



South African Airways

RFQ GSMGSM007/2025
Request for Quotation for Supply
and Delivery of Printing Paper

Written Quote Form

RFQ NUMBER: GSMGSM007/2025

CLOSING DATE: 28 February 2025 @ 16:00 (GMT+2)

VALIDITY OF RFQ: 180 Days

RFQ DOCUMENTS TO BE E-MAILED TO: saatenders@flysaa.com

**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 and functionality.

Required Documentation to be attached:

- 1. SAA Vendor Document. Refer to Annexure 1**
- 2. SBD1 Document. Refer to Annexure 2**
- 3. General Conditions of Contract. Refer to Annexure 3**
- 4. Pricing Schedule. Refer to Annexure 4**

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 bidder to ensure their tax matters are in order in the respective countries
- 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, the relevant forms completed and are herewith submitted as part of the bid.

SIGNATURE OF VENDOR: _____ **CAPACITY:** _____

RFQ Price Schedule

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SAA Business Unit: Global Supply Management

1. Background

- 1.1. 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 cost that is fair and reasonable.
- 1.2. 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. Scope of work

- SAA operates various types of printers and requires different types of printing paper for its machines.
- The machines range from multifunction printers and copiers to dot-matrix printers.
- The printing papers are required for the SAA business units at the domestic airports: OR Tambo International Airport, Cape Town, Durban, East London, and Port Elizabeth and Airways Park Corporate.
- SAA is looking for a supplier who can supply and deliver the below listed paper types to all the SAA domestic operations and based on the most cost-effective quotation for the duration of 3 year.
- Short lead times are essential to ensure operational continuity.

Specification:

1. A4 80g/sq. m 210 X 297mm; 160 CIE WHITENESS, and
2. A3 80g/sq. m 297 X 420mm; 160 CIE WHITENESS
3. 1 PART CONTINUOUS PAPER 280 X 240

3. VALUATION PROCESS & CRITERIA

3.1 EVALUATION PROCESS

3.1.1. 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.

3.1.2 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 below:

PROPOSED EVALUATION CRITERIA:

Phase 1: Critical Criteria

NO.	DESCRIPTION	BIDDER TO INDICATE COMPLIANCE (YES / NO)
1	The bidder must be a registered company with Companies and Intellectual Property Commission (CIPC) and have traded for at least one year in the paper supply sector and complies with all relevant legislation and regulations.	
2	Bidder to confirm that supply of paper will be as per the specification and any Low-quality paper will be returned from SAA.	

Threshold: The minimum qualifying score for the Critical Evaluation Criteria is 100%. All tenders that do not comply with all the Mandatory Requirements shall not be considered for further evaluation against Functionality Evaluation criteria and weightings.

Phase 2: Functionality Evaluation criteria and weightings;

Evaluation Criteria		Weight %						
Delivery time frames from receiving a Purchase Order (PO) Scoring matrix 1-2 Working days - 60% 3-5 Working days – 40% 1-2 Weeks - 10		60%						
0 Bidders must have the capability to deliver to all the stations listed below: <ul style="list-style-type: none"> • OR Tambo International Airport • Kempton Park - Airways Park • Cape Town • Durban • East London • Port Elizabeth Scoring matrix: (tick the appropriate box) <table border="1" data-bbox="183 1563 986 1818"> <tr> <td>Will the bidder be capable to deliver to all the listed stations?</td><td>YES – 40%</td><td>YES</td></tr> <tr> <td>Will the bidders be capable to deliver to all the listed stations?</td><td>NO – 0%</td><td>NO</td></tr> </table>		Will the bidder be capable to deliver to all the listed stations?	YES – 40%	YES	Will the bidders be capable to deliver to all the listed stations?	NO – 0%	NO	40%
Will the bidder be capable to deliver to all the listed stations?	YES – 40%	YES						
Will the bidders be capable to deliver to all the listed stations?	NO – 0%	NO						
Total		100%						

Bidders are required to achieve a minimum threshold of **80%** of the allocated weighting on each evaluation criteria set out below.

Threshold

The minimum Qualifying Score for Functionality is **80%** - hence, all Tenders failing to meet the threshold shall not be considered for further evaluation against Price and BBBEE.

