shall remain the property of South African Airways Technical and may not be reproduced, sold or otherwise disposed of. All recipients of this document shall treat the details contained herein as strictly private and confidential and it will only be used for the evaluation of this bid.
- 1.10.2 The information disclosed in this RFB is given by South African Airways in good faith and only for the purposes of providing sufficient information to the Bidders to enable the submission of a well-informed realistic RFB.

1.11 UNDERTAKINGS BY BIDDERS

It is assumed that, by virtue of submitting the RFB response, the Bidder has read, understood and accepted all the terms and conditions contained herein. The Bidder's submission shall mean full acceptance of the terms and conditions of the document.

1.12 AUTHORISATION OF SIGNATORY

- 1.12.1 If the RFB Bidder is a company, a certified copy of the resolution of the Board of Directors (signed by the Chairman or Secretary of the Board) authorising the person who signs this RFB to so.
- 1.12.2 If Bidder is a partnership, a certified copy of the resolution of the partners (personally signed by all the partners) authorising the person who signs this RFB to do so.
- 1.12.3 Any Bidder that fails to comply with the above to provisions may lead to rejection of their submission.

1.13 CORRUPTION

If a Bidder, or any person employed by the Bidder, is found to have either directly or indirectly offered, promised or given to any person in the employ of South African Airways Technical, any commission, gratuity, gift or other consideration, South African Airways Technical shall have the right and without prejudice to any other legal remedy which it may have in regard to any loss or additional cost or expenses, to disqualify the RFB Bidder from further participation in this process and any other subsequent process in this regard. The RFB Bidder will be responsible for all and any loss that South African Airways Technical may suffer as a result thereof. In addition, South African Airways Technical reserves the right to exclude such a Bidder from future transactions with South African Airways.

1.14 UNDERTAKING BY SOUTH AFRICAN AIRWAYS

- 1.14.1 When preparing a submission to this RFB, South African Airways Technical urges all RFB Bidders to put their best effort into the structuring and development of the proposal.
- 1.14.2 The RFB process will include due governance and the results of the adjudication process (feedback regarding the bidders bid) will be available to the Bidders at the sole discretion of South African Airways Technical

1.15 BIDDERS DETAILS

Name of Bidder	
Supplier Physical Address:	
Telephone No:	
Fax No:	
Contact Person:	
Designation:	

E-mail:	
Company Registration No:	
Banking details	
If the items being offered on this bid originate from a country, other than RSA, please supply the following details:	
Country of Origin:	
Country of Manufacture	
Country of Export	
Name and Address of Manufacture	

The Bidder must state hereunder the annual holiday close down period and also if this period has been included in the delivery period offered:

SIGNATURE OF THE BIDDER: _____

DATE _____ AND _____ COMPANY _____ STAMP: _____

SBD 4

DECLARATION OF INTEREST

- Any legal person, including persons employed by the state*, or persons having a kinship with persons employed by the state, including a blood relationship, may make an offer or offers in terms of this invitation to bid (includes a price quotation, advertised competitive bid, limited bid or proposal). In view of possible allegations of favouritism, should the resulting bid, or part thereof, be awarded to persons employed by the state, or to persons connected with or related to them, it is required that the bidder or his/her authorised representative declare his/her position in relation to the evaluating/adjudicating authority and/or take an oath declaring his/her interest, where-
 - the bidder is employed by the state; and/or
 - the legal person on whose behalf the bidding document is signed, has a relationship with persons/a person who are/is involved in the evaluation and or adjudication of

the bid(s), or where it is known that such a relationship exists between the person or persons for or on whose behalf the declarant acts and persons who are involved with the evaluation and or adjudication of the bid.

2. **In order to give effect to the above, the following questionnaire must be completed and submitted with the bid.**

2.1 Full Name of bidder or his or her representative:

2.2 Identity Number:
.....

2.3 Position occupied in the Company (director, shareholder etc):

2.4 Company Registration Number:

2.5 Tax Reference Number:

2.6 VAT Registration Number:

* "State" means –

- (a) any national or provincial department, national or provincial public entity or constitutional institution within the meaning of the Public Finance Management Act, 1999 (Act No. 1 of 1999);
- (b) any municipality or municipal entity.
- (c) provincial legislature.
- (d) national Assembly or the national Council of provinces; or
- (e) Parliament.

2.7 Are you or any person connected with the bidder presently employed by the state? **YES / NO**

2.7.1 If so, furnish the following particulars:

Name of person / director / shareholder/ member:

Name of state institution to which the person is connected:

Position occupied in the state institution:

Any other particulars:

.....

.....
.....

2.8 Did you or your spouse, or any of the company's directors / **YES / NO**
shareholders / members or their spouses conduct business
with the state in the previous twelve months?

2.8.1 If so, furnish particulars:

.....
.....
.....

2.9 Do you, or any person connected with the bidder,
have any relationship (family, friend, other) with a
person employed by the state and who may be
involved with the evaluation and or adjudication of
this bid?

2.9.1 If so, furnish particulars.

.....
.....
.....
.....

2.10 Are you, or any person connected with the bidder,
aware of any relationship (family, friend, other)
between the bidder and any person employed by
the state who may be involved with the evaluation
and or adjudication of this bid?

2.10.1 If so, furnish particulars.

.....
.....
.....
.....

YES / NO

2.11 Do you or any of the
directors /shareholders/
members of the
company have any
interest in any other
related companies
whether or not they are
bidding for this contract?

2.11.1 If so, furnish particulars:

.....
.....
.....
.....
.....
.....
.....

