



South African Airways ('SAA')

RFQ GSM050/2025

**Request for Quotation for
Distribution and Management of Global
Inventory Freight Forwarding on an “as and
when” required basis for a period of 5
months.**

Written Quote Form
RFQ NUMBER: GSM050/25
ISSUE DATE: 15 October 2025
CLOSING DATE: 21 October 2025 at 12:00pm
VALIDITY OF RFQ: 90 days

RFQ DOCUMENTS TO BE E-MAILED TO: tenders@flysaa.com – Limit 2MB (send in parts 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 requested information and return your quote on/before the stipulated date.

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, BBBEE, and functionality.

The following documents are required and must be included with your bid submission:

- 1. SBD 1 Document. Refer to Annexure 1**
- 2. SBD 4 Document. Refer to Annexure 4**
- 3. General Conditions of Contract. Refer to Annexure 5**
- 4. Pricing Schedule. Refer to Annexure 6**

CONDITIONS

- All goods or services purchased will be subject to the 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 that I have read and understood the SAA General Conditions of Contract, and I accept them.
- 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: _____

SAA Business Unit: Distribution and Management of Global Inventory Freight Forwarding

1. BACKGROUND

The objective of this tender is to appoint a capable and experienced logistics partner to provide comprehensive, integrated, and globally compliant freight forwarding and customs clearance solutions for South African Airways' inflight services. This tender aims to secure a service provider who can ensure the seamless, cost-effective, and compliant end-to-end movement of catering and related inventory across SAA's domestic, regional, and international network.

2. SCOPE OF WORK

The service provider is intended to assist SAA in organizing the transfer of inventory replenishment within a demand-pull Distribution Requirements Planning (DRP) fulfillment process for all service locations (as specified in the pricing template), supported by the National Carrier at local, regional, and global levels.

The DRP system estimates expected product consumption using statistical data from flight schedules and load factors, thereby initiating the replenishment cycle for Transport management, Freight forwarding, and Shipment Optimization.

3. EVALUATION PROCESS & CRITERIA

Responses will be evaluated based on the Critical criteria. After qualifying, responses will be assessed against the functional criteria. Once again, after qualifying, responses will be evaluated based on Price and Preference Points.

Please Note: Bidders should clearly demonstrate that they meet the criteria, as these will be used to determine Critical and Functionality scoring.

3.1 EVALUATION PROCESS

3.1.1 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.

3.1.2 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 3.2 below:

3.1.3 EVALUATION CRITERIA

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

Critical Criteria (Mandatory Returnable) - Phase 01

Failure to submit the necessary documents for this critical criterion will lead to bid disqualification.

CRITICAL CRITERIA: None Weighted, Mandatory requirements to be met, for the Bidder's submission to qualify for further evaluation.	COMPLY (attach proof)	
	YES	NO
Bidders must submit evidence in the form of certificates, licenses, and authorization for the following: - Accredited by inter alia the SARS for customs and excise clearance - Provide a valid SARS Tax Clearance Certificate, SARS PIN, or a letter from SARS showing tax clearance application.	☐	☐
Bidder to submit a Customs Clearance Declaration (CCD) document to handle cross-border logistics.	☐	☐

Functional Criteria – Phase 02

	PHASE 2: FUNCTIONAL CRITERIA: Bidders who do not meet the threshold will be disqualified from the tender process.	WEIGHTINGS
1	Service Delivery: proof of capability to deliver on the promise; execute the proposed solution to provide the operational requirements reliably and cost-effectively (at least four (4) contactable references in a tabular format (to score full points) from the bidder or clients letterhead from previous or current clients for similar work of equivalent value done within a period not older than three years indicating the bidder's On-time Performance, system malfunction recovery record and inventory accounting accuracy). - Bidder has four or more acceptable references = 40% - Bidder has 3 acceptable references = 30% - Bidder has 2 acceptable references = 20% - Bidder has 1 acceptable reference = 10% - Bidder has no acceptable references = 0%	40
2	Bidders must have an internet-based real-time "Track and Trace" IT system that meets the minimum system requirements as per the scope of work (provide proof/license). - Bidder has an internet-based real-time system with track and trace capability, and a license = 30% - Bidder has an internet-based real-time system with track and trace capability, but without a license = 20% - Bidder has an internet-based real-time system without track and trace capability = 10%	30

