



SOUTH AFRICAN AIRWAYS

A STAR ALLIANCE MEMBER ™

RFQ GSM002/26

**Request for Quotation for supply and delivery of
Disposable napkins (quarter fold) and 2-ply cocktail
serviette printed for in-flight services for use on-board
SAA flights**

G.1 Written Quote Form

RFQ NUMBER: GSM002/26

ISSUE DATE: 14 January 2026

CLOSING DATE: 23 January 2026 at 12:00pm

VALIDITY OF RFQ: 90 days

RFQ documents must be emailed to: tenders@flysaa.com. (limit 2MB) send in part of 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.

1.0 INSTRUCTIONS FOR THE SUBMISSION OF A BID:

Tender for: The supply and delivery of pre-printing stationery (boarding passes, thermal baggage tags, limited release tags, transfer tags, crew transfer tags and brown files)

Bids must be emailed to: tenders@flysaa.com between 08H00 and 16H30, Monday to Friday, prior to the closing date and before 12H00 pm on the closing date.

Submissions will be kept unopened in safe custody until the closing time for the Bid.

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:

.....

Required Documentation to be attached.

1. **SBD 1 Document.**
2. **SBD 2 Document.**
3. **SBD 4 Document**
4. **General Conditions of Contract.**

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: _____

1. BACKGROUND

- 1.1. The objective of this project (RFQ) is to appoint a capable and experienced service provider to supply and deliver disposable napkins (quarter fold) for SAA's in-flight on-board services. This RFQ aims to secure a service provider who can ensure seamless, cost-effective stock at SAA Airways Park
- 1.2. Service Providers are requested to provide Prices with their quotation to SAA for all the items to be provided as per specification. Service providers are expected to submit a cost that is fair and reasonable.
- 1.3. SAA has the right to enter negotiation with a prospective Service Provider regarding any terms and conditions, including price(s), of a proposed contract.

2. SCOPE OF WORK

Supply and deliver the below listed items

Estimated annual quantities and costs- orders to be placed quarterly

Item number	Description	Estimated qty	Qty per pack	Estimated quantities	Unit price ®	Total price ®
SA0271	Disposable Quarter fold (400x400mm)	900	1000	900 000		
SA0272	2-ply cocktail serviette printed (Open Size: 245 x 245 mm (square) Folded Size: 122 x 122 mm (square)	14750	1000	14 750 000		
Total excluding VAT						
15% VAT						
Total including VAT						

Refer to attached Annexure A for a detailed tender specification.

3. DURATION OF THE CONTRACT

Three (3) years

4. Process to select the preferred supplier:

- Bidder that scores the highest points on price and specific goals Evaluation will be awarded preferred bidder status.
- However, bidders must fulfil the requirement of submitting (ten (10) sachets of product samples) that are in line with the tender specifications to be awarded business.
- Should a preferred bidder fail this inspection, SAA reserves the right to overlook bidder and approach the next highest bidder.

4.1 EVALUATION PROCESS

4.1.1 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.

4.1.2 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 4.2 below:

4.2 EVALUATION CRITERIA

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

Critical Criteria Phase 01

CRITICAL CRITERIA: None Weighted, Mandatory requirements to be met, for the Bidder's submission to qualify further evaluation.	COMPLIED	
	YES	NO
Bidder to supply MSDS (Material Safety Data Sheet)		
Compliance with tender specification attached Annexure A		

PHASE 2 – Price and specific goals

Only Bidders who passed the critical criteria will be evaluated on price and specific goals

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

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.

NB: Contractual requirements are not evaluation criteria. They must be met and assessed after the evaluation and ranking of the RFQ. 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 RFQ being regarded as nonresponsive and ineligible for contract award.

5. 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 a single service provider, it remains at our discretion to award the functions of the supplier 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 an individual component that would make up the solution based on technical and functional requirements.

THE FOLLOWING MUST ACCOMPANY YOUR QUOTE

- ☐ SBD 1 Document.
- ☐ SBD 2 Document.
- ☐ SBD 4 Document
- ☐ General Conditions of contract

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