



# **SOUTH AFRICAN AIRWAYS TECHNICAL**

**SOUTH AFRICAN AIRWAYS  
TECHNICAL (SAAT)**

**REQUEST FOR QUOTATION  
(RFQ): SP002-26: GOLF T-SHIRTS  
FOR SAAT  
1 YEAR PERIOD**

# REQUEST FOR QUOTATION

Instructions on Completion of Request for Quotation Document

This request for quotation must be completed in English and currency used must be clearly stated

**NB: This document consists of 9 pages.**

<b>RFQ DESCRIPTION</b>	<b>RFQ SP002-26 - GOLF T-SHIRTS FOR SAAT</b>	
<b>RFQ PUBLISHING DATE</b>	<b>14 January 2026</b>	
<b>RFQ CLOSING TIME &amp; DATE</b>	<b>11:00 am South Africa time.</b>	<b>20 January 2025</b>
<b>COMPILED BY</b>	Fisani Mthembu Tel: +27 11 978 9254 E-Mail: fisanimthembu@flysaa.com	
<p align="center"><b><u>SPECIAL NOTES:</u></b></p> <ol style="list-style-type: none"> <li>1. This RFQ will be judged in line with the “<b>Preferential Procurement Policy Framework Act Regulations of 2022</b>”</li> <li>2. <b>It is the responsibility of the Vendor to ensure that SAAT is in possession of a valid Original Tax Clearance Certificate and a B-BBEE Certificate or Affidavit whichever is applicable.</b></li> <li>3. Reference the attached <b>SBD1</b> &amp; 4 forms. <b>Does the bidder have anything to declare?</b> <ol style="list-style-type: none"> <li>3.1 If <b>no</b> – please ensure that the Declaration (Page 1) and SBD1 form is Signed and returned with the Quotation.</li> <li>3.1 If <b>Yes</b> – Please ensure that SBD1 &amp; SBD 4 are completed and returned with Quotation</li> </ol> </li> <li>4. All purchases will be made through an Official Purchase Order. No goods or services must be delivered before an Official Purchase Order has been received.</li> <li>5. Quotation must be faxed or E-mailed to the Number / address provided before the closing TIME / DATE of quotation.</li> <li>6. Price(s) quoted is/are to be <b>exclusive of Value Added Tax</b>, but VAT must be shown separately.</li> <li>7. <b>Unless otherwise stated</b>, quotations will be regarded as having a Validity period of <b>90 days (about 3 months)</b>.</li> <li>8. SAAT has the right to withdraw any tender at any time without prior notification.</li> <li>9. This <b>Cover page</b> and <b>ALL</b> pages of quotation must be signed by Responsible person</li> <li>10. <b>Lead Time for ALL items must be specified. SAAT reserves the right to CANCEL any order where specified/quoted Lead Time is NOT adhered to. (Cancellation Fees will be for Bidders Account)</b></li> <li>11. Prospective Bidders may submit more than one alternative bid/offer that falls within the specification requested.</li> </ol>		
<b>Conflict of Interest</b>	SAAT requires every prospective Supplier to avoid and prevent conflicts of interest, by disclosing to SAAT if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ. Bidders shall strictly avoid conflicts with other assignments or their own interests, and act without consideration for future work. Bidders found to have a conflict of interest shall be disqualified. Bidders must disclose in their Bid their knowledge of the following: a) If the owners, part-owners, directors, controlling shareholders, of the bidding entity or key personnel who are family members of SAAT staff.	
<b>Language of Quotation</b>	English, including documentation such as catalogues, instructions, and operating manuals.	
<b>Validity Period</b>	1 Year	
<b>Price Variation</b>	No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during the validity of the quotation after the quotation has been received.	
<b>Partial Quotes</b>	<input type="checkbox"/> Permitted <input checked="" type="checkbox"/> Not permitted	

