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| RFQ Number RFQ 003-2025-008* **Request for Service provider to service, repair and refurbish AC9011 trucks as and when required for a period of 12 Months.**
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* 1. Written Quote Form26

**RFQ NUMBER: RFQ 003-2025-008**

**ISSUING DATE: 10 September 2025 CLOSING DATE: 15 September 2025 @16h00 CAT**

**VALIDITY OF RFQ: 90 Days**

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| **RFQ RETURNABLE DOCUMENTS TO BE E-MAILED TO:**  | Portia Ngema, *portiangema@airchefs.co.za* |
| **Bidder should ensure that quotations are returned before the closing date and time.** |

**Air Chefs requests your quotation on the goods and/or services listed on the attached form.**

**Please furnish all information as requested and return your quote and all mandatory returnable documents on/before the date stipulated.**

**Late and incomplete submissions may invalidate the quote submitted.**

NAME OF VENDOR (SUPPLIER):

POSTAL ADDRESS:

TELEPHONE NO.:

CELL NO:

E MAIL ADDRESS:

CONTACT PERSON:

**This RFQ will be evaluated on pricing, Specific goal (BBBEE) and functionality.**

**Mandatory Returnable Documentation to be attached:**

1. Pricing Schedule
2. Valid BBBEE Certificate or Fully completed Sworn Affidavit
3. Company Registration Documents
4. Confirmation of Tax Compliance (Tax Pin)
5. COIDA Letter of good standing
6. Fully completed and signed SBD 4

**The following documents will be required from the successful bidder before contracting.**

1. Confirmation of bank account
2. Vendor Registration form
3. Identity Copies of Directors
4. 3 Contactable References where bidder has done similar work (letters must be on the letterhead)
5. General Conditions of the contract
6. Safety file

**CONDITIONS**

* All goods or services purchased will be subject to Air Chefs General Conditions of Contract (C10&C11). A copy of said conditions is available from the local Procurement office.
* It is the responsibility of the Supplier to ensure that Air Chefs is in possession of a valid Tax Compliance confirmation from SARS. The onus therefore rests on the Supplier to ensure Air Chefs receives confirmation of Tax compliance in terms of a Tax Compliance Report in good standing at all times. An Original Tax Compliance Status report 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.

**DECLARATION BY BIDDER**

* I certify that I am duly authorized to submit this bid on behalf of 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 SUPPLIER: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CAPACITY: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **Background**
* AirChefs as an airline caterer operating within four (4) sites, namely, Johannesburg, Durban, Cape Town and Gqeberha. We need a service provider to service, repair and refurbish AC9011 trucks on as and when basis for a period of 36 Months.
1. **Scope of Work**

**To service, repair and refurbish AC9011 trucks:**

* Engine repairs: Addressing issues with the engine, including diagnostics, component replacement (e.g. spark plugs, sensor) and overhauls
* Gearbox checks
* Transmission repairs: Diagnosing and fixing problems with transmission, including fluid changes, clutch replacement and rebuilds
* Brake repairs: Replacing brake pads, rotors, calipers and other brake components.
* Suspension and steering repairs: Fixing issues with shocks, struts, ball joints, tie rods and other electrical components.
* Exhaust system repairs: Fixing leaks. Replacing mufflers, catalytic converters, and other exhaust components.
* Hydraulic system.
* Refurbish the entire structure of the body including broken lights, window etc.
* Check lightings.

And check any potential problems that are not listed above.

1. **The Evaluation Process**
	1. **Mandatory Requirements**

A bidder will be disqualified if they fail to meet the following Mandatory Requirements.

1. Submission of all mandatory returnable documents as stated on page 2.

The contract shall be awarded at the sole and absolute discretion of Air Chefs, whereas Air Chefs reserves the right to retract this quotation at any time as from the date of issue, if justifiable. At the same time Air Chefs shall not be obliged to accept the lowest of any quotation, offer or proposal (where defensible).

Once the minimum compliance requirements above have been met, the qualifying quotation will be

evaluated according to the below listed Evaluation Criteria.

* 1. **Functional evaluation Criteria**

The following evaluation criteria will apply to this bid. Failure to submit supporting documentation, where required, no points will be awarded.

