



**RFQ Number RFQ 003 2025 002**  
**Request for quotation for the**  
**supply of Packaging Items for all Air**  
**Chefs sites (JHB, CPT, DBN) for a period**  
**of thirty-six months (36) as part of a**  
**panel**

**G.1 Written Quote Form26**

**RFQ NUMBER: RFQ 003-2025-002**

**ISSUING DATE: 03 July 2025**

**VALIDITY OF RFQ: 90 Days**

**CLOSING DATE: 14 July 2025 @16h00 CAT**

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**RFQ RETURNABLE DOCUMENTS TO BE E-MAILED TO:** Andani Nevilimadi, andaninevilimadi@airchefs.co.za

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**Bidder should ensure that quotations are returned before the closing date and time.**

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**Air Chefs requests your quotation on the goods and/or services listed on the attached form.  
Please furnish all information as requested and return your quote and all mandatory returnable documents on/before the date stipulated.  
Late and incomplete submissions may invalidate the quote submitted.**

**NAME OF VENDOR (SUPPLIER):**

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**POSTAL ADDRESS:**

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**TELEPHONE NO.:**

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**CELL NO:**

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**E MAIL ADDRESS:**

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**CONTACT PERSON:**

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

**Mandatory Returnable Documentation to be attached:**

1. Pricing Schedule
2. Valid BBBEE Certificate or Affidavit
3. Company Registration Documents
4. Confirmation of Tax Compliance (Tax Pin)
5. COIDA Letter of good standing
6. SBD 4

**The following documents will be required from the successful bidder before contracting.**

1. Confirmation of bank account
2. Vendor Registration form

3. Identity Copies of Directors
4. 3 Contactable References where bidder has done similar work (letters must be on the letterhead)
5. General Conditions of the contract

#### **CONDITIONS**

- All goods or services purchased will be subject to Air Chefs General Conditions of Contract (C10&C11). A copy of said conditions is available from the local Procurement office.
- It is the responsibility of the Supplier to ensure that Air Chefs is in possession of a valid Tax Compliance confirmation from SARS. The onus therefore rests on the Supplier to ensure Air Chefs receives confirmation of Tax compliance in terms of a Tax Compliance Report in good standing at all times. An Original Tax Compliance Status report 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.

#### **DECLARATION BY BIDDER**

- I certify that I am duly authorized to submit this bid on behalf of 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 SUPPLIER: \_\_\_\_\_ CAPACITY: \_\_\_\_\_

## **1. Background**

Air Chefs as an airline caterer operates within 4 sites, namely, Johannesburg, Durban, Cape Town and Gqeberha. Within the four units the kitchen extractor fans then require cleaning and servicing.

The services at the Gqeberha unit are not currently required, however they may be required at a later stage.

Service providers may bid for all Air Chefs sites where they have the footprint, or bid for areas they are specifically located.

## **2. Scope of Work**

see attached Annexure A...

## **3. The Evaluation Process**

### **a. Mandatory Requirements**

A bidder will be disqualified if they fail to meet the following Mandatory Requirements.

- a) Submission of all mandatory returnable documents as stated above.

### **b. Functionality Evaluation**

The contract shall be awarded at the sole and absolute discretion of Air Chefs; whereas Air Chefs reserves the right to retract this quotation at any time as from the date of issue, if justifiable. At the same time Air Chefs shall not be obliged to accept the lowest of any quotation, offer or proposal (where defensible).

Once the minimum compliance requirements above have been met, the qualifying quotation will be evaluated according to the below listed Evaluation Criteria.

### **c. Application of the applicable Preference Point System (Pricing and Specific Goals)**

#### **i. Price Evaluation**

The below stated Preference Point System will be utilized in line with the PPPFA requirements.

<b>Criteria</b>	<b>Points</b>	<b>Score</b>
Price	80	
50% Black Women owned	5	
50% Black Youth owned	5	
EME or QSE 51% Black Owned	5	
Empowering supplier	5	
<b>Total</b>	<b>100 points</b>	

#### **4. The Standard Conditions for Request for Quotation**

##### **Conditions:**

- 4.1 All prices quoted must be inclusive of Value Added Tax (VAT).
- 4.2 All goods/services purchased will be subject to Air Chefs Conditions of Contract and Order, available when requested.
- 4.3 All prices submitted must be firm – whilst “Firm” prices are deemed to be fixed prices.
- 4.4 Although Air Chefs would prefer to award this contract to one service provider, it remains at Air Chefs discretion (where applicable) to award to more than one service provider to ensure flexibility in provision of the required goods or services.
- 4.5 Air Chefs is not obligated to award this quote to any Bidder- thus entitled to retract this quote at any time as from date of issue, without any refunds whatsoever. Air Chefs is also not obligated to award this quote to the bidder that quotes the lowest.
- 4.6 Service, pricing and availability will be taken into consideration.
- 4.7 Pricing should be given based on an individual component that would make up the solution based on technical and functional requirements.

##### **Additional Requirements**

In addition to the requirements of the Condition of Tender, offers will only be accepted if:

- 4.8 The Bidder or any of its directors is not listed on the Register of Tender Defaulters in terms of the Prevention and Combating of Corrupt Activities Act of 2004 as a person prohibited from doing business with the public sector;
- 4.9 The Bidder has not abused the Air Chefs’ supply chain management system; and
- 4.10 The Bidder has not failed to perform on any previous contract and has not been given a written notice to this effect;