<b>Payment Terms</b>	<input checked="checked" type="checkbox"/> 100% within 15(or as per payment condition) days after receipt of goods, works and/or services and submission of payment documentation <input type="checkbox"/> Other (please indicate)	
<b>Conditions of Release of Payment</b>	<input checked="checked" type="checkbox"/> Acceptance of Goods, Services and Works, based on full compliance with RFQ Requirements <input type="checkbox"/> Passing Inspection [specify method, if possible] <input type="checkbox"/> Passing all Testing [specify standard, if possible] <input type="checkbox"/> Completion of service delivery [quantify if possible].	
<b>Type of Contract to be Awarded</b>	<input checked="checked" type="checkbox"/> Purchase Order <input type="checkbox"/> Other Type/s of Contract [pls. specify]	
<b>DECLARATION</b>		
1. 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. 2. 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/quotation		
Name of Company:		
Signature:		Date:
<b>NB: Return the Quotation and completed documents to: <a href="mailto:tenders@flysaa.com">tenders@flysaa.com</a>, copy: <a href="mailto:fisanimthembu@flysaa.com">fisanimthembu@flysaa.com</a> and take note of the Payment Terms applicable to this RFQ.</b>		

## List of Requirements

- The bidder is requested to submit a quotation for each of the following items.
- Bidder MUST supply Part number, Description and availability/qty, lead-time and condition.
- The exchange rate to be used for the calculation of local production and content must be the exchange rate published by the South African Reserve Bank at 12:00pm on the date of advertisement of the bid.

## **Items Specification and Price Schedule**

***“NB: Please attach a formal quotation to support the pricing schedule.”***

### **1. GOLF SHIRTS:**

<b>Item</b>	<b>Description and Size</b>	<b>Qty</b>	<b>Price (Excl. VAT)</b>	<b>Price (incl. VAT) (Qty X Unit Price)</b>
1	Golf Shirts Unisex - Small	150		
2	Golf Shirts Unisex – Medium	200		
3	Golf Shirts Unisex – Large	500		
4	Golf Shirts Unisex – X Large	500		
5	Golf Shirts Unisex - 2X Large	300		
6	Golf Shirts Unisex - 3X Large	100		
7	Golf Shirts Unisex - 4X Large	15		
8	Golf Shirts Unisex - 5X Large	15		
<b>Total: Golf Shirts</b>		<b>1780</b>		
This is an estimated quantity only – final quantity anticipated to surpass estimated quantity.				
<b>Please provide a quotation in accordance with the specifications on Annexure 1 attached. Please take note – size chart go up to size 3XL but SAAT needs up to 5 XL.</b>				

1	2	3	4	5	6	7
Size designation <sup>1</sup>	Nominal finished garment measurements, cm					
	Circumference				Back length	Sleeve underarm
	Chest	Bottom hem	Neck	Cuff		
<b>X-Small</b> 72-77	90	90	36	36	68	15
<b>Small</b> 82-87	100	100	38	38	70	16
<b>Medium</b> 92-97	110	110	40	40	72	17
<b>Large</b> 102-107	120	120	42	42	74	18
<b>X-Large</b> 112-117	130	130	44	44	76	19
<b>2X-Large</b> 122-127	140	140	46	46	78	20
<b>3X-Large</b> 132-137	150	150	48	46	80	20
1) Based on the chest circumference of the wearer in centimetres.						

## Evaluation of Quotations

- 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.
- The RFQ shall be awarded at the sole and absolute discretion of SAAT. SAAT hereby represents that it is not obliged to award this quotation to any bidder. SAAT can retract this quotation any time from the date of issue.
- SAAT shall not be obliged to accept the lowest of any quotation, offer or proposal.
- **All quotations will be evaluated according to the Critical, Functional and Pricing and BBBEE criteria as indicated below:**

PHASE 1: CRITICAL EVALUATION CRITERIA			
Indicate by marking the appropriate box with an “X” to confirm conformance to each requirement listed below. <i>NB: The relevant requirements are marked YES under the “Critical Requirement applicable to this RFQ” column.</i>	Critical Requirement Applicable to this RFQ	YES	NO
<b>GOLF T-SHIRTS</b>			
• 100% as per specification (SEE ANNEXTURE 1)	YES		
• Local content documentation must be filled in accordingly (SEE ATTACHED)	YES		
• Meets all specification requirements	YES		

