



South African Airways

RFQ GSM088/2021

**Request for Quotation for the
provision of Cross-border Road
Freight Services for SAA SOC Ltd
over a one-year contract term.**

Closing: Wednesday 27 October 2021 at 19h00

G.1 Written

Quote Form

RFQ NUMBER: GSM088/2021 – Cross-border Road Freight Services

ISSUE DATE: 22 October 2021

CLOSING DATE: **Wednesday 27 October 2021 at 19h00**

VALIDITY OF RFQ: 90 days

RFQ DOCUMENTS AND QUESTIONS TO BE E-MAILED TO: LionelleRoux@flysaa.com

Due to Covid-19 restrictions, the submission of physical documents via the tender box is suspended.

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.

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:

E MAIL ADDRESS:

CONTACT PERSON:

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

Required Documentation to be attached;

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

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 Price Schedule - CLOSING DATE: **Wednesday 27 October 2021 at 19h00**
RFQ NUMBER GSM088/2021 – Cross-border Road Freight Services

SAA Business Unit: Global Supply Management

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 into negotiation with a prospective Service Provider regarding any terms and conditions, including price(s), of a proposed contract.

1. SCOPE OF WORK

Cross-border routes

SAA Cargo requires road freight to connect mainly OR Tambo International Airport to airports and designated warehouses in neighbouring states. These destinations are Gaborone (GBE), Harare (HRE), Manzini (MTS), Maputo (MPM), Maseru (MSU), Windhoek (WDH) and Walvis Bay (WVB).

The constraints applicable to this service are:

- Ad-hoc Airfreight movements / capacity on scheduled Road services between Johannesburg and the neighbouring states will be required. Provision should be also made for ad-hoc services requiring dedicated loads / vehicles based on requirements from outstations and freight customers, therefore the service provider must have sufficient and a wide variety of vehicles available as per each request.
- Interested companies need to have a valid license as 'Remover of Goods in Bond' with Customs. The Bond values should be sufficient to cover any duties or taxes which may be levied on goods that will be transported at any point of time. Acquittals of all over-border consignments to be handled as per Customs requirements
- Interested companies must have partnership / arrangement with Bonded Warehouses in the neighbouring states.
- The response time after a request was made to provide a suitable vehicle or to depart on a scheduled service will be of critical importance as it impacts the delivery times offered to customers.
- Transportation of shipments to destination should be within Seventy-two (72) hours after notification of arrival from the Carrier was received.
- Closed, sealable and tamper proof vehicles to ensure it is theft proof and secured against damage to and protection of goods in all weather conditions.
- Vehicles to operate under a satellite tracking/monitoring system.

- Vehicles and Transport Company must comply with all applicable road safety, licensing, security and any other related regulations.
- Provide admin support and Customer service
- Inventory management and weekly shipment status update reports
- Security compliance plan in line with SAA AVSEC policy.
- To ensure satisfactory performance the Contractor shall furthermore;
 - All Goods in Transit to be insured as per SAAC general conditions of carriage for Cargo. Proof of insurance cover to be provided to SAAC.
 - Ensure compliance with the South African Revenue Services (SARS) regulatory requirements.
- Document retention as per Statutory requirements

2. EVALUATION PROCESS & CRITERIA

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

2.1 EVALUATION PROCESS

2.1.1 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.

2.1.2 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:

2.2 EVALUATION CRITERIA

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

Phase 1 – Critical Criteria

NO.	CRITICAL CRITERIA	YES	NO
1	Compliance to SARS Customs requirements: The Bidder must have a valid licence as a 'Remover of Goods in Bond', with a security amount lodged with Customs, in order to provide Cross Border Customs Clearance and Brokerage Services. Bidder must submit licensing.		