YES / NO

DECLARATION

I, THE UNDERSIGNED
(NAME).....
.....
.....

CERTIFY THAT THE
INFORMATION
FURNISHED IN
PARAGRAPHS/1.1
TO/1.11.1 ABOVE IS
CORRECT.
I ACCEPT THAT THE
STATE MAY ACT

YES / NO

AGAINST ME IN TERMS OF PARAGRAPH/13 OF
THE GENERAL CONDITIONS OF CONTRACT
SHOULD THIS DECLARATION PROVE TO BE
FALSE.

.....

.....

.....

Signature

Date

.....

.....

.....

Position
bidder

Name of

5 SCOPE OF WORK

The service provider will be responsible for converting existing manual or print-based learning materials into engaging, interactive e-learning content. This process must reflect a strong understanding of Information and Communication Technology (ICT) integration in education, with a focus on creating high-quality digital learning experiences that support teaching and learning.

The scope of work includes, but is not limited to:

- Development of digital content that is compatible with standard Learning Management Systems (LMS).
- Use of appropriate e-learning authoring tools, such as Articulate Storyline, Adobe Captivate, Moodle, or equivalent.
- Integration of accessibility features, including the use of Microsoft Accessibility Tools, to ensure exclusivity for all learners.
- Adaptation and implementation of e-learning solutions suitable for low-connectivity and resource-constrained environments.
- Support for educator training in digital content delivery and the effective use of e-learning tools.

The detailed scope of work is outlined in Annexure A (attached), pricing structure is provided in Annexure B (attached).

PHASE 1: Functionality Criteria Evaluation

6 MANDATORY (CRITICAL) CRITERIA

The following critical criteria will apply for evaluation of this bid. A bid shall not be recommended for acceptance if the bidder is unable to comply with the required criteria or if there is no supporting documentation supplied.

EVALUATION CRITERIA AND METHODOLOGY

Below is the evaluation criteria and weightings to be utilized for the tender.

Methodology:

Phase2 Functional Criteria

NO.	DESCRIPTION	SCORE/WEIGHT
	<p>➤ BIDDER'S PROPOSED METHODOLOGY AND PROJECT PLAN</p> <p>➤ The service provider must provide a detailed methodology explaining the project execution process that will cover all project scope of work and project milestones. The methodology must show timelines throughout the project life-cycle. The bidder must provide a methodology that demonstrates an understanding of Microsoft Accessibility Tools for teaching and learning. The methodology must discuss in detail the following:</p> <p>➤ Clearly explain how the bidder will address the tasks and outputs described in the Scope of Work,</p> <p>➤ Need Assessment Approach - Describe the method to be used in identifying the needs of the target groups.</p> <p>➤ Provide examples of relevant tools and techniques for conducting needs analysis and portfolio of evidence where implementation was successful.</p> <p>➤ Explain how the project will be implemented effectively despite challenges such as load shedding and internet connectivity issues. Include risk mitigation strategies.</p>	40 points
	<p>Points will be allocated based on the relevance of the project methodology which is structured as follows:</p> <p>➤ Exceptionally defined methodology indicating all the above elements</p> <p>➤ Poorly defined methodology</p>	<p>40 points</p> <p>0 points</p>
	<p>Bidder's Relevant Experience</p> <p>Bidders must demonstrate their relevant experience in converting manual or print-based learning materials into e-learning content by providing the following:</p> <p>Three contactable references clearly demonstrating the period in which the project was conducted and the duration.</p> <p>The project must be relevant to the scope of work</p> <p>The projects must be completed.</p>	30

	<p>Points will be allocated as follows:</p> <p>three references and more of similar and completed projects</p> <p>two references of similar and completed projects</p> <p>one references of similar and completed projects</p>	<p>30 points</p> <p>20 points</p> <p>0 points</p>
	<p>EXPERIENCE, SKILLS, AND QUALIFICATIONS OF THE KEY PERSONNEL OF THE PROJECT TEAM</p> <p>The bidder's key personnel of the proposed project team must have relevant qualifications, skills, and experience in Information Technology for teaching and learning. the conversion of manual content to E-learning platform.</p> <p>The bidders must submit the CV(s) and certified copies of relevant qualification(s) for the project team.</p> <p>Project leader:</p> <p>Key personnel must at least have a university diploma/degree in Information and Communication Technology and a 3 year experience in the field of E-Learning.</p> <p>CVs of key personnel should clearly demonstrate their Qualifications and relevant experience (including contactable references).</p>	<p>30 points</p>
	<p>Points will be allocated based on the CV with qualifications of the project team which is structured as follows:</p> <p>CV with qualifications of Project Leader with 3 years experience in the field of E-learning</p> <p>CV with qualifications of Project Leader with/1 years experience in the field of E-learning</p> <p>CV with qualifications of Project Leader with 1 years experience in the field of E-learning</p>	<p>30 points</p> <p>20 points</p> <p>0 points</p>
	THRESHOLD	80 points
	TOTAL	100 POINTS

- **Phase 3 – Price and specific goals evaluation.**

PRICE & BBBEE	Points
Price	80
Specific Goals	20
Overall Price Point and Specific Goals	100