PHASE 2: FUNCTIONALITY EVALUATION CRITERIA	
The bidder must indicate <b>the proposed supply lead-time</b> for evaluation. Below is the scoring matrix used for evaluating the proposed lead-time.	
Lead time	
<ul style="list-style-type: none"> <li>First Order <b>within 30 days</b> Remaining Orders – 5-10 Days</li> </ul>	50 points
<ul style="list-style-type: none"> <li>First Order <b>within 60 days</b> Remaining Orders 7-15 Days</li> </ul>	30 Points
<ul style="list-style-type: none"> <li>First Order <b>within 90 days</b> Remaining Order 16 Days and above</li> </ul>	0 Points
<b>Minimum Threshold</b>	<b>30 Points</b>
Price validation	
<ul style="list-style-type: none"> <li>Quotation must remain valid for a period of one year from the submission deadline of 15 January 2026</li> </ul>	50 points
<ul style="list-style-type: none"> <li>Price increase of +/- 10% after 6 months of quote</li> </ul>	30 Points
<ul style="list-style-type: none"> <li>Price increase more than 10% after 6 months of quote</li> </ul>	0 Points
<b>Minimum Threshold</b>	<b>30 points</b>
<b>Required Minimum Threshold</b>	<b>80 points</b>
<b>The bidder's proposal must score at least 80 points to qualify for Phase 3 evaluation.</b>	

PHASE 3: PRICE & BBBEE		
<ul style="list-style-type: none"> <li>Price</li> </ul>		80
SPECIAL GOAL	ACHIEVEMENT LEVEL	POINTS
Persons historically disadvantaged based on race	100% Black ownership	10
	99-75% Black ownership	8
	74% - 60 % Black ownership	6
	50% - 51% Black ownership	3
	Below 50% Black ownership	0
Total Points		10
Persons historically disadvantaged based on disability	100 % owned by persons living with disabilities	5
	99 % - 75 % owned by persons living with disabilities	3
	74 % - 60 % owned by persons living with disabilities	2
	59 % - 51 % owned by persons living with disabilities	1
	Below 50 % owned by persons living with disabilities	0
SPECIAL GOAL	ACHIEVEMENT LEVEL	POINTS

Persons historically disadvantaged based on gender	100% Woman ownership	5
	99% - 75% Woman ownership	3
	74% - 60% Woman ownership	2
	50% - 51% Woman ownership	1
	Below 50% Woman ownership	0
<b>Total Points</b>		<b>5</b>
<b>Total</b>		<b>100 points</b>

**The following *mandatory documents* must be provided with the bidder's quotation (for Local suppliers).**

- Valid company registration documents
- Valid BBBEE Certificate or Affidavit
- Valid TAX Clearance Certificate
- CSD report
- SBD 6.2 Local content
- SBD 4 Declaration of interest

## **GENERAL TERMS AND CONDITIONS PROPOSAL**

### **a. Indemnify SAAT**

SAAT shall not be responsible for payment of wages and or any other emoluments to the staff/workers of the Service Provider so deployed and it shall be the sole responsibility of the Service Provider to make payment to the said staff/workers in time and the Service Provider shall at all-time keep SAAT indemnified against any claim from its staff/workers in this regard.

The Service Provider shall indemnify SAAT to make good any claim/penalty/loss or damages including costs thereof in respect of any breach or violation on any of the provisions of any law including Labour laws governing the Service Provider's employees or contractors. In case of failure to make good any losses/expenses to SAAT, the same shall be claimed from the Service Provider.

### **b. Arbitration Clause**

Any dispute which arises between the Service Provider and SAAT shall be negotiated with each other in good faith and shall use commercially reasonable endeavors to resolve such dispute within 15 (fifteen) business days of the dispute being declared. Should the Service Provider and SAAT be unable to resolve a dispute in accordance with the foregoing, any one of the parties may refer the matter to arbitration.

The arbitration will be held as an expedited arbitration in Johannesburg in accordance with the AFSA Rules for Expedited Arbitrations by 1 (one) arbitrator appointed by written agreement between the parties, including any appeal against the arbitrator's decision. If the parties cannot agree on the arbitrator or appeal arbitrators within a period of 10 (ten) business days after the referral of the dispute to arbitration, the arbitrator and appeal arbitrators shall be appointed by the Secretariat of AFSA, who shall administer and manage the arbitration proceedings.



### **c. Jurisdiction**

This Agreement will in all respects be governed by and construed under the laws of the Republic of South Africa.

- **All submissions are to be received by SAAT no later than 11:00am on Tuesday, 20 January 2026 (GMT +2).**
- **Bids received after the official submission deadline will not be accepted under any circumstances**

### **ACCEPTANCE OF TERMS AND CONDITIONS:**

NAME AND SIGNATURE (Service Provider): \_\_\_\_\_

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

DATE: \_\_\_\_\_