



SOUTH AFRICAN AIRWAYS

A STAR ALLIANCE MEMBER ™

South African Airways ('SAA')

RFQ GSM061/2025

**Request for Quotation for the supply and
delivery of freeze dry coffee and specialty
teas**

Written Quote Form

RFQ NUMBER: GSM061/25

ISSUE DATE: 17 November 2025

CLOSING DATE: 19 November 2025 at 16:00pm

VALIDITY OF RFQ: 90 days

RFQ DOCUMENTS TO BE E-MAILED TO: tenders@flysaa.com and copy LethaboNtlekoana@flysaa.com as well as TracyVelbroek@flysaa.com – Limit 2MB (send in parts or via downloadable link)

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 requested information and return your quote on/before the stipulated date.

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, BBBEE, and functionality.

The following documents are required and must be included with your bid submission:

- 1. SAA Vendor application and supporting documents. 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.
- 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 that I have read and understood the SAA General Conditions of Contract, and I accept them.
- Further certify that all the required information has been furnished, and the relevant forms are completed, and are herewith submitted as part of the bid.

SIGNATURE OF VENDOR: _____

CAPACITY: _____

RFQ NUMBER GSM061/2025**SAA Business Unit: Inflight Services****1. SCOPE OF WORK**

Some of the world's most distinctive coffees and teas are grown in Africa.

South African Airways goal is to promote the consumption of quality coffees produced in Africa, linking very closely to our brand mantra of **“Taking Africa to the World and bringing the World to Africa”**.

SAA strives to make a sustainable difference in the lives of African coffee producers by sourcing quality coffee and tea from the continent.

The supplier should provide the following samples as required in the critical criteria :

- Freeze dry coffee 18g
- Decaffeinated coffee sticks 1.5g
- Instant coffee sticks 1.8g
- Creamy cappuccino 24g
- Hot chocolate 25g
- White sugar sachets 5g
- Brown sugar sachets 5g
- Ceylon Tea envelope
- Rooibos tea envelope
- Chamomile tea envelope
- Sweetener 1g
- Green tea Mint envelope
- Earl grey tea envelope
- English Breakfast Tea Envelope

The products must be delivered Delivered Duty Paid (DDP) to SAA Warehouse based at Inflight Services, Service Road, OR Tambo International Airport, Kempton Park within **fifteen (15) days** of receipt of the Purchase Order.

2. EVALUATION PROCESS & CRITERIA

Responses will be evaluated based on the Critical criteria. After qualifying, responses will be assessed against the functional criteria. Once again, after qualifying, responses will be evaluated based on Price and Preference %.

Please Note: Bidders should clearly demonstrate that they meet the criteria, as these will be used to determine Critical and Functionality scoring.

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

2.1.3 EVALUATION CRITERIA

Critical Criteria (Mandatory Returnable) - Phase 01

Failure to submit the necessary documents for this critical criterion will lead to bid disqualification.

NO	DESCRIPTION	BIDDER TO INDICATE COMPLIANCE (YES/NO)
1	<p>Fully Completed Pricing Schedule</p> <p>The pricing schedule provided by SAA must be fully completed.</p> <p>No other pricing schedules will be accepted.</p>	

Pricing schedule

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.

Item No.	Description	Quantity per case	Price per case (Excluding VAT)	Price per case (Including VAT)
1	Freeze dry coffee 18gr	100		
2	Brown sugar sachets 5g	1000		
3	Sweetener sachets 1g	1000		
4	Creamy Cappuccino 24g	200		
5	Hot Chocolate Stick 25gr	200		
6	Decaffeinated coffee sticks 1.5g	200		
7	Instant coffee sticks 1.8g	200		
8	Rooibos Tea envelope	200		
9	Earl Grey Tea envelope	60		
10	Chamomile Tea envelope	60		
11	Ceylon Tea envelope	60		
12	Green Tea Mint envelope	60		
13	White sugar sachets 5g	1000		
14	English Breakfast Tea envelope	60		

Product Sampling and Quality Assessment

As part of the evaluation process, shortlisted bidders will be required to submit **3 samples of each of the products specified in this RFQ** for tasting and quality assessment. The samples will be evaluated to determine compliance with the required specifications, flavor profiles, and overall product quality.

Note: Samples are not returnable and must be provided to SAA at the bidder's own expense.

PHASE 2: PRICE AND BBEE

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

Details	Points
Price	80
Specific Goals	20

Note to bidders: The bidders must indicate how they claim points for each preference point system.)

SPECIFIC GOALS

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	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 guideline
EME or QSE that are 51% Black Owned	B-BBEE Certificate / Sworn-Affidavit / CIPC Certificate

Note: SAA reserves the right to conduct a verification site visit to any bidder's operating premises with whom SAA is negotiating.

Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender will be interpreted to mean that preference points for specific goals are not claimed.

SAA reserves the right to require a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim regarding preferences, in any manner required by SAA.

Contractual Requirements:

- **TCS:** The bidder must submit a valid Tax Clearance Status pin or CSD number/report for verification of tax compliance status.
- **Payment Term:** The Bidder supplies goods based on SAA's standard payment term of 30 days after invoice receipt. An SME may be considered, upon request and through a case-by-case assessment, for approval of a variation to the standard payment term.
- SAA retains the right to conduct due diligence, and should it be discovered that any of the directors have been charged or found to be involved in criminal activities, Bidders may be disqualified or shall be disqualified.

	Indicate Lead Time Below
Bidders are required to clearly indicate the lead time for delivery from the date of receipt of the purchase order.	
The stated lead time must accurately reflect the period required to prepare and deliver the goods or services in full compliance with the RFQ specifications.	

NB: Contractual requirements are not evaluation criteria. They must be met and assessed after the evaluation and ranking of the tenders. Proof that the highest-ranked tenderer can meet the contractual requirements must be submitted before contract award. Failure to meet "Contractual Requirements" by the stipulated deadlines may result in the tenderer being regarded as nonresponsive and ineligible for contract award.

1. STANDARD CONDITIONS FOR REQUEST FOR QUOTATION

Conditions:

- 1.1 All prices quoted must be inclusive of Value Added Tax (VAT).
- 1.2 All goods/services purchased will be subject to SAA Conditions of Contract and Order, available when requested.
- 1.3 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.
- 1.4 Note: Although SAA would prefer to award this contract to a 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 of the date of issue, without any refunds whatsoever. SAA is not obligated to award this quote to the bidder that quotes the lowest.

- 1.5 Service, pricing, and availability will be taken into consideration.
- 1.6 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. 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