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

Phase 3: PRICE AND SPECIFIC GOALS

PHASE 3: PRICE AND SPECIFIC GOALS		Allocation of Points (80/20)	Number of points claimed (80/20 system) (To be completed by the tenderer)
PRICE		80	
SPECIFIC GOAL 1.	ACHIEVEMENT LEVEL	POINTS	
Persons historically disadvantaged based on race	100% Black ownership	10	
	75% - 99% Black ownership	8	
	50% - 74% Black ownership	5	
	Below 50% Black ownership	0	
SPECIFIC GOAL/1.	ACHIEVEMENT LEVEL	POINTS	
Persons historically disadvantaged based on gender.	100% Black Woman ownership	5	
	75% - 99% Black Woman ownership	4	
	50 % - 74% Black Woman ownership	3	
	Below 50 % Black Woman ownership	0	

SPECIFIC GOAL 3.	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	4	
	50% - 74% owned by persons living with disabilities	2	
	Below 50 % owned by persons living with disabilities	0	
TOTAL - PRICE & SPECIFIC GOALS		100 POINTS	

Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

Price

Due to the competitiveness of the environment and especially in current times, price is a very important factor as it ensures optimum value for money and reflects directly on SAA's and SAAT's bottom line (profitability).

Broad Based Black Economic Empowerment

The promotion, development and support of businesses from previously disadvantaged communities (small, medium, micro-enterprises, as well as established businesses within those communities) in terms of the BBBEE policy.

Submission of a valid BBBEE certificate is required, except in the case of an Exempt Micro Enterprise (EME) where a formal letter from the Bidder's registered auditor/accountant, stating the following will be accepted:

- The Auditor/Accounting officer's or letterhead with full contact details.
- The Auditor/Accounting officer's practice numbers.
- The name and physical location of the measured entity.
- The registration number and, where applicable, the VAT number of the measured entity.
- The date of issue and the date of expiry.
- The BBBEE Status Level of Contribution obtained by the measured entity.
- The total black shareholding and total black female shareholding.

Or an affidavit stating the total black shareholding and total black female shareholding and what the company's annual turnover is.

SUPPORTING DOCUMENTS

Please take note that failure to submit the supporting documents required below, may adversely impact the review of your bid.

Attached Template(s)

Please complete all requested information in the template(s)

Company Documentation: Please attach the listed documents

Financial Information

Bidders are required to submit their audited financial statements for the last 3 years.

Financial Statements

Please attach your Audited Financial Statements for the past three years for companies OR the three previous year's financial statements and officer's report for Closed Corporations (CC).

CC or Company Registration Documents

Companies Shareholders Certificate

Public Liability and Incident Insurance

SARS Tax Clearance Certificate (or proof of application for same)

A valid original SARS Tax Clearance Certificate must accompany the bid. In case of a consortium/joint venture, or where sub-contractors are utilised, a valid original SARS Tax Clearance Certificate for each consortium/joint venture member and/or sub-contractor (individual) must be submitted. Each consortium/joint venture must submit its own valid original Tax Clearance Certificate.

Please note new National Treasury instruction for national and international bidders compliance:

<http://www.treasury.gov.za/legislation/pfma/TreasuryInstruction/Treasury%20Instruction%203%20of%202014%202015%20on%20Tax%20Clearance%20Certificates.pdf>

For International Bidders, fill in and submit the SBD1 document attached as Annexure 1

	Bidder to indicate YES / NO
<i>Bidder must be able to provide proof of Tax Compliance before being issued with a Purchase Order</i>	

SBD 4 -
All bidders local and International must fill in and submit the SBD 4 form with the Bid. Annexure/1

Valid BBBEE certificate
Submission of a valid BBBEE certificate is required from an accredited SANAS/IRBA verification agency/auditor, except in the case of an “Exempt Micro Enterprise” where a formal letter from the Bidder’s registered accountant stating “Annual Turn Over” will be accepted, or an affidavit stating the total black shareholding and total black female shareholding.

Additional Documentation:
Refer to Appendix 4 for a copy of SBD 6.1 related to the Preference Point Claim form
Note – insert documentation particular to the Bid (IF Applicable)

Indicate whether your company is an:

a. Exempted Micro Enterprise (EME)	
b. Qualifying Small Enterprise (QSE)	
c. Generic Enterprise	

What is the enterprise’s average annual turnover (excl. VAT) during the current period under review for which the business has been operating or the previous two financial years?

R_____

NB. Please submit your most recent set of annual financial statements (AFS) that are audited/independently reviewed not older than twelve months. If these financial statements are older than twelve months, please submit your most recent management accounts (Income Statement, Balance Sheet and Cash Flow) signed by the directors/members.

Please complete the following:

Checklist for required financial statements	Response		Comments	
For a company and co-operative - Submission of most recent set of AFS signed by the directors and auditors.	Yes	No		
For a Close Corporation – Submission of the most recent set of AFS signed by the member(s) and accounting officer / independent reviewer.	Yes	No		

Does the AFS have: <ul style="list-style-type: none"> Signed audit/accounting office report and directors/members report Balance sheet Income statement Cash flow statement 	Yes	No		
If annual set of AFS is older than twelve months, most recent set of interim results or management accounts signed by the directors have been submitted.	Yes	No		
Do the Management accounts or interim AFS have: <ul style="list-style-type: none"> Balance sheet Income statement Cash flow statement 	Yes	No		
AFS language medium is English	Yes	No		
Obtained letter of support for subsidiary company if holding company's AFS was supplied	Yes	No		
Submission of the following for a Joint Venture or Partnership: <ul style="list-style-type: none"> Copy of each bidders AFS Joint venture or partnership agreement 	Yes	No		

Please provide confirmation from financial manager/external auditor/CEO/Accounting Officer (whichever is relevant to your type of business) that the business is:

a. A Going Concern	YES / NO
b. In a Sound Financial Condition	YES / NO
c. Has the financial and operational capacity to fulfill the contract requirements	YES / NO

