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| South African Airways |
| **RFQ GSM016/23** |
| **Request for Quotation for RSVP Management Services** |
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* 1. Written Quote Form

**RFQ NUMBER: GSM016/23**

**ISSUE DATE: 04/04/2023**

**CLOSING DATE: 14/04/2023 at 15:00pm**

**VALIDITY OF RFQ: 90 days**

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| * 1. **RFQ DOCUMENTS must be emailed to** [**Magdelineserekego@flysaa.com**](mailto:Magdelineserekego@flysaa.com) **or delivered to:**   **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 GSM016/23  Tender for: Supply and Delivery of Printing Stationery (limited release tags)  **Bids can be delivered between 08H00 and 16H30, Monday to Friday, prior to the closing date and between 08H 00 and 16H00 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 GSM016/23**

**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**

**RSVP Management Services:**

**An experienced service provider is required to source and manage a fully automated / online RSVP and registration system, design of invitations, and printing of entry wrist bands (150 paper bands) for access control. The event will be held in Durban on the evening of 9 May 2023.**

* Manage a fully automated / online RSVP
* Registration system
* Design of invitations, and printing of entry wrist bands (150 paper bands) for access control
* Manage sitting arrangement for 100-150 guests
* Bidder require to provide payment terms; SAA would like to recommend a 30 days’ payment terms from the date of statement.

1. **DURATION OF THE CONTRACT**

Once off

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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.

* 1. **EVALUATION CRITERIA**

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

**TENDER BRIEFING**

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

* 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