

Title	Request for Quotation: Customs Clearing House
PROPOSAL	SP 0013-25
Validity Period	90 days
PROPOSAL Open	01 December 2025
PROPOSAL Closes	09 December 2025
SAAT Business Unit	SCM
E-Mail	mmapitsokhoetha@flysaa.com

SAAT requests your quotation for Customs Tarrif Auditing -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 PROPOSAL (Request for Quotation) will be evaluated on Critical, Functional and Pricing and BBBEE criteria as per paragraph 2.

1. REQUIRED DOCUMENTATION TO BE ATTACHED

- a) **SARS Tax Clearance Certificate (or proof of application for same where applicable)**
Please note new National Treasury instruction for national and international Service Providers' compliance:

<http://www.treasury.gov.za/legislation/pfma/TreasuryInstruction/Treasury%20Instruction%203%20of%202014%202015%20on%20Tax%20Clearance%20Certificates.pdf>

SBD Form 1
SBD Form 4

- b) Service Provider are to provide relevant documentation in support to the Evaluation Criteria.

2. CONDITIONS

- The final terms and conditions are subject to negotiations and issuance of an offer to purchase to the successful Service Provider.
- Final payment terms will be negotiated with the successful Service Provider before awarding the PROPOSAL.

- The Service Provider shall provide its best price in the PROPOSAL. This price will be considered together with all other relevant criteria in the quote. The validity period will be 24months.
- The PROPOSAL shall be awarded, whether in whole or in part, at the sole and absolute discretion of SAAT. SAAT hereby represents that it is not obliged to award this PROPOSAL to any Service Provider. SAAT is entitled to retract this PROPOSAL at any time as from the date of issue. SAAT is not obliged to award this PROPOSAL to the Service Provider that quotes the best price. In the event, that SAAT does make an award and should the successful Service Provider then fail to honor its quote, such Service Provider shall be liable to SAAT for any damages SAAT may incur as, a result of such breach.
- The Service Provider shall be disqualified from quoting if any attempt is made either directly to solicit and/ or canvass any information from any employee or agent of SAAT regarding this PROPOSAL from the date the offer is submitted until the date of award of the PROPOSAL.
- SAAT will adjust any arithmetical errors found in the Quotation and shall advise the Service Provider accordingly.
- Quotations and any information contained within will be treated as confidential and will not be disclosed to any third party - including other Service Providers.

The successful Service Provider shall:

- Provide services in accordance with the scope of services, at the negotiated prices and in accordance with the agreed timeline;
- Enter into a non-exclusive agreement when requested to do so by SAAT within the stipulated period;
- Be liable for all additional expenses incurred by SAAT in having to call for Proposals afresh and/ or accepting any less favorable Quote in the event that the Service Provider fails to enter into an agreement with SAAT timeously.
- The PROPOSAL will be evaluated in line with the “Preferential Procurement Policy Framework Act Regulations of 2017”

The following preference point systems are applicable to all PROPOSALS:

- the 80/20 system for requirements with a Rand value of up to R4 000 000 (all applicable taxes included); and
- the 90/10 system for requirements with a Rand value above R4 000 000 (all applicable taxes included).

Preference points for this PROPOSAL shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contribution

BACKG ROUND

South African Airways Technical (SAAT) is Africa's largest and most advanced Maintenance, Repair & Overhaul (MRO) provider. It's a wholly-owned subsidiary of South African Airways and is based in Johannesburg. Centre for Aviation, South African Airways

The movement of goods across international borders is subject to strict customs regulations, which require accurate declaration, compliance with tariff classifications, and adherence to relevant statutory requirements. Any errors or non-compliance in the customs clearing process can result in financial penalties, reputational risk, delays in the supply chain, or even seizure of goods.

To ensure that all customs clearing processes are conducted in line with applicable legislation and international trade requirements, it is essential to engage an independent and experienced service provider to perform a customs clearing audit. The audit will provide an objective assessment of whether our import and export activities are fully compliant, identify potential gaps or risks in current practices, and recommend corrective measures to enhance efficiency and compliance.