Signature _____

Capacity _____

Identify by name, Historically Disadvantage Individual (HDI) status and length of service, those individuals in the firm (including owners and non-owners) responsible for the day-to-day management and business decisions

ACTIVITY	NAME	RACE	GENDER M / F	DISABLED? YES / NO	LIVING IN RURAL AREA? YES / NO
FINANCING DECISIONS					
Cheque Signing					
Acquisition of lines of credit					
Sureties					
Major Purchase or Acquisitions					
Signing Contracts					

BLACK EQUITY OWNERSHIP

NAME	GENDER M / F	DISABLED? YES / NO	I.D. NUMBER	NATIONALITY	% BLACK OWNERSHIP

We the undersigned submit this Proposal in accordance with the conditions contained in the referenced RFB document and attach the documents required:

No.	Documents Submitted	N/A	Yes	No
	Bid Summary & Details –			
	Appendix 1 SBD 4 - Declaration of Interest			
	Appendix/1 Scope of Services + Soft Copy of Bid Template			
	Appendix 3 Evaluation Criteria			
	Appendix 4 Checklist			
	Appendix 5 Deviations from Request for Bid			
	Appendix 6 Board Resolution/Delegation of Powers			
	Appendix 7 References			
	Appendix 8 National Industrial Participation Programme			
	Appendix 9 Confirmation of Intention to Quote and Confidentiality			
	Appendix 10 SBD 6.1- Preference Points Claim Form			

Deviations from RFB

Appendix 4

If no departures or modifications are desired, the Schedule hereunder is to be marked “NIL”.

Page Number	Clause Number	Deviation

Please attach, this existing format is a sample:

Company Name Here

MINUTES OF [Company Name] BOARD MEETING HELD IN [Place] ON [Date]

PRESENT:

Mr. Surname (Chairman)

Mr. Surname [Designation]

RESOLVED THAT:

The company will bid on South African Airways Technical (SOC) Limited, RFB No:
SAAT0011 /25

FURTHER RESOLVED THAT:

Mr. / Mrs. [Company Representative] has been duly authorized to sign all documents relating to this bid on behalf of [Company Name]

Name Surname (Chairman)

Witness

Name Surname (Designation)

Witness

References

Appendix 6

List three (3) references of present or past, customers, other than SAA/SAAT where service of similar scope has been performed in the last three (3) years. This information is compulsory and must be supported by the provision of a signed letter on the Customer's letterhead.

1. **Company name:** _____

Scope of Work: _____

Contact Person & Title:

Email Address :

Telephone:

Address:

2. Company name:

Scope of Work:

Contact Person & Title:

Contact Person & Title:

Telephone:

Address:

3. Company name:

Scope of Work:

Contact Person & Title:

Email Address:

Telephone:

Address:

This Standard Bidding Document (SBD) must form part of all bids invited. It contains general information and serves as a declaration form for local content (local production and local content are used interchangeably).

Before completing this declaration, bidders must study the General Conditions, Definitions, Directives applicable in respect of Local Content as prescribed in the Preferential Procurement Regulations,/1022, the South African Bureau of Standards (SABS) approved technical specification number SATS 1286:2011 (Edition 1) and the Guidance on the Calculation of Local Content together with the Local Content Declaration Templates [Annex C (Local Content Declaration: Summary Schedule), D (Imported Content Declaration: Supporting Schedule to Annex C) and E (Local Content Declaration: Supporting Schedule to Annex C)].

1. General Conditions

- 1.1. Preferential Procurement Regulations,/1022 (Regulation 9) makes provision for the promotion of local production and content.
- 1.2. Regulation 9.(1) prescribes that in the case of designated sectors, where in the award of bids local production and content is of critical importance, such bids must be advertised with the specific bidding condition that only locally produced goods, services or works or locally manufactured goods, with a stipulated minimum threshold for local production and content will be considered.
- 1.3. Where necessary, for bids referred to in paragraph 1.2 above, a two stage bidding process may be followed, where the first stage involves a minimum threshold for local production and content and the second stage price and preference points.
- 1.4. A person awarded a contract in relation to a designated sector, may not sub-contract in such a manner that the local production and content of the overall value of the contract is reduced to below the stipulated minimum threshold.
- 1.5. The local content (LC) expressed as a percentage of the bid price must be calculated in accordance with the SABS approved technical specification number SATS 1286:/1011 as follows:

$$LC = [1 - x / y] * 100$$

Where

x is the imported content in Rand.

y is the bid price in Rand excluding value added tax (VAT).

Prices referred to in the determination of x must be converted to Rand (ZAR) by using the exchange rate published by South African Reserve Bank (SARB) at 12:00 on the date of advertisement of the bid as indicated in paragraph 4.1 below.

The SABS approved technical specification number SATS 1286:2011 is accessible on http://www.thedti.gov.za/industrial_development/ip.jsp at no cost.

1.6 A bid may be disqualified if –

(a) this Declaration Certificate and the Annex C (Local Content Declaration: Summary Schedule) are not submitted as part of the bid documentation; and

(b) the bidder fails to declare that the Local Content Declaration Templates (Annex C, D and E) have been audited and certified as correct.

