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| South African Airways (‘SAA”) |
| **RFQ GSM038/2023** |
| **Request for Quotation for Inflight Consumables, 3in 1 Spray for SAA** |
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* 1. Written Quote Form

**RFQ NUMBER: GSM038/23**

**ISSUE DATE: 23 June 2023**

**CLOSING DATE: 30 June 2023 at 12:00 (GMT+2)**

**VALIDITY OF RFQ: 90 days from closing date of RFQ**

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| RFQ DOCUMENTS TO BE E-MAILED TO: | Angelinelekabe@flysaa.com - limit 2MB (send in part or via downloadable link valid for at least 7 days) |
| **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 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. **SBD 2 Document. Refer to Annexure 3**
4. **General Conditions of Contract. Refer to Annexure 4**
5. **Pricing 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 NUMBER GSM038/2022**

**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 negotiation with a prospective Service Provider regarding any terms and conditions, including price(s), of a proposed contract.
2. **SAA REQUIREMENTS**

Hygiene is one of the vital elements for SAA cabin operation and it is therefore crucial for SAA Cabin Crew to maintain the confined spaces in which they operate sanitized and the cabin’s air, fresh.

The 3 in 1 Sanitizing Spray

* The product must be approved for utilization on board the aircraft.
* The product must be non-flammable.
* Material of the bottle must be plastic, High-Density Polyethylene (HDPE) and recyclable.
* The product must be environmentally friendly.
* The product size must be strictly 150ml.
* The product must be suitable to be utilized on-board SAA flights and Lounges.
* The product must not damage the aircraft materials when utilized.
* The product must be suitable to sanitize food preparing areas onboard the aircraft and in the Lounges.
* The product must be suitable for utilization as a hand sanitizer on board and in the Lounges.
* The product must be suitable for utilization as a deodorizer and air purifier on board the aircraft and in the Lounges.
* The product must be safe for use on board the aircraft and in the Lounges.

CONFORMANCE

The product must conform to the following:

• Boeing D6-7127 – (bidder must provide data sheet with the proposal)

• AMS 1550B (bidder must provide data sheet with the proposal)

QUANTITY REQUIREMENTS & CONTRACT DURATION

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| Estimated quantity | Delivery |
| 2800 bottles (subject to operational consumption) | Monthly |

The estimate of the contract duration is 1- 3 years.

1. **EVALUATION PROCESS & CRITERIA**

Responses will be evaluated on the Critical criteria, where after qualifying 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. The work may be awarded in part or in full. The Supply and possible collection of all samples shall be at the bidder ‘s costs.

All quotation will be evaluated according to the criteria, weightings and threshold scores as Indicated in 3.2 below:

* 1. **EVALUATION CRITERIA**

The criteria and weights referred to in paragraph 3.1 above are as follows:

**Critical Criteria Phase 01**

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| **CRITICAL CRITERIA**: None Weighted, Mandatory requirements to be met, for the Bidder’s submission to qualify further evaluation. **Proof of information below to be provided. A bidder who fails to meet this requirement will be disqualified.** | **COMPLY (attach proof)** | |
| YES | NO |
| |  | | --- | | Bidder must provide 4 (four) bottle samples of 3 in 1 spray. | |  | |  |  |
| The product sample size must be 150ml. |  |  |
| The samples must conform to the following:  • Boeing D6-7127 \_ - provide data sheet with the proposal  • AMS 1550B – provide data sheet with the proposal. |  |  |

**Functional Criteria – Phase 02**

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|  | **PHASE 2: FUNCTIONAL CRITERIA FOR SAA Inflight spray** | **WEIGHTINGS** |
| 1 | The samples will be tested for the following:  If the pump perfectly fits the neck of the bottle and does not leak – 15%  If the spray nozzle releases the content of the bottle liberally - 5%  If it does not make the hands sticky after use – 5%.  If it is suitable for all skin types and does not cause any allergic reaction -15%. | 40% |
| 2 | The product sample must have an ingredient list on the bottle.  Scoring matrix  Provided product sample with an ingredient list on the bottle – 20%  Provided product sample without an ingredient list on the bottle – 0% | 20% |
| 3 | The product sample must have an expiry date and batch number.  Scoring matrix  Provided product sample with an expiry date and ingredients list on the bottle – 10%  Provided product sample without an expiry date and ingredients list on the bottle - 0%  Provided samples must have a batch number on the bottle for traceability.  Scoring matrix  Provided product sample with a batch number – 10%  Provided product sample without a batch number – 0% | 20% |
| 4 | Material for the bottle must be plastic High-Density Polyethylene (HDPE) and recyclable. In general, environmentally friendly materials must be used.  Scoring matrix  Provided product samples conforms with the above– 20%  Provided product samples do not conform with the above. – 0% | 20% |
|  | Total | 100 |
|  | Threshold | 75 |

**Threshold: The minimum qualifying score for Functionality is 75%.  All tenders that do not comply with all the Mandatory Requirements for Functionality and that fail to achieve the minimum qualifying score of 75% on Functionality shall not be considered for further evaluation against Price and B-BBEE.**

* 1. **PHASE 2 - Preference Point System**

All tenders that comply with the mandatory requirements for Functionality and that have achieved the minimum qualifying score of 75% (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:**

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

* 1. All goods/services purchased will be subject to SAA Conditions of Contract and Order, available when requested.
  2. 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.
  3. 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.
  4. Service, pricing and availability will be taken into consideration.
  5. 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 Schedule. Refer to Annexure 5.

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