



SOUTH AFRICAN AIRWAYS

A STAR ALLIANCE MEMBER 

South African Airways

RFQ GSM015/25

Request for Quotation for Liquor License Renewal

G.1 Written Quote Form**RFQ NUMBER: GSM015/25****ISSUE DATE: 03/04/2025****CLOSING DATE: 11/04/2025 at 11hoo SA time****VALIDITY OF RFQ: 90 days**

RFQ DOCUMENTS TO BE E-MAILED TO: Magdelineserekego@flysaa.com

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. SBD2 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 the 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 Price Schedule
RFQ NUMBER GSM015/25

SAA Business Unit: Global Supply Management

1. BACKGROUND

- 1.1. 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 cost that is fair and reasonable.
- 1.2. SAA has the right to enter negotiation with a prospective Service Provider regarding any terms and conditions, including price(s), of a proposed contract.

2. SCOPE OF WORK

- Service provider to lodge and apply for the renewal of existing licences and application for any new liquor licences on SAA's behalf with the Liquor Board in the following provinces: Gauteng, Kwa-Zulu Natal, Eastern Cape and Western Cape.
- The licences are due annually and must be received and paid before the expiration date – dates can be viewed below.
- Service provider to complete the application forms as directed by the various boards.
- Service provider to pay for renewal fees to the Liquor Boards on SAA's behalf.
- Service provider to courier liquor licences to SAA.
- Service provider to assist with any legal issues arising from SAA's liquor licences.
- Service provider to have a dedicated contact that will liaise with SAA Support Services on any queries and services required.
- The licence must be in line with the Liquor Board Acts of each respective province.
- The type of licence for each lounge would be Airline Airport Lounge on consumption.
- The type of licence for Inflight Services is an Aviation Catering Supply Liquor licence.

LIQUOR LICENSE	TYPE OF LICINSE AND AREA	RENEWABLE DATE	Prescribed renewal and admin fee	Total amount
GAU/500553C	Supply Liquor License (JHB-Inflight Service)	13 February 2026		
GAU/037492	Special Liquor License (JHB-Domestic VIA Lounge)	30 June 2026		
GAU/501311C	Airport Lounge License (JHB-International Platinum Lounge)	25 September 2025		
GAU/501361C	Airport Lounge License (JHB-Domestic VIA Lounge)	30 August 2025		
KZNL/ETH/01/04111 44134	Pub License (KZN-Premium Lounge)	04 November 2025		
WCP1030875	Consumption on Premises (CPT Premium Lounge)	31 st December 2025		
ECP4371	Consumption on Premises(PLZ-Premium Lounge)	31 st December 2025		

3. DURATION OF THE CONTRACT

3.1 The duration of the service required is three (3) years.

4. EVALUATION PROCESS & CRITERIA

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

4.1 EVALUATION PROCESS

4.1.1 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.

4.1.2 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 quotations will be evaluated according to the criteria, weightings and threshold scores as Indicated in 4.2 below:

Phase 1 – Functional Criteria

NO.	DESCRIPTION	BIDDER TO SELF SCORE EACH CRITERION
1	Experience Supplier must have minimum of 3 years' experience in liquor licence applications as per scope of work above. Provide proof of contactable reference letters from at least 3 past clients on a client's letter head over a three-year period <ul style="list-style-type: none"> • 3 Years' experience – 50 points • 2 Years' experience – 30 points • 1-year experience – 10 points 	50 points
2	Lead time from requirement to delivery of licenses <ul style="list-style-type: none"> • 1 week = 30 points • 2 weeks = 20 points • 3 weeks = 5 points • More than 3 weeks = 0 points 	30 points
3	Supplier should be able to acquire licenses for all the airports <ul style="list-style-type: none"> • All Airports – 20 points 	20 points
THRESHOLD		70% (70 points)
DID THE BIDDER REACH THE THRESHOLD? (YES/NO)		

Note:

- i) For the shortlisted bidders, who reached the 70% threshold, SAA will verify the above claims by means of site visits, requesting further documentary proof, and

other measures which may result in the amendment of the shortlisted bidders' self-scored points.

- ii) Bidders who reached the 70% threshold score will continue onto the Price and Preference evaluation stage.

TENDER BRIEFING

No briefing will be held but bidders are encouraged to email their question to Magdelineserekego@flysaa.com

Threshold: The minimum qualifying score for Functionality is 70%. All tenders that do not comply with all the Mandatory Requirements for Functionality and that fail to achieve the minimum qualifying score of 70% on Functionality shall not be considered for further evaluation against Price and B-BBEE.

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:

Criteria	Points
Price	80
BBBEE	20
Total	100 points

a. STANDARD CONDITIONS FOR REQUEST FOR QUOTATION

Conditions:

- 4.3.1 All prices quoted must be exclusive of Value Added Tax (VAT).
- 4.3.2 All goods/services purchased will be subject to SAA Conditions of Contract and Order, available when requested.
- 4.3.3 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.
- 4.3.4 Note: Although SAA would prefer to award this contract to a 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.
- 4.3.5 Service, pricing and availability will be taken into consideration.
- 4.3.6 Pricing should be given based on 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
- ☐ SBD 4 Document. Refer to Annexure 4

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