2. Definitions

2.1. **“bid”** includes written price quotations, advertised competitive bids or proposals;

2.2. **“bid price”** price offered by the bidder, excluding value added tax (VAT);

2.3. **“contract”** means the agreement that results from the acceptance of a bid by an organ of state;

2.4. **“designated sector”** means a sector, sub-sector or industry that has been designated by the Department of Trade and Industry in line with national development and industrial policies for local production, where only locally produced services, works or goods or locally manufactured goods meet the stipulated minimum threshold for local production and content;

2.5. **“duly signed”** in relation to a Declaration Certificate for Local Content means the said document has been signed by the Chief Financial Officer or other legally responsible person nominated in writing by the Chief Executive, or senior member / person with management responsibility (close corporation, partnership or individual).

2.6. **“imported content”** means that portion of the bid price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or its subcontractors) and which costs are inclusive of the costs abroad (this includes labour or intellectual property costs), plus freight and other direct importation costs, such as landing costs, dock duties, import duty, sales duty or other similar tax or duty at the South African port of entry;

2.7. **“Local content”** means that portion of the bid price which is not included in the imported content, provided that local manufacture does take place;

2.8. **“Stipulated minimum threshold”** means that portion of local production and content as determined by the Department of Trade and Industry; and

2.9. **“Sub-contract”** means the primary contractor’s assigning, leasing, making out work to, or employing another person to support such primary contractor in the execution of part of a project in terms of the contract.

3. **The stipulated minimum threshold(s) for local production and content (refer to Annex A of SATS 1286:2011) for this bid is/are as follows:**

<u>Description of services, works or goods</u>	<u>Stipulated minimum threshold</u>
_____	_____ %
_____	_____ %
_____	_____ %

4. Does any portion of the services, works or goods offered have any imported content?

(Tick applicable box)

YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
-----	--------------------------	----	--------------------------

4.1 If yes, the rate(s) of exchange to be used in this bid to calculate the local content as prescribed in paragraph 1.5 of the general conditions must be the rate(s) published by SARB for the specific currency at 12:00 on the date of advertisement of the bid.

The relevant rates of exchange information is accessible on www.reservebank.co.za.

Indicate the rate(s) of exchange against the appropriate currency in the table below (refer to Annex A of SATS 1286:2011):

Currency	Rates of exchange
US Dollar	
Pound Sterling	
Euro	
Yen	
Other	

NB: Bidders must submit proof of the SARB rate (s) of exchange used.

5. Were the Local Content Declaration Templates (Annex C, D and E) audited and certified as correct?
(***Tick applicable box***)

YES		NO	
-----	--	----	--

5.1. If yes, provide the following particulars:

(a) Full name of auditor:

(b) Practice number:

.....

(c) Telephone and cell number:

.....

(d) Email address:

.....

(Documentary proof regarding the declaration will, when required, be submitted to the satisfaction of the Accounting Officer / Accounting Authority)

6. Where, after the award of a bid, challenges are experienced in meeting the stipulated minimum threshold for local content the dti must be informed accordingly in order for the dti to verify and in consultation with the AO/AA provide directives in this regard.

LOCAL CONTENT DECLARATION

(REFER TO ANNEX B OF SATS 1286:2011)

LOCAL CONTENT DECLARATION BY CHIEF FINANCIAL OFFICER OR OTHER LEGALLY RESPONSIBLE PERSON NOMINATED IN WRITING BY THE CHIEF EXECUTIVE OR SENIOR MEMBER/PERSON WITH MANAGEMENT RESPONSIBILITY (CLOSE CORPORATION, PARTNERSHIP OR INDIVIDUAL)

IN RESPECT OF BID NO.

ISSUED BY: (Procurement Authority / Name of Institution):
NB

- 1 The obligation to complete, duly sign and submit this declaration cannot be transferred to an external authorized representative, auditor or any other third party acting on behalf of the bidder.
- 2 Guidance on the Calculation of Local Content together with Local Content Declaration Templates (Annex C, D and E) is accessible on http://www.thedti.gov.za/industrial_development/ip.jsp. Bidders should first complete Declaration D. After completing Declaration D, bidders should complete Declaration E and then consolidate the information on Declaration C. **Declaration C should be submitted with the bid documentation at the closing date and time of the bid in order to substantiate the declaration made in paragraph (c) below.** Declarations D and E should be kept by the bidders for verification purposes for a period of at least 5 years. The successful bidder is required to continuously update Declarations C, D and E with the actual values for the duration of the contract.

I, the undersigned, (full names),
do hereby declare, in my capacity as
of(name of bidder entity), the following:

- (a) The facts contained herein are within my own personal knowledge.
- (b) I have satisfied myself that:
 - (i) the goods/services/works to be delivered in terms of the above-specified bid comply with the minimum local content requirements as specified in the bid, and as measured in terms of SATS 1286:2011; and
 - (ii) the declaration templates have been audited and certified to be correct.
- (c) The local content percentage (%) indicated below has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E which has been consolidated in Declaration C:

Bid price, excluding VAT (y)	R
Imported content (x), as calculated in terms of SATS 1286:2011	R
Stipulated minimum threshold for local content (paragraph 3 above)	
Local content %, as calculated in terms of SATS 1286:2011	

If the bid is for more than one product, the local content percentages for each product contained in Declaration C shall be used instead of the table above. The local content percentages for each product has been calculated using the formula given in clause 3 of SATS 1286:2011, the rates of exchange indicated in paragraph 4.1 above and the information contained in Declaration D and E.

- (d) I accept that the Procurement Authority / Institution has the right to request that the local content be verified in terms of the requirements of SATS 1286:2011.
- (e) I understand that the awarding of the bid is dependent on the accuracy of the information furnished in this application. I also understand that the submission of incorrect data, or data that are not verifiable as described in SATS 1286:2011, may result in the Procurement Authority / Institution imposing any or all of the remedies as provided for in Regulation 13 of the Preferential Procurement Regulations, 1022 promulgated under the Preferential Policy Framework Act (PPPFA), 1000 (Act No. 5 of 1000).

