



SOUTH AFRICAN AIRWAYS TECHNICAL

South African Airways Technical (SAAT010/24)

**Request for Information (RFI): E- Learning
Digital Platform**

REQUEST FOR INFORMATION

Instructions on Completion of Request for Information Document

SAAT will be glad to accept any information you can offer on the service as stated.

This request for information must be completed in English and currency used must be clearly stated

NB: This document consists of 8 pages.

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| <u>Paragraph</u> | <u>Description</u> |
|---------------------|--|
| Section # 1: | Request for Information Details |
| Section # 2: | Supplier Information |
| 2.1) | Name of company: South African Airways Technical: |
| 2.2) | Company registration number Address of company – 1999/0210058/30 |
| 2.3) | Contact person – Mmapitso Khoetha |
| 2.4) | Names of directors - Fathima Bee Bee Abdul Gany Welligton Nkosikhona Nyuswa Dumisani Herman Sangweni Fundiswa Sithebe |
| 2.5) | Address : 8 Jones Road, O.R. Tambo International, Kempton Park, 1627 |
| 2.6) | Number of employees +-480 |
| 2.7) | Declaration |
| Section # 3: | Standard Conditions for Request for Information |

Section # 1

Request for Information Details

1.1) Description of Requirement:

1.1.1) SAAT's intent with this invitation for information:

The intent of this Request for Information is to:

- Find a company that could render a service of converting the existing regulatory course content into a digital E-learning format.

1.1.2) Description of actual requirement:

- This company must convert the current course content into an E-learning platform and supply backup service for a period of time.
- Train a number of the current employees to be able to maintain this system and expand it in the future.
- The Platform should be able to satisfy the requirements as per Annexure A attached.
- The service provider will be required to conduct a presentation to the SAAT Cross functional Team

1.2) Request for Information closing time & Submission Address:

Closing time & Submission Address:

- 19 April 2023: 11h00 (GMT +2)
- All RFI documents must be deposited in the tender box situated at:
South African Airways, Airways Park, Jones Road –
O.R Tambo International Airport,
1627, South Africa.
Main Reception Gate

FOR INTERNATIONAL BIDDERS ONLY (Companies outside of South Africa): RFI documents may be emailed at Tenders@flysaa.com by no later than the date and time stipulated on the RFI documents The e-mails must be **clearly marked** with:

- Description of requirements: E-learning Learner Management System

Closing time & Submission Address:

Address is mentioned above. Closing date 19 April 2023 at 1100.

For tender Box Label as follows: E-Learning Learner Management System

| | | |
|---------------------------|---|--|
| RFI | - | SAAT |
| PROJECT NAME | - | E-Learning Portal |
| CLIENT NAME | - | SAAT Technical Training |
| FOR ATTENTION | - | Mmapitso Khoetha |
| CLOSING DATE | - | TBA |
| TENDER BOX DETAILS | | South African Airways (SOC) Ltd <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 19 APRIL 2024.

1.3) Contact person/s for further information:

Name: Mmapitso Khoetha

Designation: Procurement Specialist

E-mail: mmapitsokhoetha@flysaa.com

Section # 1 ends

Section # 2

(To be completed by Supplier)

Supplier Information

2.1) Name of company: _____

2.2) Company registration number: _____

2.3) Address of company:

Postal Address:

Street Address:

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Company's internet address:

2.4) Contact person:

Name: _____

Designation: _____

Telephone number: _____

Fax number: _____

Email Address: _____

2.5) Names of the directors of your company:

Name: _____ Designation: _____

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |

2.6) Total number of Employees: _____

2.7) Declaration:

The information supplied in this document is correct and complete to the best of my knowledge and accurately reflects the capability of:

Company name: _____

Full Name: _____

Signature: _____

Date: _____

This RFI is signed in my capacity as: _____

Section # 2 ends

Section # 3

(To be read very carefully by Supplier)

Standard conditions for Request for Information

1. INTERPRETATION AND DEFINITIONS

1.1 Definitions

The expressions defined below shall have the meanings hereby assigned to them unless inconsistent with the context of a particular proposal, agreement, contract or order.

1.1.1 "SAAT": SAA Technical (Pty) Ltd

1.1.2 "Closing date": the date and hour specified in the document

1.1.3 "RFI": Request for Information

2. REQUEST FOR INFORMATION INVITATION

2.1 Request for Information Preparation

All cost in the preparation, presentation and demonstration will be for the account of the vendor. All supporting documentation and manuals submitted in response to this request for information will become SAAT's property unless otherwise stated by the vendor at the time of submission.

2.2 Confidentiality

The information obtained through this request for information will be regarded as confidential; however, SAAT does not accept liability for any information, which may become public.

2.3 No binding Agreement

It must be clearly understood that no business will be awarded to any vendor out of this request for information. Prices submitted with the request for information are for information only and no vendor will be held to any price submitted. SAAT further reserves the right to contact individual vendors to obtain further information should this be deemed necessary.

3. REQUEST FOR INFORMATION DOCUMENTS

3.1 Document requiring completion and return

Vendors must complete and submit the following documents as part of their response:

- a) Prescribed request for information documents
- b) Any information required in the request for information

3.2 Amendment of documents by SAAT

SAAT may, at any time prior to the deadline for lodging request for information, amend of the documents or extended the time for lodging documents by notice in writing to the prospective vendor/s. (Any amendments under this clause will become part of the request for information).

4. PREPARATION OF REQUEST FOR INFORMATION

4.1 Language of document

The request for information and all correspondence and documents related to the request for information exchanged by the vendor and SAAT shall be written in the language stipulated in the documents and conditions of the request for information.

Where necessary SAAT may assist in the translation of any document if that document is not clear to the vendor.

4.2 Quality Assurance

4.2.1 Quality management systems

The vendor must supply the following information as part of its document:

- a) the vendor's quality policy, objectives and program, including, without limitation, a description of the method to be used by the vendor to ensure the quality of the product;
- b) the certification level of its QMS to be appropriate ISO standard (e.g. ISO 9001, ISO 9002).
- c) the name of the certifying body for the vendor's QMS;
- d) the scope of certification for the vendor's QMS; and
- e) the vendor's QMS certification license number

5. SUBMISSION OF REQUESTS FOR INFORMATION

5.1 Closing date

All requests for information close on the date and the time indicated in the document. Prior to the closing date an extension of the closing date may be granted if circumstances justify this action. Where possible the amended closing date will be published.

5.2 Late Submissions

Request for Information Submissions are late if they are received at the address indicated in the document after closing time and date. SAAT may, at its discretion, consider or refuse to consider any late request for information.

5.3 RFI Participants are required to read, fill in/sign and submit the NDA document attached with this RFI Proposal.

Request for Proposal (RFP) will be closed only to those Bidders who participated in the RFI process.

Section # 3 ends