Furthermore, outsourcing this function to a qualified service provider ensures access to specialized expertise, up-to-date knowledge of customs laws, and best practices in trade compliance. This approach will not only safeguard the organization against regulatory breaches but also optimize cost savings through accurate tariff applications, duty recovery opportunities, and improved risk management.

International trade and cross-border transactions are highly regulated and subject to continuous oversight by customs authorities. Organizations involved in the import and export of goods are

required to comply with a range of statutory obligations, including correct tariff classification, accurate valuation, adherence to preferential trade agreements, and timely submission of supporting documentation.

Non-compliance with these requirements exposes the organization to significant risks, such as penalties, interest charges, delays in clearance, reputational damage, and in some cases, suspension of trading privileges. Given the complexity of customs regulations and the financial implications of errors, it is imperative to have an independent and professional review of our customs clearing processes.

SCOPE OF WORK

The appointed service provider will be required to conduct a comprehensive audit of the organization's customs clearing activities, covering both imports and exports, to ensure full compliance with applicable customs legislation and international trade requirements.

Duties and responsibilities will includes but not limited to the following:

- Examine import and export documentation, including Bills of Entry, invoices, packing lists, shipping documents, and customs declarations.
- Verify accuracy and completeness of supporting documentation submitted to customs authorities.
- Confirm adherence to statutory record-keeping requirements. Verify duty, VAT, and other tax calculations applied during the clearing process.
- Identify instances of over- or under-declaration, potential non-compliance, and irregularities.
- Highlight potential risks of penalties, interest charges, or reputation harm due to non-compliance.

Critical Criteria	Yes/ No Provide Evidence
● Proven track record in conducting customs audits and compliance reviews.	
● demonstrate knowledge of customs legislation, tariff classification, valuation, and international trade requirements.	
● Relevant professional certifications (e.g., customs compliance	

specialist, accredited auditor). <ul style="list-style-type: none"> Registration with recognized industry bodies and professional associations. Evidence of up-to-date knowledge of customs frameworks and trade	
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- Provide practical recommendations for corrective actions and process improvements.

Suggest measures to strengthen governance, transparency, and accountability

PHASE 3: Price and BBBEE Evaluation

PRICE	80
SPECIFIC GOALS	20
TOTAL	100

PHASE 3: PRICE AND PREFERENTIAL PROCUREMENT POINTS		ALLOCATION OF POINTS
PRICE		80
SPECIFIC GOAL 1.	ACHIEVEMENT LEVEL	POINTS
Persons historically disadvantaged on the basis of race	100% Black ownership	10
	75% - 99% Black ownership	8
	60% - 74% Black ownership	6
	50% - 51% Black ownership	3
	Below 50% Black ownership	0
Total points		10
SPECIFIC	ACHIEVEMENT LEVEL	POINTS

GOAL 2.		
Persons historically disadvantaged based on disability	100 % owned by persons living with disabilities	5
	75% - 99 % owned by persons living with disabilities	3
	60% - 74% owned by persons living with disabilities	2
	51% - 59% owned by persons living with disabilities	1
	Below 50 % owned by persons living with disabilities	0
Total points		5
SPECIFIC GOAL 3.	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
Total points		5
GRAND TOTAL - PRICE & PREFERENCIAL PROCUREMENT POINTS		100 points

10. PRICING

Please submit a breakdown of your pricing in an excel format.

Description	Details	Prices
Planning	Kick off meeting, review of	

	documents, Planning audit approach	
Audit of Import and Export documentation		
Actual Claiming and Engagements with SARS		
Commission		

11. SUBMISSION OF PROPOSAL

The PROPOSAL pricing and required documents must be **clearly addressed via e-mail to: mmapitsokhoetha@flysaa.com** , not later than, Monday, 09 December 2025 at 16H00. **(GMT + 2 hours)**

All the questions should be forwarded to the Project Manager not later than 05 December 2025 at the following address: mmapitsokhoetha@flysaa.com.

12. 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 above 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 endeavours 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.

Submissions to reach SAAT by 16h00 am on Monday, 09 December 2025. (GMT + 2 hours)

SIGNATURE OF Service Provider: _____

CAPACITY: _____