



**SOUTH AFRICAN AIRWAYS**

A STAR ALLIANCE MEMBER 

**South African Airways**

**RFQ GSM020/25**

**Request for Quotation for the supply and delivery  
of ladies Step-out shoes, Handbags and belts to  
SAA staff**

**G.1 Written Quote Form**

**RFQ NUMBER: GSM020/25**  
**ISSUE DATE: 29/04//2025**  
**CLOSING DATE: 10/06//2025 at 12:00pm**  
**VALIDITY OF RFQ: 90 days**

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- 1.1 **RFQ DOCUMENTS must be emailed to [Magdelineserekego@flysaa.com](mailto:Magdelineserekego@flysaa.com) and a copy, including samples; deliver to:**

**South Africa Airways – Main Reception Gate, Airways Park, Jones Road; OR Tambo International Airport; Kempton Park**

**Bidders must also submit 2 (two) duplicate electronic copies of their Bid on USB Memory Stick.**

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**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.**

**2.0 INSTRUCTIONS FOR THE SUBMISSION OF A BID:**

Bid must be submitted in a sealed envelope marked:  
RFQ GSM020/25  
Tender for: Supply and delivery of ladies' step out shoes, handbags and men's belts

**Bids can be delivered between 08H00 and 16H30, Monday to Friday, prior to the closing date and between 08H 00 and 12H00 pm on the closing date.**

Submissions will be kept unopened in safe custody until the closing time for the Bid. Where a Bid is received without a Bid number on it, it will be opened, the Bid number ascertained, the envelope sealed and the Bid number written on the envelope.

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**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: .....

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**This RFQ will be evaluated on pricing, BEE and functionality.**

**Required Documentation to be attached;**

1. **SAA Vendor Document.**
2. **SBD 1 Document**
3. **SBD2 Document**
4. **SBD4 Document.**
5. **General Conditions of Contract.**

**CONDITIONS**

- All goods or services purchased will be subject to SAA General Conditions of Contract. .
- 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/contract/Letter of Award (LOA). Therefore, no goods must be delivered or services rendered before an official order/contract/LOA 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 Price Schedule**  
**RFQ NUMBER GSM020/25**

**SAA Business Unit: Global Supply Management**

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**1. INTRODUCTION**

- 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 costing that is fair and reasonable.
- 1.2. 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.

**2. SCOPE OF WORK**

- **supply and delivery of the items listed below**
- **Specification – Attached Annexures**
- **Samples will be available for viewing at Airways Park**
- **SAA reserves the right to award the services in this RFQ in part or full and to more than one service provider.**

No.	Item number	Item Description	Total quantities per annum
1.	CO74	Step-out shoes – Ladies	650
2.	CO96	Handbags	650
3.	CO21	Belt	720

Bidder required to provide payment terms; SAA would like to recommend a 30-day payment terms from the date of statement.

**3. DURATION OF THE CONTRACT**

Three (3) years

**4. EVALUATION PROCESS & CRITERIA**

Responses will be evaluated on the functional criteria, where after qualifying responses will be evaluated on the Price and Preference Points:

**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 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)

### 4.2 EVALUATION CRITERIA

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

#### PHASE 1 - CRITICAL EVALUATION CRITERIA

Bidders must fully comply with all critical criteria listed below:

Failure to comply will lead to disqualification.

NO.	DESCRIPTION	BIDDER TO INDICATE COMPLIANCE (YES / NO)
1	Three samples of each product the vendor is bidding for i.e. if a vendor bids for stockings, then 3 pairs of stockings need to be submitted in order to measure the quality. The samples to meet the SAA specification as close as possible.	

#### Note on samples:

The bidder to state clearly which product/s they are bidding for and to provide samples accordingly.

If the bidder does not submit samples, then the bidder is immediately disqualified and does not proceed to the functional criteria evaluation phase.

The samples to meet the SAA specification as close as possible. If however, the actual product cannot be manufactured in low quantity samples, then the sample needs to be as close as possible to the SAA specification. The sizes for items do not matter at this stage of the RFQ process.

When the bidder has passed the functional criteria evaluation stage and proceeds to the trial stage then additional samples will be called off to accommodate the sizes for trial purposes where applicable.