SIGNATURE: _____ **DATE:** _____

WITNESS No. 1 _____ **DATE:** _____

WITNESS No./1 _____ **DATE:** _____

NOTE: Attach Annex C, D, E

Also check to local content guide to see if you need to stipulate the quantity/content in the critical criteria.

Also check designated sectors and thresholds if “goods” fall into any of the sectors

**THIS DOCUMENT MUST BE SIGNED AND SUBMITTED TOGETHER WITH YOUR
BID**

INTRODUCTION

The National Industrial Participation (NIP) Programme, which is applicable to all government procurement contracts that have an imported content, became effective on the 1 September 1996. The NIP policy and guidelines were fully endorsed by Cabinet on 30 April 1997. In terms of the Cabinet decision, all state and parastatal purchases / lease contracts (for goods, works and services) entered into after this date, are subject to the NIP requirements. NIP is obligatory and therefore must be complied with. The Industrial Participation Secretariat (IPS) of the Department of Trade and Industry (DTI) is charged with the responsibility of administering the programme.

1 PILLARS OF THE PROGRAMME

1.1 The NIP obligation is benchmarked on the imported content of the contract. Any contract having an imported content equal to or exceeding US\$ 10 million or other

currency equivalent to US\$ 10 million will have a NIP obligation. This threshold of US\$ 10 million can be reached as follows:

- (a) Any single contract with imported content exceeding US\$10 million.
or
- (b) Multiple contracts for the same goods, works or services each with imported content exceeding US\$3 million awarded to one seller over a 1 year period which in total exceeds US\$10 million.
or
- (c) A contract with a renewable option clause, where should the option be exercised the total value of the imported content will exceed US\$10 million.
or
- (d) Multiple suppliers of the same goods, works or services under the same contract, where the value of the imported content of each allocation is equal to or exceeds US\$ 3 million worth of goods, works or services to the same government institution, which in total over a two (2) year period exceeds US\$10 million.

1.2 The NIPP obligation applicable to suppliers in respect of sub-paragraphs 1.1 (a) to 1.1 (c) above will amount to 30 % of the imported content whilst suppliers in

respect of paragraph 1.1 (d) shall incur 30% of the total NIP obligation on a *pro-rata* basis.

- 1.3 To satisfy the NIP obligation, the DTI would negotiate and conclude agreements such as investments, joint ventures, sub-contracting, licensee production, export promotion, sourcing arrangements and research and development (R&D) with partners or suppliers.
- 1.4 A period of seven years has been identified as the time frame within which to discharge the obligation.

2 REQUIREMENTS OF THE DEPARTMENT OF TRADE AND INDUSTRY

- 2.1 In order to ensure effective implementation of the programme, successful bidders (contractors) are required to, immediately after the award of a contract that is in excess of \$10 million (ten million dollars), submit details of such a contract to the DTI for reporting purposes.
- 2.2 The purpose for reporting details of contracts in excess of the amount of \$10 million (ten million dollars) is to cater for multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as provided for in paragraphs 1.1.(b) to 1.1. (d) above.

3 BID SUBMISSION AND CONTRACT REPORTING REQUIREMENTS OF BIDDERS AND SUCCESSFUL BIDDERS (CONTRACTORS)

- 3.1 Bidders are required to sign and submit this Standard Bidding Document (SBD 5) together with the bid on the closing date and time.
- 3.2 In order to accommodate multiple contracts for the same goods, works or services; renewable contracts and multiple suppliers for the same goods, works or services under the same contract as indicated in sub-paragraphs 1.1 (b) to 1.1 (d) above and to enable the DTI in determining the NIP obligation, successful bidders (contractors) are required, immediately after being officially notified about any successful bid with a value in excess of \$10 million (ten million dollars), to contact and furnish the DTI with the following information:
 - Bid / contract number.
 - Description of the goods, works or services.
 - Date on which the contract was accepted.
 - Name, address and contact details of the government institution.
 - Value of the contract.
 - Imported content of the contract, if possible.
- 3.3 The information required in paragraph 3.2 above must be sent to the Department of Trade and Industry, Private Bag X 84, Pretoria, 0001 for the attention of Ramona Asodhi Muthan within five (5) working days after award of the contract. Mr. Muthan may be contacted on telephone (012) 394 1401, facsimile (012)

394/1401 or e-mail at amuthan@thedti.gov.za for further details about the programme.

4 PROCESS TO SATISFY THE NIP OBLIGATION

4.1 Once the successful bidder (contractor) has made contact with and furnished the DTI with the information required, the following steps will be followed:

- a. the contractor and the DTI will determine the NIP obligation.
- b. the contractor and the DTI will sign the NIP obligation agreement.
- c. the contractor will submit a performance guarantee to the DTI.
- d. the contractor will submit a business concept for consideration and approval by the DTI.
- e. upon approval of the business concept by the DTI, the contractor will submit detailed business plans outlining the business concepts.
- f. the contractor will implement the business plans; and
- g. the contractor will submit bi-annual progress reports on approved plans to the DTI.

4.2 The NIP obligation agreement is between the DTI and the successful bidder (contractor) and, therefore, does not involve the purchasing institution.

Bid number		Closing date:.....	
Name of bidder.....			
Postal address			
.....			
Signature.....		Name (in print).....	
Date.....			

