



SOUTH AFRICAN AIRWAYS

A STAR ALLIANCE MEMBER ™

RFQ GSM036/25

**Request for Quotation for Regulatory verification,
inspection and testing of all SAA uniform garments and
luggage by the statutory/regulatory body in South
Africa**

G.1 Written Quote Form

RFQ NUMBER: GSM036/25

ISSUE DATE: 01 September 2025

CLOSING DATE: 16 September 2025 at 12:00pm

VALIDITY OF RFQ: 90 days

**RFQ DOCUMENTS must be emailed to
Magdelineserekego@flysaa.com (limit 2MB)**

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

1.0 INSTRUCTIONS FOR THE SUBMISSION OF A BID:

**Tender for: RFQ GSM036/25 Regulatory verification, inspection and testing of all SAA
uniform garments and luggage by the statutory/regulatory body in South Africa**

**Bids can be emailed between 08H00 and 16H30, Monday to Friday, prior to the closing
date and between 08H 00 and 12H00 pm on the closing date.**

**Submissions will be kept unopened in safe custody until the closing time for the Bid. Where a Bid
is received without a Bid number on it, it will be opened, the Bid number ascertained.**

**SAA requests your quotation on the goods and/or services listed on the attached form.
Please furnish all information as requested and return your quote on/before the date
stipulated.**

Late and incomplete submissions may invalidate the quote submitted.

NAME OF VENDOR:

.....

POSTAL ADDRESS:

.....

TELEPHONE NO.:

.....

CELL NO:

.....

EMAIL ADDRESS:

.....

CONTACT PERSON:

.....

This RFQ will be evaluated on pricing, BEE and functionality.

Required Documentation to be attached.

1. **SAA Vendor Document**
2. **SBD 1 Document.**
3. **SBD 2 Document.**
4. **SBD 4 Document**
5. **General Conditions of Contract.**

CONDITIONS

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

SIGNATURE OF VENDOR: _____

CAPACITY: _____

RFQ NUMBER GSM036/25
SAA Business Unit: Commercial

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 specification. Service providers are expected to submit a costing that is fair and reasonable.
- 1.2. SAA has the right to enter negotiation with a prospective Service Provider regarding any terms and conditions, including price(s), of a proposed contract.

2. SCOPE OF WORK

The accredited company will need to assess and conduct verification of the garments below to ensure that the manufacture adhere to the SAA specifications and the high quality. Once assessment is completed to provide SAA with a full report on each of the garments produced. We also expect the following to be included in the process.

- Sample Inspections
- Product verification
- Fabrics, Garment testing & Evaluation
- Colour and colour Continuity verification
- Colour standard Library
- Sample versus the specification inspection/verification
- Consignment inspection (during and post- production inspection- prior to shipment

No	Item Number	Items Descriptions	Sample Inspections quote
1.	CL01	Ladies jacket with collar	
2.	CL02	¾ sleeve blouse (white)	
3	CL04	S/Sleeve blouse (white)	
4	CL05	S/Sleeve service jacket	
5	CO01	Pencil skirt	
6	CO02	S/Sleeved dress	
7	CO24	Ladies' slacks	
8	CO26	Lades jackets - collarless	
9	CM03	Short sleeve shirts (white)	
10	CM04	Long sleeve shirts (white)	
11	CO17	Men's jackets	
12	CO19	Men's trousers	
13	CO32	S/Sleeve shirts (blue)	
14	CO33	L/Sleeve Shirts (blue)	
15	FM20	Double Breasted Jacket (With braid)	
16	FM21	Trousers	
17	FM22	L/Sleeve Pilot Shirt	
18	FM23	S/Sleeve Pilot Shirt	
19	FM24	Open Neck Pilot Shirt	
20	FL40	Ladies' jackets (with braid)	