Minimum threshold of 75% to be considered for further evaluation of Price and specific goals.

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| **CRITERIA** | **SCORE** | **DOCUMENTARY EVIDENCE** | **MAXIMUM WEIGHT** |
| 1. **Accreditation**

Suppliers complying with an approved accredited certificate | 1. Acceptable Accreditations• AA Approved Workshop• MIWA• Right to Repair• RMI Approved workshop • Or any other acceptable accreditation **(35 Points)**2**.** Non-Accreditation **(0 Points)** | Acceptable Accreditations | **35 points** |
| **Company’s Experience** Experience of the company in the Service, repair and refurbish of Trucks industry. Bidder should provide reference letter/s under the client-company letter head, with contactable details that confirms that the company is successfully rendered or has previously rendered similar service must be attached.The reference letter/s must state the duration, and number of projects, brief scope of work, value and if the project was completed successfully. | Above 5 years of experience =**35 Points**3-5 Years of Experience = **20 Points**Less than 3 years =1**0 Points** | Contactable signed client reference letters on client’s letterheads clearly indicating value, start and end date of contract for similar projects.Each reference letter must be supported by a Purchase Order. | **35 Points** |
| **Team members Qualification and experience**Attach CV, certified qualifications and certified copy of ID document  | Key staff must be Technically orientated in the field of mechanic and have the qualifications/projectKey staff with a qualified Trade test certificate 5 years and above experience – **30 Points**Key staff with a qualified National Certificate in Mechanics below 5 years’ experience – **20 Points**Key staff with no qualification with 10 years and above experience – **10 points** | Certified ID copyAttached CVCertified copy of Qualification | **30 points** |
| **Total** |   |   | **100 Points** |

**A bidder that scores less than 75 points thresholds with respect to functionality will be regarded as submitting a non-responsive bid and will be disqualified**

* 1. **Application of the applicable Preference Point System**

The applicable preference point system for this tender is the 80/20 preference point system.

The 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

Points for this tender shall be awarded for: (a) Price; and (b) Specific Goals.

The maximum points for this tender are allocated as follows:

* + 1. **POINTS AWARDED FOR PRICE**

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| **CRITERIA** | **POINTS** | **SCORE** |
| Price | 80 |  |

* + 1. **POINTS AWARDED FOR SPECIFIC GOALS**

In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

**Table 1:**

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| --- | --- | --- |
| **CRITERIA** | **POINTS** | **SCORE** |
| 50% Black Women owned | **5** |  |
| 50% Black Youth owned | **5** |  |
| EME or QSE 51% Black Owned | **5** |  |
| Empowering supplier | **5** |  |
| **Total** | **100 points** |  |

* **PROOF REQUIRED**
* CIPC Enterprise registration certificate, certified ID copies of company owners and certified Accredited B-BBEE Status level contributor certificate or fully completed sworn affidavit

**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.**

1. **The Standard Conditions for Request for Quotation**

**Conditions:**

4.1 All prices quoted must be inclusive of Value Added Tax (VAT).

* 1. All goods/services purchased will be subject to Air Chefs Conditions of Contract and Order, available when requested.
	2. All prices submitted must be firm – whilst “Firm” prices are deemed to be fixed prices.
	3. Although Air Chefs would prefer to award this contract to one service provider, it remains at Air Chefs discretion (where applicable) to award to more than one service provider to ensure flexibility in provision of the required goods or services.
	4. Air Chefs is not obligated to award this quote to any Bidder- thus entitled to retract this quote at any time as from date of issue, without any refunds whatsoever. Air Chefs is also not obligated to award this quote to the bidder that quotes the lowest.
	5. Service, pricing and availability will be taken into consideration.
	6. Pricing should be given based on an individual component that would make up the solution based on technical and functional requirements.

**Additional Requirements**

In addition to the requirements of the Condition of Tender, offers will only be accepted if:

* 1. The Bidder or any of its directors is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;
	2. The Bidder has not abused the Air Chefs’ supply chain management system; and
	3. The Bidder has not failed to perform on any previous contract and has not been given written notice to this effect;