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| South African Airways |
| **RFQ GSM060/2022** |
| **Request for Quotation for South African Airways (SAA) and its subsidiary(ies) requires services of a SANAS Accredited Verification Agency to conduct BBBEE assessments in line with applicable sector codes.** |
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* 1. Written Quote Form

**RFQ NUMBER: GSM060/22**

**ISSUE DATE: 23 November 2022**

**CLOSING DATE: 28 November 2022 at 16:00pm**

**VALIDITY OF RFQ: 90 days**

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| RFQ DOCUMENTS TO BE E-MAILED TO: | [tracyvelbroek@flysaa.com](mailto:tracyvelbroek@flysaa.com) - limit 2MB (send in part or via downloadable link) |
| **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.** | |

**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:

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

**Required Documentation to be attached;**

1. **SAA Vendor Document. Refer to Annexure 1**
2. **SBD 1 Document. Refer to Annexure 2**
3. **SBD 2 Document. Refer to Annexure 3**
4. **General Conditions of Contract. Refer to Annexure 4**
5. **Pricing Schedule. Refer to Annexure 5**

**CONDITIONS**

* All goods or services purchased will be subject to SAA General Conditions of Contract. A copy of said conditions is available from the local Procurement office.
* 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. Therefore, no goods must be delivered or services rendered before an official order/contract 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 NUMBER GSM060/2022**

**SAA Business Unit: Global Supply Management**

1. **BACKGROUND**
   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.
   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**

* South African Airways (SAA) and its subsidiary(ies) requires services of a SANAS Accredited Verification Agency to conduct BBBEE assessments in line with applicable sector codes
* Establish & submit a verification plan for verification engagement and conduct verification according to the verification plan
* The verification team to sample, interview and analyse all information/verification evidence gathered to determine the BBBEE status of the measured entities.
* Provide a detailed written verification preliminary report to allow an opportunity for further submission to improve the scores
* Provide SAA and its subsidiary(ies) with BBBEE Certificates and a comprehensive report of the verification results

1. **EVALUATION PROCESS & CRITERIA**

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

* 1. **EVALUATION PROCESS** 
     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.

* + 1. **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 3.2 below:

* 1. **EVALUATION CRITERIA**

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

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| **CRITICAL CRITERIA**: None Weighted, Mandatory requirements to be met, for the Bidder’s submission to qualify further evaluation. **Proof of information below to be provided. A bidder who fails to meet this requirement will be disqualified.** | **COMPLY (attach proof)** | |
| YES | NO |
| **Service Provider Accreditation:**   |  | | --- | | * Bidder must be SANAS accredited Verification Agency. | |  |  |

Functional Criteria

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| **PHASE 1: FUNCTIONAL CRITERIA** | | **WEIGHTINGS** |
| **1** | **Product Attributes** | **70%** |
| 1.1 | **Sector Code:** Code Bidder require to have extensive experience and application of the BBBEE codes of good practice applicable to state-owned companies.  3 clients with at least 1 client that is an SOC (Transport sector) that bidder has done a BBBEE assessment for.  - More than 3 clients – 40 Points  - 3 clients – 20 points  - 2 clients – 15 points  - 1 client -10 points | 40% |
| 1.2 | **Methodology and Approach**   * Submit detailed methodology of how the project will be   approached. A project plan with timelines and resource allocation is required. It is required that the bidder aligns its project plan to complete the assessment timeously and issue a valid BBBEE certificate  - Methodology with project plan with clear timeline and  resource allocation – 60 Points  - Methodology with no project plan or clear timeline  and no indication of resource allocation – 0 points | 60% |
| **Total** | | **100%** |
| **Threshold** | | **80%** |

**Threshold: The minimum qualifying score for Functionality is 80%.  All tenders that do not comply with all the Mandatory Requirements for Functionality and that fail to achieve the minimum qualifying score of 80% on Functionality shall not be considered for further evaluation against Price and B-BBEE.**

* 1. **PHASE 2 - 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:

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| **Criteria** | **Points** |
| Price | 80 |
| BBBEE | 20 |
| **Total** | **100 points** |

1. **STANDARD CONDITIONS FOR REQUEST FOR QUOTATION**

**Conditions:**

4.1 All prices quoted must be exclusive of Value Added Tax (VAT).

* 1. All goods/services purchased will be subject to SAA Conditions of Contract and Order, available when requested.
  2. 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.
  3. 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. Service, pricing and availability will be taken into consideration.
  5. 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. Refer to Annexure 2
* SBD 2 Document. Refer to Annexure 3
* Pricing Schedule. Refer to Annexure 5.

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