21	FL41	Pants/Slacks	
22	FL43	S/Sleeved Open Neck Shirt	
23	FL44	S/Sleeved Shirt	
24	FL45	L/Sleeved Shirt	
25		<u>Cargo pants (unisex)</u>	
26	PL03 / CO36	Ladies Twinset – Jersey	
27	FM15/16	Cabin & FDC Tracksuit	
28	CO70	Men's Jersey	
29	CM06	Track Suit Top	
30	CM07	Track Suit Trousers	
31	FM11	Shoes Slip-On	
32	FM12	Shoes Lace-up	
33	FM08	Belt & Buckle	
34	CO103/CO104	Epaulettes (3 bar & 4 bar)	
35	CO76	Wedge Heel Shoe	
36	FL74	Step Out Shoe 65mm	
37	FL18	Pantihose – Sheer	
38	FL19	Pantihose – Support	
39	FL07	Tie	
40	CO87	Men's Shoes: Lace-Up	
41	CO89	Men's Shoes: Slip On	
42	CO96	Handbag with lock & key	
43	C074	Ladies Shoes – Step Out	
26	PL03 / CO36	Ladies Twinset – Jersey	

Luggage Items

1	CO94	Pilot bag	
2	CO113	Small Canvas bag	
3	CO114	4 wheel pull along	
4	CO116	Large canvas carry-on bag	
5	CO117	Medium suitcase	
6	CO118	Large suitcase	

Note: SAA might require that only specific uniform items on the above list be assessed or tested and not the entire list of items. Specification for the above Uniform items will be shared on request.

Bidder to provide pricing schedule for additional costs

3. **EVALUATION PROCESS & CRITERIA**

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

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 obvious deviations from the requirements/conditions will be eliminated from further adjudication.

3.1.2 **EVALUATION OF QUOTATION**

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

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

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

3.2 **EVALUATION CRITERIA**

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

Critical Criteria Phase 01

NO.	DESCRIPTION	BIDDER TO INDICATE COMPLIANCE (YES / NO)
1	Company must be SANAS/SABS accredited or have equivalent accreditation in the textile industry.	

Functional Criteria – Phase 02

Only Bidders who passed the critical criteria will be evaluated on the functional criteria

Phase 2- Functional Evaluation Criteria	
Relevant Experience Bidder to provide evidence of work conducted on similar garments in the textile industry in line with different items related to the specifications. 3 examples should be given of similar previous work completed as part of this bid. This must be in the form of a lookbook or presentation. <ul style="list-style-type: none">• Bidder has provided 3 examples of similar previous work = 20%• Bidder has provided 2 examples of similar previous work = 10%	20%

<ul style="list-style-type: none"> Bidder has provided 1 example of similar previous work = 5% Bidder has not provided examples of similar previous work = 0% 	
References Bidders to provide at least 3 contactable references for similar work done within the last three (3) years. The reference must be on the company's letterhead, dated and signed by a senior company representative: <ul style="list-style-type: none"> Bidders provided 3 references= 20% Bidders provided 2 references= 10% Bidders provided 1 reference= 5% Bidders provided no references= 0% 	20%
Accreditation Documents Bidders to provide the following - <ul style="list-style-type: none"> SANAS/SABS accreditation or any other equivalent accreditation specific to the textile industry = 10% Bidder provided no accreditation documentation = 0% 	10%
Delivery Timelines of the samples and report, Bidder to state timelines (in weeks) The Bidder must indicate the delivery lead time (in weeks) from receipt of finished garment and specifications to final delivery of the reports to SAA - <ul style="list-style-type: none"> Two (2) weeks = 50% More than two (2) but less than four (4) weeks = 30% Four (4) weeks or more = 20% ≥8 weeks =10% 	50%
TOTAL	100%
Threshold - established out of 100% assigned to Functionality Requirements. To progress to the next evaluation stage the Bidder must score at least 60% on Functionality.	60%

Threshold: The minimum qualifying score for Functionality is 60%. All tenders that do not comply with all the Mandatory Requirements for Functionality and that fail to achieve the minimum qualifying score of 60% on Functionality shall not be considered for further evaluation against Price and B-BBEE.

SAA reserves the right to award the services in this RFQ in part or full and to more than one supplier/service provider.

3.3 PHASE 2 - Preference Point System

All tenders that comply with the mandatory requirements for Functionality and that have achieved the minimum qualifying score of 60% (Acceptable tenders) will be evaluated further in terms of the applicable preference point system as follows:

Criteria	Points
Price	80
BBBEE	20
Total	100 points

4. STANDARD CONDITIONS FOR REQUEST FOR QUOTATION

Conditions:

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

THE FOLLOWING MUST ACCOMPANY YOUR QUOTE

- ☐ SAA Vendor application and supporting documents.
- ☐ SBD 1 Document.
- ☐ SBD 2 Document.
- ☐ SBD 4 Document

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