



SOUTH AFRICAN AIRWAYS

A STAR ALLIANCE MEMBER ™

RFQ GSM010/2026

**Request for Quotation for Facilitator and Assessor
Training with SAQA ID 115753 NQF L5 and SAQA ID
117871 NQF L5 accreditation**

1. Written Quote Form

RFQ NUMBER: GSM010/2026

ISSUE DATE: 25 February 2026

CLOSING DATE: 02 March 2026 at 16:00pm

VALIDITY OF RFQ: 90 days

RFQ DOCUMENTS TO BE EMAILED TO: NaveshniGanesh@flysaa.com and tenders@flysaa.com

– The maximum size of documents that can be sent via the email box at once is 2MB. If your files exceed this size, please send them in parts or provide a downloadable link. Note that South African Airways will not be responsible for links that are corrupt and cannot be opened.

Vendors must submit quotations before the specified closing date and time. If the quotation is late, it will not be considered.

South African Airways requests your quotation for the goods and/or services listed on the attached form. Please include all requested information and submit your quote by the specified deadline. Late or incomplete submissions will invalidate the quote, and the bidder will be automatically disqualified.

2. SUPPLIER INFORMATION:

NAME OF VENDOR:

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POSTAL ADDRESS:

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TELEPHONE NO.:

.....

CELL NO:

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E MAIL ADDRESS:

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CONTACT PERSON:

.....

This RFQ will be evaluated according to Evaluation Methodology. Bidders must meet all Administrative, Substantive, Technical, and financial requirements to be considered among the preferred bidders to be awarded the contract.

Required Documentation to be attached.

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

3. CONDITIONS

- 3.1 All goods or services purchased will be subject to the SAA General Conditions of Contract. A copy of the said conditions is available from the local Procurement office.
- 3.2 The Vendor is responsible for ensuring that SAA has 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 certificate's validity 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.
- 3.3 All purchases will be made through an official purchase order. Therefore, no goods or services must be delivered before receiving an official order/contract.
- 3.4 I certify that the information supplied is correct, that I have read and understood the SAA General Conditions of Contract, and that I accept the SAA General Conditions of Contract.
- 3.5 I further certify that all the required information has been furnished, and the relevant forms have been completed and are herewith submitted as part of the bid.

SIGNATURE OF VENDOR: _____

CAPACITY: _____

RFQ NUMBER GSM010/2026

SAA Business Unit: Global Supply Management

4. BACKGROUND

- 4.1 Service providers are requested to provide prices with their quotation to SAA for all the services to be provided as per the specifications. Service providers are expected to submit a cost that is fair and reasonable.
- 4.2 SAA has the right to negotiate with a prospective Service Provider regarding any proposed contract terms and conditions, including price(s).

5. SCOPE OF WORK

5.1 FACILITATOR AND ASSESSOR TRAINING WITH NQF L5 ACCREDITATION

The below are general requirements for the Training required.

- 5.1.1 Course offering must be aligned to the legislative standards.
- 5.1.2 Service provider to be fully accredited by relevant accrediting body.
- 5.1.3 Service provider facilitators/trainers should be subject matter experts in the field of training and should be qualified and accredited.
- 5.1.4 Speedy turnaround time on assessment is a must, including issuing certificates of competence.
- 5.1.5 All assessment costs are to be included in the pricing.
- 5.1.6 Good company track record
- 5.1.7 Training methodology to be clearly indicated, e.g. Classroom based or eLearning/Virtual or Blended approach
- 5.1.8 It is the responsibility of the training provider to clearly articulate what the course will cover.
- 5.1.9 Required Documentation to be attached:
- 5.1.10 Recent ETDP – SETA valid accreditation Certificate
- 5.1.11 Formal fee structure in line with the costing model in this RFQ

6. Course: FACILITATOR AND ASSESSOR TRAINING – SAQA ID 115753 NQF L5 and SAQA ID 117871 NQF L5

Target Audience: 68 (Sixty-Eight Staff members) in Classroom training

7. EVALUATION METHODOLOGY

Administrative Responsiveness <u>Step 1</u>	Substantive Responsiveness <u>Step 2</u>	Evaluation of Price and Specific Goals <u>Step 3</u>	Business Award and conclusion of contract <u>Step 4</u>
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<i>Evaluation of returnable documents per tender requirements</i>	<i>Evaluation of Mandatory (Substantive) Returnable Documents i.e</i> <ul style="list-style-type: none"> • <i>Submission of a valid and current ETDP-SETA accreditation</i> • <i>Submission of the bidders proposed pricing</i> 	Price [Proposed Commission Structure] (80) & Specific Goals (20)	<i>Post-tender negotiations (if applicable) are held at this stage before the LOA is issued to the preferred supplier.</i>
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Note: The evaluation of the various stages will generally occur sequentially. However, to speed up the process, South African Airways may choose to conduct different steps of the evaluation in parallel. In such cases, evaluating bidders at any stage should not be taken as an indication that they have passed previous stages.

