



**SOUTH AFRICAN AIRWAYS**

A STAR ALLIANCE MEMBER 

**RFQ GSM006/2026**

**Request for Quotation for the Provision of Exhibition  
Services (conceptualization and design of SAA  
exhibition)**

**G.1        Written Quote Form**

**RFQ NUMBER: GSM0006/2026**

**ISSUE DATE: 05.02.2026**

**CLOSING DATE: 13.02.2026 @ 16:00**

**VALIDITY OF RFQ: 90 days**

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**RFQ DOCUMENTS TO BE EMAILED TO:** [NaveshniGanesh@flysaa.com](mailto:NaveshniGanesh@flysaa.com) and [tenders@flysaa.com](mailto:tenders@flysaa.com) – The maximum size of documents that can be sent via the email box at once is 2MB. If your files exceed this size, please send them in parts or provide a downloadable link. Note that South African Airways will not be responsible for links that are corrupt and cannot be opened.

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Vendors must submit quotations before the specified closing date and time. If the quotation is late, it will not be considered.

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**South African Airways requests your quotation for the goods and/or services listed on the attached form. Please include all requested information and submit your quote by the specified deadline. Late or incomplete submissions will invalidate the quote, and the bidder will be automatically disqualified.**

**SUPPLIER INFORMATION:**

NAME OF VENDOR:

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POSTAL ADDRESS:

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TELEPHONE NO.:

.....

CELL NO:

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E MAIL ADDRESS:

.....

CONTACT PERSON:

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**This RFQ will be evaluated according to Evaluation Methodology. Bidders must meet all Administrative, Substantive, Technical, and financial requirements to be considered among the preferred bidders to be awarded the contract.**

**Required Documentation to be attached.**

1. **SAA Vendor Document. Refer to Annexure 1**
2. **SBD 4 Document. Refer to Annexure 2**
3. **General Conditions of Contract. Refer to Annexure 3**

## **CONDITIONS**

- All goods or services purchased will be subject to the SAA General Conditions of Contract. A copy of the said conditions is available from the local Procurement office.
- The Vendor is responsible for ensuring that SAA has 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 certificate's validity 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 or services must be delivered before receiving an official order/contract.
- I certify that the information supplied is correct, that I have read and understood the SAA General Conditions of Contract, and that I accept the SAA General Conditions of Contract.
- I further certify that all the required information has been furnished, and the relevant forms have been completed and are herewith submitted as part of the bid.

SIGNATURE OF VENDOR: \_\_\_\_\_

CAPACITY: \_\_\_\_\_

## RFQ NUMBER GSM006/2026

### SAA Business Unit: Global Supply Management

#### 1. BACKGROUND

- 1.1. 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.
- 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

The scope covers the conceptualization and design of SAA exhibitions (various events in different locations), stand build and dismantle, provisioning of accessories such as furniture and deco, and project management and exhibition support.

##### **Evaluation of the bids will be based on the following:**

- A three-dimensional design presentation of SAA's exhibition at the 2026 Meetings Africa event. SAA has been allocated a  $6 \times 3 = 18 \text{ m}^2$  (stand no. K49)
- Design must have appropriate branding and maximum visibility for business interactions.
- Designs must be focused on aesthetics and deliver a relaxed atmosphere.
- Design must be appealing, attractive and consist of latest branding ideas or techniques that are powerful and impactful.
- Design presentation to include technical drawings.
- Design to include placement of furniture and appropriate décor.
  - Tables and chairs for meetings
  - Lounge area (waiting space)
  - Storage facilities
  - (LED display) for presentations
  - Coffee station
  - DB box for power distribution
  - Reception area
  - Refrigerator
  - Brochure stands
  - Lighting fixtures
  - Trash bins
  - Charging stations for devices

The contract duration is for a period of 3 years

### **3. EVALUATION METHODOLOGY**

<b>Administrative Responsiveness</b>	<b>Substantive Responsiveness</b>	<b>Technical Functionality Evaluation</b>	<b>Evaluation of Price and Specific Goals</b>	<b>Business Award and conclusion of contract</b>
<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>
<i>Evaluation of returnable documents per tender requirements</i>	<i>Evaluation of Mandatory (Substantive) Returnable Documents ie</i> <ul style="list-style-type: none"> <li><i>Submission of the bidders fully priced pricing schedule with all line items priced.</i></li> </ul>	The minimum threshold for technical functionality is 70%. Bidders must meet this minimum requirement to proceed to the next stage of evaluation.	Price [Proposed Commission Structure] (80) & Specific Goals (20)	<i>Post-tender negotiations (if applicable) are held at this stage before the LOA is issued to the preferred supplier.</i>

Note: The evaluation of the various stages will generally occur sequentially. However, to speed up the process, South African Airways may choose to conduct different steps of the evaluation in parallel. In such cases, evaluating bidders at any stage should not be taken as an indication that they have passed previous stages.