## PHASE 2 – FUNCTIONAL EVALUATION CRITERIA

**Threshold: 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 phase 3 Pricing and B-BBEE.**

<b>FUNCTIONAL CRITERIA</b>	<b>100%</b>
<p><b>Provided Samples – Quality of Workmanship</b></p> <p>Bidder to supply three (3) samples of each of the items they are bidding for to measure the workmanship of the product. The samples provided must be similar to the SAA specification that bidder is bidding for.</p> <ul style="list-style-type: none"> <li>• Bidder supplied samples as per specification to measure quality of workmanship and the quality as per the specification = 30%</li> <li>• Bidder supplied samples to measure quality of workmanship, and the quality is deemed to be of a high standard = 20%</li> <li>• Bidder supplied samples to measure quality of workmanship, and the quality is deemed to be of a medium standard = 10%</li> <li>• Bidder did not supply samples = 0</li> </ul> <p><b>Any deviation from the specification or product enhancements needs to be clearly identified and attached to the tender document. Bidders need to attach the deviation information form.</b></p> <p><b>Bidders' products will be trialed by employees in the working environment</b></p>	<b>30%</b>
<p><b>Relevant Experience:</b></p> <p>Bidder to provide evidence of experience in the manufacturing or supplying of different items related to the specifications. 2 examples should be given of similar previous work completed as part of this bid. This can be in the form of a look book or samples</p> <ul style="list-style-type: none"> <li>• Bidder supplied 2 samples/ lookbook as an example to proof relevant experience = 10%</li> <li>• Bidder supplied 1 sample/ lookbook as an example to proof relevant experience = 5%</li> <li>• Bidder supplied no samples as proof relevant experience = 0%</li> </ul>	<b>10%</b>

<p><b>Delivery timeline</b> The Bidder must indicate the delivery lead time (in weeks) from receipt of Purchase Order to final delivery of the product to SAA (once master samples have been signed off) and for regular follow-up deliveries i.e. not the very first delivery as the very first deliver may take longer.</p> <ul style="list-style-type: none"> <li>• 8 weeks = 25%</li> <li>• 10 weeks = 15%</li> <li>• 12 weeks = 10%</li> <li>• More than 13 weeks = 5%</li> </ul>	<p><b>25%</b></p>
<p><b>Contactable references:</b></p> <p>Bidder must provide contactable references for similar work of equivalent volumes done within a period not older than three years. A contactable reference means: the name of the company for whom the work was completed + the description of the item that was produced + the contact person telephone number and email address.</p> <ul style="list-style-type: none"> <li>• The bidder has provided three or more references = 20%</li> <li>• The bidder has provided two references = 10%</li> <li>• The bidder has provided one reference = 5%</li> <li>• The bidder has not provided references = 0</li> </ul>	<p><b>20%</b></p>
<p><b>Quality Management System and capability Report:</b> The Bidder to explain and provide details of the company's quality management system as part of the bidders' submission. This should be an accredited QMS i.e.. ISO standards, SABS or any accreditation specific to the textile industry</p> <ul style="list-style-type: none"> <li>• The bidder has submitted the capability report that proves that the bidder is able to produce the items that they are bidding for and has submitted a documented quality system accredited by SABS/ SANAS or equivalent bodies= 15%</li> <li>• The bidder has submitted the capability report that proves that the bidder is able to produce the items that they are bidding for= 8%</li> <li style="text-align: center;"><b>or</b></li> <li>• The bidder has submitted a documented quality system accredited by SABS/ SANAS or equivalent bodies= 7%</li> <li style="text-align: center;"><b>or</b></li> <li>• The bidder has submitted a documented quality system and given details of the company's quality management system = 5%</li> <li>• The bidder has explained in writing their quality management/control system = 3%</li> </ul>	<p><b>15%</b></p>
<p><b>TOTAL</b></p>	<p><b>100%</b></p>
<p><b>THRESHOLD (Informed by potential Risk) established out of 100% assigned to functionality)</b></p>	<p><b>70%</b></p>

For bidders that will reach the threshold of 70%, the CFST might conduct the site inspection to verify the following:

**Facilities**

**Final inspection program**

**Packaging process including release documentation and markings**

**Control of Non-conforming products**

Only bids proposals who pass the threshold of 70% will further be evaluated against the Preferential criteria

**4.3 Preferential evaluation criteria**

<b>Criteria</b>	<b>Points</b>
Price	80
BBBEE	20
<b>Total</b>	<b>100 points</b>

**4.4 STANDARD CONDITIONS FOR REQUEST FOR QUOTATION**

**Conditions:**

- 4.3.1 All prices quoted must be exclusive of Value Added Tax (VAT).
- 4.3.2 All goods/services purchased will be subject to SAA Conditions of Contract and Order, available when requested.
- 4.3.3 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.
- 4.3.4 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.
- 4.3.5 Service, pricing and availability will be taken into consideration.
- 4.3.6 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.**
- SBD 2 Document.**
- SBD 4 Document.**