	Bidder has no internet-based real-time system = 0%	
3	Key Project Lead must have years of experience and expertise in local and international shipping logistics: - More than 10 years of experience = 20% - More than 7 years' and up to 10 years' experience = 15% - More than 3 years and up to 7 years of experience = 10% - Greater than zero and up to 3 years of experience = 5% - No Experience = 0% (Provide a CV that clearly highlights the Project Lead's experience to boost your score.)	30
	Total	100
	Threshold	70

The minimum qualifying Functionality Threshold is **70 points**. All tenders that do not meet the Functionality Threshold of 70 points will not be considered for further evaluation based on Price and Specific Goals.

PHASE 3: PRICE AND BBBEE

All tenders that comply with the mandatory requirements for Functionality and that have achieved the minimum qualifying score of 70 (Acceptable bids) will be evaluated further in terms of the applicable preference point system as follows:

Details	Points
Price	80
Specific Goals	20

Note to bidders: The bidders must indicate how they claim points for each preference point system.)

SPECIFIC GOALS

Selected Specific Goal	Number of points allocated (20)
B-BBEE Level 1 and 2 (Non-Compliant and/or B-BBEE Level 3-8 contributors = 0)	10
EMEs and QSEs that are 51% or more, black owned	10
Total Points for Specific Goals	20

Bidders should be aware that preference points will be awarded to those who provide evidence according to the table below:

Specific Goals	Acceptable Evidence
B-BBEE	B-BBEE Certificate / Sworn- Affidavit / B-BBEE CIPC Certificate (in case of JV, a consolidated scorecard will be accepted) as per DTIC guideline
EME or QSE that are 51% Black Owned	B-BBEE Certificate / Sworn-Affidavit / CIPC Certificate

Note: SAA reserves the right to conduct a verification site visit to any bidder's operating premises with whom SAA is negotiating.

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.

SAA reserves the right to require a tenderer, either before a tender is adjudicated or at any time subsequently, to substantiate any claim regarding preferences, in any manner required by SAA.

Contractual Requirements:

- TCS: The bidder must submit a valid Tax Clearance Status pin or CSD number/report for verification of tax compliance status.
- Payment Term: The Bidder supplies goods based on SAA's standard payment term of 30 days after invoice receipt. An SME may be considered, upon request and through a case-by-case assessment, for approval of a variation to the standard payment term.
- SAA retains the right to conduct due diligence, and should it be discovered that any of the directors have been charged or found to be involved in criminal activities, Bidders may be disqualified or shall be disqualified.

NB: Contractual requirements are not evaluation criteria. They must be met and assessed after the evaluation and ranking of the tenders. Proof that the highest-ranked tenderer can meet the contractual requirements must be submitted before contract award.

Failure to meet "Contractual Requirements" by the stipulated deadlines may result in the tenderer being regarded as nonresponsive and ineligible for contract award.

1. STANDARD CONDITIONS FOR REQUEST FOR QUOTATION

Conditions:

- 1.1 All prices quoted must be inclusive of Value Added Tax (VAT).
- 1.2 All goods/services purchased will be subject to SAA Conditions of Contract and Order, available when requested.
- 1.3 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.
- 1.4 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 of the date of issue, without any refunds whatsoever. SAA is not obligated to award this quote to the bidder that quotes the lowest.
- 1.5 Service, pricing, and availability will be taken into consideration.
- 1.6 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

- ☐ SBD 1 Document. Refer to Annexure 2
- ☐ SBD 4 Document. Refer to Annexure 4
- ☐ Pricing Schedule. Refer to Annexure 6.

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