### **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 apparent deviations from the requirements/conditions will be eliminated from further adjudication.

#### **3.1.2 EVALUATION OF QUOTATION**

The contract shall be awarded at SAA's sole and absolute discretion. SAA hereby states that it is not compelled to award this quotation to any bidder. SAA has the right to withdraw this quotation at any time from the date of issuance. SAA is not obligated to accept the lowest quotation, offer, or proposal.

**SAA shall not be required to accept the lowest quotation, offer, or proposal.**

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

### **3.2 ADMINISTRATIVE AND SUBSTANTIVE EVALUATION**

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

#### **3.2.1 ADMINISTRATIVE REQUIREMENTS**

This evaluation stage will confirm whether all Returnable Documents [where applicable] were completed and returned by the closing date and time. At this evaluation stage, SAA will also verify if the Bid document has been duly signed

by the authorised respondent, and the validity of all returnable documents will be verified.

### 3.2.2 SUBSTANTIVE REQUIREMENTS

**This evaluation stage will confirm if the following requirements have been met:**

- Submission of a fully priced pricing schedule, with all line items priced.

#### **Mandatory Returnable Documents – Phase 1**

**Bidders must fully comply (100% compliance) with the statements of compliance below by selecting either “Yes” or “No” and providing supporting evidence to qualify their statements. Failure to do so will result in bid disqualification. Bidders should also note that if they select “No,” South African Airways will interpret the bidder as non-compliant, leading to bid disqualification.**

None Weighted, mandatory requirements must be met for the bid to qualify for further evaluation. Proof of the information below is required. A bidder who fails to meet this requirement will be disqualified.	<b>Comply (Make sure that you attach proof)</b>	
	YES	NO
<ul style="list-style-type: none"><li>• Bidders must submit a fully priced pricing schedule, with all line items priced. Failure to price as requested will lead to bid disqualification</li></ul>	<input type="checkbox"/>	<input type="checkbox"/>

***All bidders who do not submit all the required returnable documents (Critical Criteria) will be disqualified from further evaluation.***

### 3.3 Technical Functional Questionnaire/Evaluation (Minimum Threshold = 70%) – Phase 02

***Bidders to provide a portfolio of evidence that addresses all the items in this tender.***

Evaluation Criteria	Weight %
<p><b>Number of projects successfully completed in the installation of exhibition stands:</b></p> <p>Bidders must submit images/photographic as a portfolio of evidence for each project completed together with certificate of completion to be allocated points.</p> <ul style="list-style-type: none"><li>• Company has provided a portfolio of evidence detailing the requested information above, along with photographic evidence of the services provided for four (4) clients = 40 points</li><li>• Company has provided a portfolio of evidence detailing the requested information above, along with photographic evidence of the services provided for three (3) clients = 30 points</li></ul>	

<ul style="list-style-type: none"> <li>• Company has provided a portfolio of evidence, detailing the requested information above, along with photographic evidence of the services provided for two (2) clients = 20 points</li> <li>• Company has provided a portfolio of evidence, detailing the requested information above, along with photographic evidence of the services provided for one (1) clients = 10 points</li> <li>• Company has provided a portfolio of evidence detailing none or some of the requested information above = 0</li> </ul> <p>Note: Exhibition stands not relevant to the scope of work will not be considered. The company must provide evidence in the form of a portfolio detailing the requested information above, along with photographic evidence of the services provided. Additionally, they must demonstrate the number of years they have been providing a service that meets the requirements and show they can provide a project leader.</p>	<b>40%</b>
<p><b>Written Reference Letters:</b></p> <p>Bidders must submit written reference letters from previous clients, a list of these references with their contact numbers. These letters should attest to the bidder's capability in delivering high-quality trade fairs and exhibition stand projects on time and within budget. Letters must be dated in the company letterhead and fully signed. The letters should not be older than 5 years.</p> <ul style="list-style-type: none"> <li>• 4 reference letters = 40%</li> <li>• 3 reference letters = 30%</li> <li>• 2 reference letters = 20%</li> <li>• 1 reference letter = 10%</li> <li>• No reference letters = 0%</li> </ul> <p>Note: The SAA reserves the right to verify the validity of the evidence submitted.</p>	<b>40%</b>
<p><b>Delivery Lead Time:</b> The bidder must indicate the delivery lead time to set up exhibition upon receipt of formal request from SAA</p> <p><b>Note:</b> The following matrix will be used to score bidders on this criterion:</p> <ul style="list-style-type: none"> <li>➤ Within 5 working days (20 points)</li> <li>➤ Within 7 working days (15 points)</li> <li>➤ Within 10 working days (10 points)</li> <li>➤ Within 12 working days (5 points)</li> <li>➤ More than 12 working days (0 points)</li> </ul> <p>Bidders to provide project plan that leads to the delivery date</p>	<b>20%</b>
<b>Threshold</b>	<b>70%</b>
<b>Total</b>	<b>100%</b>

