



**RE ISSURE -RFQ Number RFQ 003-2025-011
Request for quotation for purchasing, calibration
and repairs of scales and mass pieces services for
a period of thirty-six months (36) for Air chefs
SOC LTD for JHB, CPT and Durban.**

G.1 Written Quote Form

RFQ NUMBER: RFQ 003-2025-011
ISSUING DATE: 05 November 2025
VALIDITY OF RFQ: 90 Days

CLOSING DATE: 11 November 2025 @16h00 CAT

RFQ RETURNABLE DOCUMENTS TO BE E-MAILED TO: Dilale Munyai, dilalemunyai@airchefs.co.za

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

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):

.....

POSTAL ADDRESS:

.....

TELEPHONE NO.:

.....

CELL NO:

.....

E MAIL ADDRESS:

.....

CONTACT PERSON:

.....

This RFQ will be evaluated on pricing and Specific goal (BBBEE).

Mandatory Returnable Documentation to be attached:

1. Pricing Schedule (One in your Company letter head and one in the attached **Annexure A**)
2. Valid BBBEE Certificate or Fully completed Sworn Affidavit
3. Company Registration Documents
4. Confirmation of Tax Compliance (Tax Pin)
5. COIDA Letter of good standing
6. SANAS/SABS accreditation related to Calibration of scales
7. Fully completed and signed SBD 4

Failure to submit the above Mandatory documents will lead to disqualification.

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

- 1.1 The Bidder is requested to provide Prices with their quotation to Air Chefs for all the goods to be provided as per the specification. Service providers are expected to submit a costing that is fair and reasonable.
- 1.2 Air Chefs has the right to enter into negotiation with a prospective Supplier regarding any terms and conditions, including price(s), of a proposed contract.
- 1.3 Service providers may bid for the three Air Chefs sites where they have the footprint, or bid for areas they are specifically located

2. Scope of Work

Supply for the calibration of various scales and mass pieces

Big Scales

Description: Big Scale	Quantity
200 kg Capacity (maximum weight)	1
300 kg Capacity (maximum weight)	1
500 kg Capacity (maximum weight)	1
2000 kg Capacity (maximum weight)	1
150 kg Capacity (Maximum weight)	

Small scales

Minimum Scales	Quantity
2 kg Capacity (minimum weight)	1
10 kg Capacity (minimum weight)	1
500 g Capacity (minimum weight)	1
15 kg Capacity (minimum weight)	1
60 kg Capacity (minimum weight)	1
Mass pieces weight calibration	1

Mass Pieces

Mass pieces	Quantity
1 g	1
2 g	2
5 g	1
10 g	1
20 g	2
50 g	1
100 g	1
200 g	2
500 g	1

Services shall include the following services:

- Scales purchasing, calibration and repairing including calibration certificate
- Scales calibration will be done once a year
- Mass pieces calibration including calibration certificate
- Mass calibration will be done once a year
- Purchasing of mass pieces including calibration certificate

Purchasing scales and mass pieces - As and when the need arises.

Calibration of scales and mass pieces – Will be done once in a year

Repairing of scales – As and when the need arises.

3. The Evaluation Process

3.1 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 on **page 2**.

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.

3.2 Application of the applicable Preference Point System

The applicable preference point system for this tender is the 80/20 preference point system.

The 80/20 preference point system will be applicable in this tender. The lowest/ highest acceptable tender will be used to determine the accurate system once tenders are received.

Points for this tender shall be awarded for: (a) Price; and (b) Specific Goals.

The maximum points for this tender are allocated as follows:

3.2.1 POINTS AWARDED FOR PRICE

CRITERIA	POINTS	SCORE
Price	80	

3.2.2 POINTS AWARDED FOR SPECIFIC GOALS

In terms of Regulation 4(2); 5(2); 6(2) and 7(2) of the Preferential Procurement Regulations, preference points must be awarded for specific goals stated in the tender. For the purposes of this tender the tenderer will be allocated points based on the goals stated in table 1 below as may be supported by proof/ documentation stated in the conditions of this tender:

Table 1:

CRITERIA	POINTS	SCORE
50% Black Women owned	5	
50% Black Youth owned	5	
EME or QSE 51% Black Owned	5	
Empowering supplier	5	
Total	100 points	

- **PROOF REQUIRED**

- CIPC Enterprise registration certificate, certified ID copies of company owners and certified Accredited B-BBEE Status level contributor certificate or fully completed sworn affidavit

Failure on the part of a tenderer to submit proof or documentation required in terms of this tender to claim points for specific goals with the tender, will be interpreted to mean that preference points for specific goals are not claimed.

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.
- 4.8 Air Chefs reserves the right to increase or decrease the scope, should the need arise.

Additional Requirements

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

- 4.9 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;
- 4.10 The Bidder has not abused the Air Chefs' supply chain management system; and
- 4.11 The Bidder has not failed to perform on any previous contract and has not been given written notice to this effect;