Confirmation of Intention to Quote and Confidentiality

Appendix 8

(To be submitted before Bid Documents Submission, via fax or email)

COMPANY NAME: _____

CONTACT PERSON: _____

REGISTRATION NUMBER: _____

REQUEST FOR BID FOR CONVERSION OF TRAINING MANUAL CONTENT INTO DIGITAL E-LEARNING

We confirm receipt of the above Request for Bid and all specifications, drawings and exhibits and confirm our intention to submit a Bid for the and SERVICES all in accordance with the Request for Bid.

We undertake to keep secret and hold confidential all information relating directly or indirectly to this Request for Bid, the GOODS and SERVICES as defined in the Request for Bid and warrant that the same shall not be divulged by ourselves, our employees or agents to any third party (including prospective Sub-contractors / Suppliers) save to the extent necessary for the preparation of our Bid, and then only on the basis that the recipient of such information shall be bound by similar confidentiality undertakings to those undertaken by ourselves hereunder.

We, as Bidders, realise and agree that the fact that we have been invited to submit a Bid and all matters relating to SAAT's handling of the proposed Contract or the selection of Suppliers or potential Suppliers are strictly confidential as among Bidder and SAAT. All announcements as to pre-qualification, Request for Bid, Bidders and Contract negotiations will be made by SAAT only.

The above undertaking shall survive the Bid and any subsequent Contract.

We further undertake to return the RFB and all specifications, drawings and exhibits if we are not successful with this enquiry or decide not to submit a Bid.

Communication with Bidder:

All further communications concerning this Request for Bid should be addressed for the attention of our _____

Telephone: _____

Fax: _____

Yours faithfully

Date:

Signature by Bidder's Representative who hereby acknowledges that he/she is duly authorized to commit the Bidder to this undertaking.

Kindly acknowledge receipt of this bid and indicate your agreement with the above-mentioned by return message to E-MAIL: mmapitsokhoetha@flysaa.com

Pre-Bid Briefing Session Certificate

Appendix 9

Pre-requisite and compulsory pre-bid briefing session has been arranged in the offices mentioned below. Any bidder wishing to participate in offering the service and or products at a specified SAAT office must attend the relevant pre-bid briefing session. The date and time for each pre-bid briefing session is as follows:-

<u>Name</u>	<u>Date</u>	<u>Time</u>
SAA Technical SRO Main Gate Jones Road, O.R. Tambo International Airport	N/A	N/A

An indication of an intention to attend the Briefing Session is required to be sent to (insert your email address here) prior to XXXXX

Please attach the certificate obtained at the briefing session to bid submission as proof/confirmation of attendance

**PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL
PROCUREMENT REGULATIONS/1022**

This preference form must form part of all tenders invited. It contains general information and serves as a claim form for preference points for specific goals.

NB: BEFORE COMPLETING THIS FORM, TENDERERS MUST STUDY THE GENERAL CONDITIONS, DEFINITIONS AND DIRECTIVES APPLICABLE IN RESPECT OF THE TENDER AND PREFERENTIAL PROCUREMENT REGULATIONS,/1022

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to invitations to tender:

- the 80/20 system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R50 000 000 (all applicable taxes included).

1.2 To be completed by the organ of state

(delete whichever is not applicable for this tender).

- a) The applicable preference point system for this tender is the **90/10** preference point system.
- b) The applicable preference point system for this tender is the **80/20** preference point system.

Either the **90/10 or 80/20 preference point system** will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

1.3 Points for this tender (even in the case of a tender for income-generating contracts) shall be awarded for:

- (c) Price; and
- (d) Specific Goals.

1.4 To be completed by the organ of state:

The maximum points for this tender are allocated as follows:

	POINTS
PRICE	
SPECIFIC GOALS	
Total points for Price and SPECIFIC GOALS	100

- 1.5 Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.
- 1.6 The organ of state reserves the right to require of a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the organ of state.

2. DEFINITIONS

“**Tender**” means a written offer in the form determined by an organ of state in response to an invitation to provide goods or services through price quotations, competitive tendering process or any other method envisaged in legislation.

- (a) “**Price**” means an amount of money tendered for goods or services and includes all applicable taxes less all unconditional discounts.
- (b) “**Rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes.
- (c) “**Tender for income-generating contracts**” means a written offer in the form determined by an organ of state in response to an invitation for the origination of income-generating contracts through any method envisaged in legislation that will result in a legal agreement between the organ of state and a third party that produces revenue for the organ of state, and includes, but is not limited to, leasing and disposal of assets and concession contracts, excluding direct sales and disposal of assets through public auctions; and
- (d) “**The Act**” means the Preferential Procurement Policy Framework Act, 1000 (Act No. 5 of 1000).

3. FORMULAE FOR PROCUREMENT OF GOODS AND SERVICES

3.1. POINTS AWARDED FOR PRICE

3.1.1 THE 80/20 OR 90/10 PREFERENCE POINT SYSTEMS

A maximum of 80 or 90 points is allocated for price on the following basis:

$$\begin{array}{ccc}
 \mathbf{80/20} & \mathbf{or} & \mathbf{90/10} \\
 \\
 \mathbf{Ps = 80 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)} & \mathbf{or} & \mathbf{Ps = 90 \left(1 - \frac{Pt - P_{min}}{P_{min}} \right)}
 \end{array}$$

Where:

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmin = Price of lowest acceptable tender