7.1 **EVALUATION PROCESS**

COMPLIANCE WITH MINIMUM REQUIREMENTS

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

7.2 **EVALUATION OF QUOTATION**

The contract shall be awarded at SAA's sole and absolute discretion. SAA hereby states that it is not compelled to award this quotation to any bidder. SAA has the right to withdraw this quotation at any time from the date of issuance. SAA is not obligated to accept the lowest quotation, offer, or proposal.

SAA shall not be required to accept the lowest quotation, offer, or proposal.

All quotations will be evaluated according to the criteria, weightings, and threshold scores as indicated in 3.2 below:

7.3 **ADMINISTRATIVE AND SUBSTANTIVE EVALUATION**

The criteria and weights referred to in paragraph 3.1 above are as follows:

7.4 **ADMINISTRATIVE REQUIREMENTS**

This evaluation stage will confirm whether all Returnable Documents [where applicable] were completed and returned by the closing date and time. At this evaluation stage, SAA will also verify if the Bid document has been duly signed by the authorised respondent, and the validity of all returnable documents will be verified.

7.5 **SUBSTANTIVE REQUIREMENTS**

This evaluation stage will confirm if the following requirements have been met:

- 1) Bidders must submit a valid and current ETDP-SETA accreditation
- 2) Submission of a bidder's proposed pricing

8. Mandatory Returnable Documents – Phase 1

Bidders must fully comply (100% compliance) with the statements of compliance below by either selecting “Yes” or “No” with supporting evidence to qualify their statements of compliance. Failure to do so will result in bid disqualification. Bidders should also note that if they select “No,” South African Airways will interpret the bidder as non-compliant, leading to bid disqualification.

None Weighted, mandatory requirements must be met for the bid to qualify for further evaluation. Proof of the information below needs to be provided. A bidder who fails to meet this requirement will be disqualified.	Comply (Make sure that you attach proof)	
	YES	NO
<ul style="list-style-type: none"> • Submission of the bidders pricing schedule. All line items must be priced. 	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> • Submission of a valid and current ETDP-SETA Accreditation 	<input type="checkbox"/>	<input type="checkbox"/>

All bidders who do not submit all the required returnable documents (Critical Criteria) will be disqualified from further evaluation.

9. Phase 3 – Pricing and Specific Goals assessment

All bid submissions that meet the Administrative, Substantive (Mandatory), and have confirmed their commitment to SAA's pricing structure will be further evaluated under Specific Goals (20 points) to determine if they meet the preferential procurement objectives outlined for this tender.

The following table should be used as a guide for the pricing proposal. Please provide us with a quotation for the items/services specified hereunder where applicable, in accordance with the above specification.

<u>Item and Description</u>	<u>Quantity</u>	<u>Unit Price excluding VAT</u>	<u>Total price</u>
Facilitator Training	68	R	R
Assessor Training	68	R	R
Total Excluding VAT			R
15% VAT			R
PRICE INCLUDING VAT			R

10. Preference Point System

All tenders that comply with the mandatory requirements for Functionality and that have achieved the minimum qualifying score of 70% (Acceptable tenders) will be evaluated further in terms of the applicable preference point system as follows:

These specific goals have been set as follows:

Selected Specific Goal	Number of points allocated (20)
B-BBEE Level 1 and 2 (Non-Compliant and/or B-BBEE Level 3-8 contributors = 0)	10
EMEs and QSEs that are 51% or more, black owned	5
Companies that are 30% or more black women owned	5
Total Points for Specific Goals	20

Bidders should be aware that preference points will be awarded to those who provide evidence according to the table below:

Specific Goals	Acceptable Evidence
B-BBEE	B-BBEE Certificate / Sworn- Affidavit / B-BBEE CIPC Certificate (in case of JV, a consolidated scorecard will be accepted) as per DTIC (Department of Trade, Industry and Competition) guideline
EME or QSE that are 51% Black Owned Companies that are 30% or more black women owned	B-BBEE Certificate / Sworn-Affidavit / CIPC Certificate

11. STANDARD CONDITIONS FOR REQUEST FOR QUOTATION

Conditions:

- 11.1 All prices provided must be exclusive of Value Added Tax (VAT).
- 11.2 All goods/services purchased will be subject to the SAA Conditions of Contract and Order, which are available upon request.
- 11.3 All prices submitted must be firm. "Firm" prices are deemed fixed and are only subject to the following statutory changes: VAT.
- 11.4 Service, pricing, and availability will be taken into consideration.
- 11.5 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 4 Document. Refer to Annexure 2.
- General Conditions of Contract. Refer to Annexure 3

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