2	Administrative, operations support and customer services: The bidder must have the operations infrastructure and assign a dedicated person to provide administrative and customer support to SAA. Details to be confirmed with site visit.		
3	Compliance to Cross-Border Road Transport Act of 1998 and Amendments The bidder must have a valid cross-border road transport permit for Goods issued in respect of a vehicle for a specified period authorising the transport of freight on specified routes as per the Cross-Border Road Transport Act of 1998 and Amendments. Details to be confirmed with site visit.		
4	Service Provider Security Program: The Bidder must have a Fleet Management, security program, and installed in each vehicle an Insurer approved vehicle tracking, monitoring and recovery system with continuing subscription to the tracking service. Details to be confirmed with site visit.		
5	Bonded Warehousing Cross Border Partnerships The bidder must have partnerships with Bonded Warehouses/Facilities in neighbouring countries to arrange for the safe and secure storage for In-Bond Goods. Details to be confirmed with site visit.		
6	Operating Schedule Assessment: The bidder must be able to provide the services with a track record. To demonstrate its capability and track record to provide Cross-Border In-Bond Goods Road Freight services the bidder needs to provide its schedule and frequencies to the destinations: Manzini, Gaborone, Maseru, Windhoek, Walvisbay and Maputo. <i>A primary and secondary service provider may be appointed if one bidder cannot provide services to all the destinations.</i>		
7	Insurance and Liability cover: The bidder's insurance and liability cover must be in line with SAA Cargo's General Conditions of Carriage for Air Freight (https://www.flysaa.com/help/legal/conditions-of-contract) and/or increased liability as indicated on the air waybill. The bidder's insurance and liability cover must have a Minimum Legal Liability of 22 Special Drawing Rights (SDR) per kilogram (as per the IATA conditions of carriage) OR the current market value OR declared value. One SDR is more or less equivalent to USD1. Proof must be submitted.		
8	Service Level Agreement The Bidder must be prepared to enter into a service level agreement with SAA.		

All tenders which do not comply with the Critical Requirement shall not be considered for further evaluation against Phase 2 – Functional Evaluation.

Phase 2 – Functional Criteria

N o.	CRITERIA DETAILS	AVAILABLE POINTS	BIDDER TO SCORE ITS OFFER
1	<p>The bidder must indicate, for each of the Cross Border routes, the available number of reliable and roadworthy vehicles, with an enclosure/ canopy which are sealable and tamper proof, plus each vehicle must at least carry a 2-ton load.</p> <p>i) No suitable vehicle is available – 0 points</p> <p>ii) Gaberone: One suitable vehicle – 2.5 points; Two or more suitable vehicles – 5 points</p> <p>iii) Harare: One suitable vehicle – 2.5 points; Two or more suitable vehicles – 5 points</p> <p>iv) Manzini: One suitable vehicle – 2.5 points; Two or more suitable vehicles – 5 points</p> <p>v) Maseru: One suitable vehicle – 2.5 points; Two or more suitable vehicles – 5 points</p> <p>vi) Maputo/Mozambique: One suitable vehicle – 2.5 points; Two or more suitable vehicles – 5 points</p> <p>vii) Windhoek/Walvis Bay: One suitable vehicle – 2.5 points; Two or more suitable vehicles – 5 points</p>	30 points	
3	<p>Do you have a back-up vehicle and/or breakdown recovery service available to ensure continuity of operations on each route for which a bid is offered?</p> <p>i) No back-up vehicle nor a breakdown recovery service are available – 0 points</p> <p>ii) Only a breakdown recovery service is available – 5 points</p> <p>iii) Only a back-up vehicle is available – 10 points</p> <p>iv) A back-up vehicle and a breakdown recovery service are available – 15 points</p>	15 points	
4	<p>Do you operate a telematics fleet management system on your vehicle fleet?</p> <p>i) No telematics fleet management system installed – 0 points</p> <p>ii) A telematics fleet management system is installed – 10 points</p>	10 points	
5	<p>In line with Road Safety initiatives do the vehicles proposed for these routes have pedestrian collision avoidance systems installed?</p> <p>i) No pedestrian collision avoidance system installed – 0 points</p> <p>ii) A pedestrian collision avoidance system is installed – 5 points</p>	5 points	
6	<p>Are all the drivers licensed to operate the proposed vehicle(s) per route?</p> <p>i) No drivers are licensed to operate the proposed vehicles – 0 points</p> <p>ii) One driver is licensed to operate the proposed vehicles per route – 5 points</p> <p>iii) Two or more drivers are licensed to operate the proposed vehicles per route – 10 points</p>	10 points	
7	<p>Are the bidder and the company members of the SA Road Freight Association (RFA) or any other dedicated road freight industry body?</p> <p>i) Is not a member of any road freight industry body – 0 points</p> <p>ii) Has membership in the SA Road Freight Association or another accepted road freight industry body – 10 points</p> <p><i>Bidder to write in the column (or submit proof) to which road freight association they belong.</i></p>	10 points	