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:

Criteria	Points
Price	80
BBBEE	20
Total	100 points

Broad Based Black Economic Empowerment

SAA promotes the development and support of Exempted Micro Enterprises and Qualifying Small Enterprises that are 51% or more Black Owned. Where practicable and within the procurement legal framework, SAA will give preference to these types of enterprises.

Note: An additional 10 points shall be awarded where a bidder is 51% and more black owned

A) PRICING TABLE

The bidder must complete the below Pricing Table for the supply and delivery of ordered paper items to SAA business units at the domestic airports. For each paper item, the bidder must indicate the Unit of Measure (UOM) e.g. Box, the Minimum Order Quantity (MOQ), the Discounted Tiered Quantity Levels, any other applicable discount plus the corresponding prices at each quantity level for supply and delivery to each domestic airport.

N o	DESCRIPTION OF PAPER TYPE <i>{Estimated demand fluctuates and is not guaranteed – indicated in italics}</i>	Bidder to indicate Unit of Measure (UOM) e.g. box, Min. Order Quantity (MOQ), Tier 1 QTY, Tier 2 QTY, Tier 3 QTY		ORTIA/ Load Control		CAPE TOWN		DURBAN		EAST LONDON		PORT ELIZABETH		Airways Park	
				Quantity levels	Price @ QTY level	Quantity levels	Price @ QTY level	Quantity levels	Price @ QTY level	Quantity levels	Price @ QTY level	Quantity levels	Price @ QTY level	Quantity levels	Price @ QTY level
1	1 PART CONTINUOUS PAPER 280 X 240 <i>{Require estimated 60 boxes per annum}</i>	UOM		Unit price		Unit price		Unit price		Unit price		Unit price		Unit price	
		MOQ													
		Tier 1 QTY		Tier 1 price		Tier 1 price		Tier 1 price		Tier 1 price		Tier 1 price		Tier 1 price	
		Tier 2 QTY		Tier 2 price		Tier 2 price		Tier 2 price		Tier 2 price		Tier 2 price		Tier 2 price	
		Tier 3 QTY		Tier 3 price		Tier 3 price		Tier 3 price		Tier 3 price		Tier 3 price		Tier 3 price	
2	A3 80g/sq. m 297 X 420mm; 160 CIE WHITENESS <i>{Require estimated 10 boxes quarterly}</i>	Other order discount?		Other discount		Other discount		Other discount		Other discount		Other discount		Other discount	
		UOM		Unit price		Unit price		Unit price		Unit price		Unit price		Unit price	
		MOQ													
		Tier 1 QTY		Tier 1 price		Tier 1 price		Tier 1 price		Tier 1 price		Tier 1 price		Tier 1 price	
		Tier 2 QTY		Tier 2 price		Tier 2 price		Tier 2 price		Tier 2 price		Tier 2 price		Tier 2 price	
3	A4 80g/sq. m 210 X 297mm; 160 CIE WHITENESS <i>{Require estimated 200 to 400 boxes per month}</i>	Tier 3 QTY		Tier 3 price		Tier 3 price		Tier 3 price		Tier 3 price		Tier 3 price		Tier 3 price	
		Other order discount?		Other discount		Other discount		Other discount		Other discount		Other discount		Other discount	
		UOM		Unit price		Unit price		Unit price		Unit price		Unit price		Unit price	
		MOQ													
		Tier 1 QTY		Tier 1 price		Tier 1 price		Tier 1 price		Tier 1 price		Tier 1 price		Tier 1 price	

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		Other order discount?		Other discount		Other discount		Other discount		Other discount		Other discount		Other discount	
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- NB:** i) The estimated quantities are based on fluctuating demand and are for indicative purposes and are not guaranteed to be needed.
ii) The bidder must **offer prices inclusive of delivery charges to the different domestic airports**. If prices without delivery charges are submitted, then the bidder must list the delivery charges separately.

40 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 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.
- 4.5 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

- ☐ SAA Vendor application and supporting documents. Refer to Annexure 1
- ☐ SBD1 Document. Refer to Annexure 2
- ☐ Pricing Schedule. Refer to Annexure 4

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