



SOUTH AFRICAN AIRWAYS

A STAR ALLIANCE MEMBER 

RFQ GSM062/26

Request for Quotation to appoint an accredited energy performance certificate professional to conduct EPC evaluation for qualifying SAA group buildings and issue complaint EPC in accordance with applicable legislation.

G.1 Written Quote Form

RFQ NUMBER: GSM062/26

ISSUE DATE: 03 September 2026

CLOSING DATE: 11 September 2026 at 16:00pm

VALIDITY OF RFQ: 180 days

RFQ DOCUMENTS TO BE EMAILED TO: 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.

SUPPLIER INFORMATION:

NAME OF VENDOR:

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POSTAL ADDRESS:

.....

TELEPHONE NO.:

.....

CELL NO:

.....

E MAIL ADDRESS:

.....

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**

CONDITIONS

- 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.
- 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.
- All purchases will be made through an official purchase order. Therefore, no goods or services must be delivered before receiving an official order/contract.
- 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.
- 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: _____

SAA Business Unit: Global Supply Management

1. BACKGROUND

- 1.1. 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.
- 1.2. SAA has the right to negotiate with a prospective Service Provider regarding any proposed contract terms and conditions, including price(s).

2. SCOPE OF WORK

Scope Of Work: Appointment of an Accredited EPC Professional

Project: Energy Performance Certificate (EPC) Evaluations

Client: SAA Group (Including SAAT and Airchefs)

Location: National Portfolio of Qualifying Buildings

1. Purpose

To appoint a SANEDI-accredited Energy Performance Certificate (EPC) Professional to conduct EPC evaluations for qualifying SAA Group buildings and issue compliant Energy Performance Certificates in accordance with applicable legislation.

2. Legislative & Regulatory Framework

- National Energy Act, 2008 (Act No. 34 of 2008)
- Regulations for the Mandatory Display and Submission of EPCs for Buildings
- SANS 1544 – Energy Performance Certificates for Buildings
- PFMA (Public Finance Management Act) compliance requirements
- SANEDI accreditation requirements

3. Scope of Work

- 3.1 Identify qualifying buildings within SAA Group portfolio.
- 3.2 Conduct detailed site inspections and confirm building classifications.
- 3.3 Collect and validate 24 consecutive months of energy consumption data.
- 3.4 Verify and measure net floor areas in accordance with SANS 1544.
- 3.5 Perform energy intensity calculations (kWh/m²/annum).
- 3.6 Determine EPC rating and prepare supporting documentation.
- 3.7 Submit documentation to SANEDI and secure registration.

3.8 Issue compliant EPC certificates per building.

3.9 Provide detailed energy efficiency improvement plan per facility.

4. Deliverables

- Building applicability assessment report
- Energy data validation report
- Floor area verification schedules
- Registered EPC certificate per building
- Energy performance improvement report
- Executive summary presentation to SAA Group

5. Mandatory Professional Requirements

- SANEDI registered EPC Professional (proof required).
- Registration with a recognized professional body (ECSA).
- Minimum 5 years' experience in commercial/industrial energy assessments.
- Professional Indemnity Insurance.
- Proven track record of EPC projects.

6. Contract Strategy

NEC4 PSC will apply

7. Governance & PFMA Compliance

The appointment process shall comply with PFMA and SAA Group Supply Chain Management policies. The EPC Professional shall adhere to all audit and documentation requirements.

8. Performance Requirements & Penalties

- Submission timelines must be adhered to.
- Penalties may apply for late submissions attributable to the service provider.
- Certificates must be accepted and registered by SANEDI.
- Replacement or correction of rejected certificates at no additional cost.

9. Programme & Timeline

The service provider shall submit a detailed project programme. Estimated duration per building: 2–3 weeks depending on data availability. Portfolio completion target: 6–9 months.

10. Reporting Requirements

Monthly progress reports shall be submitted to SAA Group CRES Department. A final consolidated EPC compliance report must be provided at project completion.

3. EVALUATION METHODOLOGY

Administrative Responsiveness	Substantive Responsiveness	Technical Functionality Evaluation	Evaluation of Price and Specific Goals	Business Award and conclusion of contract
Step 1	Step 2	Step 3	Step 4	Step 5
<i>Evaluation of returnable documents per tender requirements</i>	<i>Evaluation of Mandatory (Substantive) Returnable Documents i.e</i>	The minimum threshold for technical functionality is 70%. Bidders must meet this minimum requirement to proceed to the next stage of evaluation.	Price [Proposed price 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>

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.

3.1 EVALUATION PROCESS

3.1.1 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.

3.1.2 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:

3.2 **ADMINISTRATIVE AND SUBSTANTIVE EVALUATION**

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

3.2.1 **ADMINISTRATIVE REQUIREMENTS**

This evaluation stage will confirm whether all Returnable Documents [where 87 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.

3.2.2 **SUBSTANTIVE REQUIREMENTS**

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

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.

NO	DESCRIPTION	BIDDER TO INDICATE COMPLIANCE (YES / NO)
1	The bidding entity must submit a proof of SANEDI Registration (Proof of valid SANEDI accreditation/confirmation letter as an Energy Performance Certificate (EPC) Professional)	
2	Bidders must submit a Valid Engineering Council of South Africa (ECSA) Registration certificate (Valid ECSA Registration certificate must be included with the bid submission).	
3	The pricing schedule provided by SAA should be fully completed	

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

3.3 Technical Functional Questionnaire/Evaluation (Minimum Threshold = 70%) – Phase 02

NO.	DESCRIPTION	SCORE/WEIGHT
1	The bidder must demonstrate experience in conducting EPC assessments for commercial and/or industrial buildings by submitting a project experience schedule indicating the number of EPC projects completed. The schedule must include the client's name, project description, completion date and verifiable contact details. Projects should be completed within the last five (5) years. • More than 5 projects = 40% • 3 to 5 projects = 20% • 0 to 2 projects = 0%	40%
2	Provide signed client references for the above EPC projects. • More than 5 reference letters = 60% • 3 to 5 reference letters = 40% • 0 to 2 reference letters = 0%	60%
TOTAL		100%
THRESHOLD		70%

Bidders must note that the minimum qualifying score for Functionality is 70%. All tenders that do not comply with all the Mandatory Requirements for Functionality and that fail to achieve the minimum qualifying score of 70% on services shall not be considered for further evaluation against Price and B-BBEE.

Phase 3 – Pricing and Specific Goals assessment

All bid submissions that meet the Administrative, Substantive (Mandatory), and technical requirements (minimum threshold of 70%) and have confirmed their commitment to SAA's commission structure will be further evaluated under Specific Goals (20 points) to determine if they meet the preferential procurement objectives outlined for this tender.

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
Bidders that are 30% or more, black women owned	10
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
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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
Bidders that are 30% Black Women Owned	B-BBEE Certificate / Sworn-Affidavit / CIPC Certificate

4. STANDARD CONDITIONS FOR REQUEST FOR QUOTATION

Conditions:

- 4.1 All prices provided must be exclusive of Value Added Tax (VAT).
- 4.2 All goods/services purchased will be subject to the SAA Conditions of Contract and Order, which are available upon request.
- 4.3 All prices submitted must be firm. "Firm" prices are deemed fixed and are only subject to the following statutory changes: VAT.
- 4.4 Service, pricing, and availability will be taken into consideration.
- 4.5 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