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| South African Airways |
| **RFQ GSM050/22** |
| **Request for Quotation for Pre-Printing Stationery** |
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* 1. Written Quote Form

**RFQ NUMBER: GSM050/22**

**ISSUE DATE: 29/08/ 2022**

**CLOSING DATE: 13/09/ 2022 at 15:00pm**

**VALIDITY OF RFQ: 90 days**

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| * 1. **RFQ DOCUMENTS AND SAMPLES MUST BE DEPOSITED IN THE Bid Box situated at:**   **South Africa Airways – Main Reception Gate, Airways Park, Jones Road; OR Tambo International Airport; Kempton Park** |  |
| **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. **INSTRUCTIONS FOR THE SUBMISSION OF A BID:**   Bid must be submitted in a sealed envelope marked:  RFQ GSM 050/22  Tender for: Supply and Delivery of Printing Stationery  **Bids can be delivered between 08H00 and 16H30, Monday to Friday, prior to the closing date and between 08H 00 and 15H00 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, the envelope sealed and the Bid number written on the envelope. | |

**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. **SBD2 Document. Refer to Annexure 3**
4. **General Conditions of Contract. Refer to Annexure 4**
5. **Pricing and Items Schedule. Refer to Annexure 5**

**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

**RFQ NUMBER GSM050/2022**

**SAA Business Unit: Global Supply Management**

1. **BACKGROUND**
   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.
   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.
2. **SCOPE OF WORK**

* Supply and Delivery of Pre-Printing stationery as per the attached list, pictures and specifications.
* Refer to Annexure A for item list
* Bidder require to quote on the Excel document provided as Annexure A. **Submit a soft copy not PDF**
* The immediate requirement of the pre-printed stationery may be ordered as staggered orders and not ordered at once
* Pricing should include all applicable cost, including delivery.
* Bidder is required to maintain its pricing on a quarterly basis and any price change will be subject to negotiation.
* Bidder require to provide payment terms; SAA would like to recommend a 30 days’ payment terms from the date of statement.
* NB: PLEASE ONLY QUOTE AS PER THE SPREADSHEET

1. **DURATION OF THE CONTRACT**

Duration for the service required is three (3) years

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1. **EVALUATION PROCESS & CRITERIA**

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

* 1. **EVALUATION PROCESS** 
     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.

* + 1. **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 4.2 below:

* 1. **EVALUATION CRITERIA**

The criteria and weights referred to in paragraph 4.1. above are as follows:

**Phase 1 - Critical Evaluation Criteria**

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| **NO.** | **DESCRIPTION** | **BIDDER TO INDICATE COMPLIANCE (YES / NO)** |
| 1 | Conformance to the specification  Submitted sample must conform to the specification especially product printing and paper quality.  NB: Number of samples to be submitted = 3 |  |

**Note:**

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

**Phase 2 – Functional Criteria**

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| **NO.** | **DESCRIPTION** | **BIDDER TO SELF SCORE EACH CRITERION** |
| 1 | **Delivery Lead Time:** The bidder must indicate the delivery lead time for the products proposed.  **Note:** The following matrix will be used to score bidders on this criterion:   * Within 5 working days (60 points) * Between 6 to 10 working days (30 points) * Between 11 to 15 working days (20 points) * Between 16 to 20 working days (10 points) * More than 21 working days (0 points) | 60 points |
| 2 | **Experience**   * Suppliers to provide proof that they have done similar work to 2-3 service providers = 20 points * Supplier to have minimum 2 years’ experience in the supply of Pre-Printing Stationery = 20 points   Submit signed reference letter on a service provider letterhead | 40 points |
| **THRESHOLD** | | 70% (70 points) |
| **DID THE BIDDER REACH THE THRESHOLD? (YES/NO)** | |  |

**Note:**

1. For the shortlisted bidders, who reached the 70% threshold, SAA will verify the above claims by means of site visits, requesting further documentary proof, and other measures which may result in the amendment of the shortlisted bidders’ self-scored points.
2. Bidders who reached the 70% threshold score will continue onto the Price and Preference evaluation stage.

**TENDER BRIEFING**

No briefing will be held but bidders are encouraged to email their question to [Magdelineserekego@flysaa.com](mailto:Magdelineserekego@flysaa.com)

**Threshold: The minimum qualifying score for Functionality is 70%.  All tenders that do not comply with all the Mandatory Requirements for Functionality 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.**

**PHASE 3 - 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:

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| **Criteria** | **Points** |
| Price | 80 |
| BBBEE | 20 |
| **Total** | **100 points** |

* 1. **STANDARD CONDITIONS FOR REQUEST FOR QUOTATION**

**Conditions:**

* + 1. All prices quoted must be exclusive of Value Added Tax (VAT).
    2. All goods/services purchased will be subject to SAA Conditions of Contract and Order, available when requested.
    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. 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.
    5. Service, pricing and availability will be taken into consideration.
    6. Pricing should be given based 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 1 Document. Refer to Annexure 2
* SBD 2 Document. Refer to Annexure 3
* Pricing and Items Schedule. Refer to Annexure 5.

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