8	How many suitable vehicles (as per criteria 1) have an Insurer approved tracking, monitoring and recovery system with continuing subscription for operating each route? i) No vehicle is fitted with an approved system – 0 points ii) One suitable vehicle is fitted with an approved system – 5 points iii) Two or more suitable vehicles are fitted with an approved system – 10 points	10 points	
9	Do you have insurance and liability cover which are in line with SAA Cargo's General Conditions of Carriage for Cargo and/or increased liability as indicated on the air waybill? i) No 'Goods in Transit' insurance – 0 points ii) Have the minimum insurance cover shipment value - 'Goods in Transit' – 5 points <i>Bidder must submit 'Goods in Transit' cover proof.</i>	5 points	
10	Do you have a Security /Bond Value lodged with Customs? i) No Security/Bond Value lodged with Customs – 0 points ii) A Security/Bond Value is lodged with Customs – 5 points <i>Bidder must submit security/bond amount proof.</i>	5 points	
TOTAL POINTS AVAILABLE		100 points	
THRESHOLD POINTS			70 points
DID THE BIDDER REACH THE THRESHOLD? (ELEMENATED / PASSED)			

NB: SAA reserves the right to undertake site and vehicles inspections to establish the authenticity of the completed information submitted by the bidder.

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

3 **PREFERENCE AND PRICING EVALUATION**

PHASE 3A - 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:

Criteria	Points
Price	80
BBBEE	20
Total	100 points

PHASE 3B – Pricing Evaluation

The bidder must complete the below Pricing Table with all amounts in ZAR excluding VAT.
The contract term will be 6 (six) months.

Pricing components	<u>Gaberone</u>	<u>Harare</u>	<u>Manzini</u>	<u>Maseru</u>	<u>Maputo/ Mozambique</u>	<u>Windhoek/ Walvis Bay</u>
All-inclusive Rate per kg						
Minimum charge						
Volume conversion						
Days / frequencies						
Response time after request						

NB. Please provide all-inclusive per kilogram rates for ad-hoc Less-Than-Truckload requests; the volume to kilogram conversion factor; the current frequencies operated by the bidder, and the response times of the bidder to collect airfreight after the request was made by Cargo. **Ad-hoc trucking may be required to destinations specified above and pricing will be required on the same principles as above.**

Please submit any other relevant information on your Cross-border Road Freight Services Quotation.
Please note that the award of the tender may be subjected to price negotiation with the preferred tenderers as per the Preferential Procurement Policy Framework Act Regulations of 2017.

CLOSING DATE: Wednesday 27 October 2021 at 19h00

1. 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 individual component that would make up the solution based on technical and functional requirements.

THE FOLLOWING MUST ACCOMPANY YOUR QUOTE

- ☐ SBD 1 Document. Refer to Annexure 1
- ☐ Tax Compliance pin
- ☐ Central Supplier Database registration report.
- ☐ BBBEE Certificate

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