**Bidders must note that the minimum qualifying score for Functionality is 70%. All tenders that do not comply with all the Mandatory Requirements for Functionality and that fail to achieve the minimum qualifying score of 70% on Functionality shall not be considered for further evaluation against Price and B-BBEE.**

### **3.4 Phase 3 – Pricing and Specific Goals assessment**

All bid submissions that meet the Administrative, Substantive (Mandatory), and technical requirements (minimum threshold of 70%) and have confirmed their commitment to SAA's commission structure will be further evaluated under Specific Goals (20 points) to determine if they meet the preferential procurement objectives outlined for this tender.

**The following table should be used as a guide for the pricing proposal.**

**Please provide us with a quotation for the items/services specified hereunder where applicable, in accordance with the above specification.**

<b>Item</b>	<b>Description</b>	<b>Notes/Specifications</b>	<b>Price excluding VAT</b>
Furniture	Seating (chairs, stools, lounge chairs)	Comfortable for visitors and staff	
Tables	Reception desk, display tables, meeting tables	Include at least one lockable reception desk	
Plug Points	Electrical outlets for powering devices	Ensure access for AV equipment, laptops, and lighting	
Coffee Station	Coffee machine, cups, supplies	Include necessary power and water supply if required	
Storage	Lockable cupboards or storage area	For marketing materials, personal belongings, and stock	
Signage	Branding panels, banners, digital displays	Must be visible and professionally produced	
Lighting	Overhead and spotlights	Adequate to highlight stand features and products	
AV Equipment	TV screens,	For presentations and demonstrations	
Flooring	Carpet, raised flooring, or tiles	Non-slip and in line with stand design	
Waste Bins	General waste and recycling bins	Accessible to staff and visitors	
Brochure Holders	Display racks for marketing material	Placed at strategic points for easy access	
Refrigerator	For storage of refreshments	Close to the coffee stand and hidden for public view	

### **3.5 Preference Point System**

All tenders that comply with the mandatory requirements for Functionality and that have achieved the minimum qualifying score of 70% (Acceptable tenders) will be evaluated further in terms of the applicable preference point system as follows:

These specific goals have been set as follows:

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
<b>Total Points for Specific Goals</b>	<b>20</b>

***Bidders should be aware that preference points will be awarded to those who provide evidence according to the table below:***

Specific Goals	Acceptable Evidence
B-BBEE	B-BBEE Certificate / Sworn- Affidavit / B-BBEE CIPC Certificate (in case of JV, a consolidated scorecard will be accepted) as per DTIC (Department of Trade, Industry and Competition) guideline
EME or QSE that are 51% Black Owned	B-BBEE Certificate / Sworn-Affidavit / CIPC Certificate

#### **4. STANDARD CONDITIONS FOR REQUEST FOR QUOTATION**

##### **Conditions:**

- 4.1 All prices provided must be exclusive of Value Added Tax (VAT).
- 4.2 All goods/services purchased will be subject to the SAA Conditions of Contract and Order, which are available upon request.
- 4.3 All prices submitted must be firm. "Firm" prices are deemed fixed and are only subject to the following statutory changes: VAT.
- 4.4 Service, pricing, and availability will be taken into consideration.
- 4.5 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.
- SBD 4 Document. Refer to Annexure 2.
- General Conditions of Contract. Refer to Annexure 3

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