3.2. FORMULAE FOR DISPOSAL OR LEASING OF STATE ASSETS AND INCOME GENERATING PROCUREMENT

3.2.1. POINTS AWARDED FOR PRICE

A maximum of 80 or 90 points is allocated for price on the following basis:

$$Ps = 80 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right) \text{ or } Ps = 90 \left(1 + \frac{Pt - P_{max}}{P_{max}} \right)$$

Where

- Ps = Points scored for price of tender under consideration
Pt = Price of tender under consideration
Pmax = Price of highest acceptable tender

4. POINTS AWARDED FOR SPECIFIC GOALS

- 4.1. In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/documentation stated in the conditions of this tender:
- 4.2. In cases where organs of state intend to use Regulation 3(2) of the Regulations, which states that, if it is unclear whether the 80/20 or 90/10 preference point system applies, an organ of state must, in the tender documents, stipulate in the case of—
- (a) an invitation for tender for income-generating contracts, that either the 80/20 or 90/10 preference point system will apply and that the highest acceptable tender will be used to determine the applicable preference point system or
 - (b) any other invitation for tender, that either the 80/20 or 90/10 preference point system will apply and that the lowest acceptable tender will be used to determine the applicable preference point system,

then the organ of state must indicate the points allocated for specific goals for both the 90/10 and 80/20 preference point system.

Table 1: Specific goals for the tender and points claimed are indicated per the table below.

(Note to organs of state: Where either the 90/10 or 80/20 preference point system is applicable, corresponding points must also be indicated as such.

Note to tenderers: The tenderer must indicate how they claim points for each preference point system.)

PHASE 3: PRICE AND SPECIFIC GOALS		Allocation of Points (80/20)	Allocation of Points (90/10)	Number of points claimed (80/20 or 90/10 system) <i>(To be completed by the tenderer)</i>
PRICE		80	90	
SPECIFIC GOAL 1.	ACHIEVEMENT LEVEL	20	10	
Persons historically disadvantaged based on race	100% Black ownership	10	4	
	75% - 99% Black ownership	8	3	
	50% - 74% Black ownership	5	2	
	Below 50% Black ownership	0	0	
SPECIFIC GOAL/1.	ACHIEVEMENT LEVEL	POINTS	POINTS	
Persons historically disadvantaged based on gender.	100% Black Woman ownership	5	3	
	75% - 99% Black Woman ownership	4	2	

	50 % - 74% Black Woman ownership	3	1	
	Below 50 % Black Woman ownership	0	0	
SPECIFIC GOAL 3.	ACHIEVEMENT LEVEL	POINTS	POINTS	
Persons historically disadvantaged based on disability	100 % owned by persons living with disabilities	5	3	
	75% - 99 % owned by persons living with disabilities	4	2	
	50% - 74% owned by persons living with disabilities	2	1	
	Below 50 % owned by persons living with disabilities	0	0	
TOTAL - PRICE & SPECIFIC GOALS		100 POINTS	100 POINTS	

DECLARATION WITH REGARD TO COMPANY/FIRM

4.3. Name _____ of
company/firm.....

4.4. Company _____ registration
number:

4.5. TYPE OF COMPANY/ FIRM

Partnership/Joint Venture / Consortium
One-person business/sole propriety
Close corporation

Public Company
Personal Liability Company
(Pty) Limited
Non-Profit Company
State Owned Company

[TICK APPLICABLE BOX]

4.6. I, the undersigned, who is duly authorised to do so on behalf of the company/firm, certify that the points claimed, based on the specific goals as advised in the tender, qualifies the company/ firm for the preference(s) shown and I acknowledge that:

- i) The information furnished is true and correct.
- ii) The preference points claimed are in accordance with the General Conditions as indicated in paragraph 1 of this form.
- iii) In the event of a contract being awarded as a result of points claimed as shown in paragraphs 1.4 and 4.2, the contractor may be required to furnish documentary proof to the satisfaction of the organ of state that the claims are correct.
- iv) If the specific goals have been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the organ of state may, in addition to any other remedy it may have –
 - (a) disqualify the person from the tendering process.
 - (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct.
 - (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation.
 - (d) recommend that the tenderer or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
 - (e) forward the matter for criminal prosecution, if deemed necessary.

<p style="text-align: center;">..... SIGNATURE(S) OF TENDERER(S)</p>	
SURNAME AND NAME:
DATE:
ADDRESS:

DECLARATION

I/We _____
 [name of company, close corporation or partnership]
 Of
 [fulladdress] _____
 carrying on business under style or title of [trading as]

Represented by _____

in my capacity as _____

being duly authorized, hereby lodge a submission to the Request for Bid for the
CONVERSION OF MANUAL LEARNING MATERIAL INTO DIGITAL E-LEARNING

to South African Airways Technical SOC (LTD), as follows:

ADDRESS FOR NOTICES

Bidder to indicate its domicilium citandi et executandi hereunder:

Name _____ of _____ entity:

Facsimile: _____

Address: _____

NAME(s) AND ADDRESS / ADDRESSES OF DIRECTOR(s) OR MEMBER(s)

The Bidder must disclose hereunder the full name(s) and address(s) of the director(s) or members of the company or close corporation [C.C.] on whose behalf the RFB is submitted.

(i) Registration number of company / C.C.

(ii) Registered name of company / C.C.

(iii) Full name(s) of director/member(s): Address/Addresses: ID Number/s:

SIGNED at _____ on this _____ day of _____ 20__.

SIGNATURE OF WITNESSES ADDRESS OF WITNESSES

1 _____

Name _____

2 _____

Name _____

SIGNATURE OF BIDDER'S AUTHORISED REPRESENTATIVE:

NAME: _____

DESIGNATION: _____