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| South African Airways |
| **RFQ GSM053/2022** |
| **Request for Quotation for: Provision for Exhibition Services (Design, Production and Setup) for SAA** |
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* 1. Written Quote Form

**RFQ NUMBER: GSM053/22**

**ISSUE DATE: 01/09/2022 at 09:00**

**CLOSING DATE: 13/09/2022 at 14:00**

**VALIDITY OF RFQ: 90 days (from closing date)**

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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.** | |

**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 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 GSM053/2022**

**SAA Business Unit: Global Supply Management**

1. **Background**

SAA participates in many travel and tourism related trade fairs and exhibitions to showcase its products and services to the travel trade (tour operators and travel agents) and the traveling public. These events are a good platform for SAA to strengthen relationships with the target audience, build new relationships and push sales through various sales promotion initiatives. For this to happen, SAA needs to purchase exhibition space (floor space) at events of interest (between 15 and 20 events per annum), design and construct the actual exhibition (the stand), and provide staff to manage the exhibition for the duration of the event (usually 2 to 3 days). Floor space is purchased directly by SAA. The design and construction of the stand is outsourced to suitable qualified companies.

SAA has decided to source a service provider for these services on an RFQ basis for a - period of two (2) years.

1. **Scope of work**

The appointed service provider will be required to take full responsibility of the following:

* Conceptualization and design of SAA exhibitions
* Stand build and dismantle
* Compliance with relevant design and construction requirements
* Provide accessories such as furniture and deco,
* Project management and exhibition support

Whilst stand dimensions vary from exhibition to exhibition the exhibition needs to meet the following criteria:

* Profiling SAA as a world class airline.
* Demonstration of SAA’s products and innovations.
* Adherence to SAA’s Corporate Identity guidelines.

**2.1 General requirements**

* Bidders are to provide a three-dimensional design sample (paper based) for each sample below (i.e. sample 1, sample 2 and sample 3).
* Each stand design must have appropriate branding and maximum visibility for business interactions.
* Designs must be focused on aesthetics and deliver a relaxed atmosphere.
* The stand is to be appealing, attractive and consists of latest branding ideas or techniques that are powerful and impactful
* Bidders to submit their proposed stand designs on how best the allocated floor space (for each sample below) can be utilised.
* Design proposals to include technical drawings and presentation in 2D
* Design samples to include the placement of furniture and décor appropriate for business meetings
* Bidders must have the following skills and competencies:
* A minimum of 5-year experience in stand design and exhibitions. Bidders to provide company credentials as evidence for this requirement
* Bidder to include a description and outline of three (3) recent stand design and exhibition projects handled on national level with photographs
* Traceable and signed reference letters in client letterheads must be included for each project presented above. Projects without a corresponding reference letter will not be considered for evaluation

***Sample 1 size:***  6mx6m =36m²

**Sample 2 size:** 6mx3m = 18m²

**Sample 3 size:** 3mx3m = 9m²

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.

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.

1. **DURATION OF THE CONTRACT**
   1. Duration for the service required is two (2) years.
2. **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**

**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 quotation will be evaluated according to the criteria, weightings and threshold scores as Indicated in 4.2 below:

**4.1.3 RFQ BRIEFING**

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

* 1. **EVALUATION CRITERIA**

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

* + 1. **PHASE 1 - Functional Criteria**

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| **FUNCTIONAL CRITERIA** | **100%** |
| **Design of stand and innovation:**  **Design adequately addresses stipulated requirements**  **Note:** The following scoring matrix will be used to evaluate this criterion:   * Comprehensively addressed all design requirements = 10 points * Addressed some but not all design requirements = 5 points * Did not address design requirements = 0 points | **45%** |
| **Functionality of stand**  **Stand design addresses functional requirements**  **Note:** The following scoring matrix will be used to evaluate this criterion:   * Comprehensively addressed all design requirements = 10 points * Addressed some but not all design requirements = 5 points * Did not address design requirements = 0 points | **30%** |
| **Related Industry Experience and Portfolio**  **Proof that the bidder successfully completed building an exhibition stand and managed the project**  **Note:** The following scoring matrix will be used to evaluate this criterion:   * Comprehensively addressed all design requirements = 10 points * Addressed some but not all design requirements = 5 points * Did not address design requirements = 0 points | **15%** |
| **Contactable references:**  **Note:** The following scoring matrix will be used to evaluate this criterion:   * Three or more positive references (services recommended) = 10 points * One or two positive references (services recommended) = 5 points * Did not provide any references = 0 points   The information provided must be supported by testimonial letters on the client’s letter head testifying satisfactory service delivery on the matters cited | **10%** |
| TOTAL | **100%** |
| THRESHOLD ( Informed by potential Risk) established out of 100% assigned to functionality) | **80%** |

**Threshold: The minimum qualifying score for Functionality is 80%.  All tenders that do not comply with all the Mandatory Requirements for Functionality and that fail to achieve the minimum qualifying score of 80% on Functionality shall not be considered for further evaluation against Price and B-BBEE.**

**4.3 PHASE 2 - Preference Point System**

All tenders that comply with the mandatory requirements for Functionality and that have achieved the minimum qualifying score of 80% (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

* SBD1 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**